# Summer Course Approval Form

Chairs: Route this form to the Academic Dean for approval prior to entering the course in Banner.

Department: ___________________________  Course Number: _________________

Course Name: ___________________________  Credit Hours: __     Load hours: __

This course is ___ Required for all ___________________ majors
___ A required elective in the ________________ major
___ An elective (Not required in any major)

Please summarize prior offerings:

<table>
<thead>
<tr>
<th># Sections Offered</th>
<th>Current Semester</th>
<th>Last Summer</th>
<th>Last Spring</th>
<th>Prior Fall</th>
<th>Two Summers Ago</th>
<th>Two Springs Ago</th>
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</thead>
<tbody>
<tr>
<td>Total Seats in all sections</td>
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<td>Total # empty seats in all sections</td>
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<td>Number of closed sections</td>
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<tr>
<td>Sections taught by Adjuncts</td>
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</tbody>
</table>

How are you proposing to offer this course?

___ taught by department chair
___ taught by regular faculty member (__ instructor __ Assistant __ Associate ___ Professor)
___ taught by an adjunct

Anticipated Enrollment: __________  Max enrollment: ______

Course Justification:

_____________________________________

Department Chair Signature  Date

Dean Approval:

___ Course Can NOT be offered  ___ Course can be offered as described.

Minimum enrollment required: _____  Minimum enrollment for full workload: _____

Priority Ranking: ___ High  ___ Medium  ___ Low

Details of workload if the course is below the minimum for full workload:

_____________________________________

Academic Dean Signature  Date