

SUMMER SCHOOL 2009: COURSE OFFERING REQUEST FORM

Return to the Registrar's Office by February 18

Department/Program Name: _____

(please make additional copies of this sheet if needed)

Term 1 (June 2-July 9):

Course #	Course Title	Instructor	Meeting Times/Days
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_____	_____	_____	_____
_____	_____	_____	_____

Term 2 (July 13-August 19):

Course #	Course Title	Instructor	Meeting Times/Days
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_____	_____	_____	_____

Note: There are 4 class meeting times. Period 1:8-9:30, Period 2: 10-11:30, Period 3: 12:30-2:00, Period 4: 2:30-4:00. It is very important that we have a good selection of courses at each time. If we have too many offerings at certain times, we may need to try to shift some courses.

In general, faculty/student contact hours for Summer courses shall approximate contact hours per course during the regular semester: 35-40 hours for the entire term. Most classes meet for a 1&1/2 hour period five days per week.

Laboratory classes meet additional hours. (Questions? Call Paula Stowe x3006)