

# Course Proposal Form

## Deadlines for Course Proposals

Please keep these calendar guidelines in mind when planning your new course. Proposals must be submitted by the indicated date for each quarter.

	SUMMER	FALL	WINTER	SPRING
Individual academic credit & non-credit courses	February 1	May 1	August 1	November 1
Travel programs	Approved programs and course proposals must be in Extended, Professional and Continuing Education eight (8) months before the program begins. Example: travel in June, submit proposal by October.			
Certificate programs	December 1	March 1	May 1	August 1

Name of Proposed Course: \_\_\_\_\_

## Course Type

Please select the type of course that you wish to propose.

For more information about each course type, please visit [extended.calpoly.edu/teach](http://extended.calpoly.edu/teach).

Non-Credit Course     Special Session Course     Academic Credit     Continuing Education Units (CEUs)

## Course Details

Course Title: \_\_\_\_\_

### Course Description

*Describe course as it would appear in the marketing materials if the proposal is approved. (Subject to Extended, Professional and Continuing Education editing).  
Limit response to 100 words or less.*

## Course/Program Fees

Please include your suggested fees and projected expenses for the program. Cal Poly Extended, Professional and Continuing Education reviews them; final projection will be an agreement between you and Cal Poly Extended, Professional and Continuing Education.

Instructor – Desired Compensation: \$ \_\_\_\_\_

Suggested Course Fee: \$ \_\_\_\_\_

Materials Fee: \$ \_\_\_\_\_

*Please specify any other costs or requirements for this class, including class supplies, facilities used, guest speakers, printing, etc.*

## Requested Scheduling

Year: \_\_\_\_\_

Term:  Fall  Winter  Spring  Summer

Specific Dates: \_\_\_\_\_

Term:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Start Time: \_\_\_\_\_  A.M.  P.M.

End Time: \_\_\_\_\_  A.M.  P.M.

Location:  On-Campus  Off-Campus  Online/Hybrid

## Audience

*Describe the intended audience for this course.*

How will the intended audience hear about this new course? *(Cal Poly Extended, Professional and Continuing Education will provide marketing services)*

## Instructor Information

Instructor Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Instructor Biography

*Provide a brief biography to be used for marketing purposes.*

## Resume/CV and References

Resume/CV: \_\_\_\_\_

*File size must be less than 2MB.*

*Allowed file types: .rtf, .pdf, .doc, .docx, .odt*

### References

*Please list three (3) professional references. If you have already included a list of references in your resume/CV, you may skip this section.*

#### Reference #1

Name/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Reference #2

Name/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Reference #3

Name/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Attachments

Syllabus: \_\_\_\_\_

*File size must be less than 2MB.*

*Allowed file types: .txt, .rtf, .html, .pdf, .doc, .docx, .odp, .ods, .odt, .ppt, .pptx, .xls, .xlsx, .xml*

Schedule: \_\_\_\_\_

*File size must be less than 2MB.*

*Allowed file types: .txt, .rtf, .html, .pdf, .doc, .docx, .odp, .ods, .odt, .ppt, .pptx, .xls, .xlsx, .xml*

Other: \_\_\_\_\_

*File size must be less than 2MB.*

*Allowed file types: .txt, .rtf, .html, .pdf, .doc, .docx, .odp, .ods, .odt, .ppt, .pptx, .xls, .xlsx, .xml, .gif, .png, .avi, .mov, .mp3, .ogg, .wav, .bz2, .dmg, .gz, .jar, .rar, .sit, .tar, .zip*

*If you uploaded within "Other," please provide a brief description/explanation of attachment(s).*

## Next Steps:

1. You will receive an email from our office confirming receipt of your proposal.
2. Your proposal will be reviewed by our program coordinators.
3. You will receive a response from our program coordinators as to the status (accepted or not accepted) of your proposal in approximately 2–3 weeks.



**CAL POLY**  
Extended, Professional  
& Continuing Education