

# TEACH DUAL CREDIT

## HIGHER EDUCATION INSTITUTION PROPOSAL TO OFFER GRADUATE COURSE(S)

Second & Final Proposal Window Deadline for Courses: **February 19, 2021**



Name of Institution(s)

is/are proposing the following graduate courses in one discipline area for participation in the Teach Dual Credit program. Use additional forms to propose courses in separate discipline areas. Sequences of 18 credit hours as well as stand-alone courses will be considered.

**DIRECTIONS:** Complete the following table for each discipline area for which your institution is proposing graduate courses. Refer to the Teach Dual Credit Request for Proposals for additional instructions and guidelines.

Discipline Area: _____ (one discipline area per form)													
List Graduate Course Title & Course Number	# of Credits	Mark at least ONE semester in which each course will be offered. Indicate additional semesters if the course may be offered repeatedly.							Indicate the class format each course			Indicate the costs for each course. *Please note proposal	
		Spring 2021	Summer I &/or II 2021	Fall 2021	Spring 2022	Summer I &/or II 2022	Fall 2022	Spring 2023	Online Only	Hybrid	On Campus only	Tuition cost per student/course	Textbook/Material cost per student/course

**\*Proposed Cost for Tuition**

A maximum amount of \$625 per graduate credit hour may be proposed for each course. Institutions should propose actual tuition amounts if less than \$625 per credit hour/per student. No additional costs or fees may be charged to students above the proposed tuition and books/materials.

**\*Proposed Cost for Books/Materials/Lab Fees**

A maximum amount of \$180 per graduate course may be proposed for each offering. Institutions should propose actual books/materials/lab costs if less than \$180 per course/per student.

**REQUIRED INSTRUCTOR INFORMATION FOR SUMMER 2021 GRADUATE COURSE(S):**

<b>Instructor Name:</b>	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
<b>Instructor Name:</b>	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
<b>Instructor Name:</b>	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:

**REQUIRED ATTACHMENTS FOR EACH SUMMER 2021 GRADUATE COURSE:**

- 1) Official course description – one paragraph that clearly describes the content for the course including any prerequisites
- 2) Course syllabus that includes contact information for instructor and when the course will be offered

*Note:* Instructor and course specific information for subsequent course offerings will be collected the semester prior to when each course will be offered.

**REQUIRED APPROVALS FOR TEACH DUAL CREDIT GRADUATE COURSE PROPOSALS:**

**Department Chair**

Type Name to Confirm Approval \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Dean**

Type Name to Confirm Approval \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**Provost**

Type Name to Confirm Approval \_\_\_\_\_  
Title \_\_\_\_\_ Date \_\_\_\_\_

**COMPLETED FORM(S) AND ATTACHMENTS FOR SUMMER 2021 MUST BE SUBMITTED BY THE CAMPUS LIAISON NO LATER THAN FEBRUARY 19, 2021 TO TRISH WLODARCZYK, [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu)**

Campus Liaison Name:	
Campus Liaison Email Address:	Campus Liaison Phone:

**UNIVERSITY NAME:  
GRADUATE COURSE:  
SUMMER 2021**

**Instructions for submitting the description and syllabi for each course are as follows:**

- 1. Submit course description information via this form.**
- 2. Submit syllabi (MS Word Doc or PDF) via an email to: [wlodarczykt@uindy.edu](mailto:wlodarczykt@uindy.edu)**

**Course description and syllabi due by FEBRUARY 19, 2021.**

Full name of course (Required format example, ENG 560 Shakespeare):

Date span when course will be offered:

Instructor name:

Instructor contact information (Email and Office Hours):

Format of course (e.g. online only, hybrid, or on campus only) If this is an online course, synchronous or asynchronous must be indicated:

Description of course (3-5 sentences):

Prerequisites: