

Higher Education Institution Proposal to Offer Graduate Courses for: DUAL CREDIT CREDENTIALING IN A CONTENT AREA

Proposal Deadline: **July 12, 2023**

----- is proposing the following graduate courses for Teach Dual Credit Indiana.

Name of Higher Education Institution

Submit a separate form to propose courses for each discipline area.

Identify the discipline area and additional certificate or degree opportunities (if applicable) by completing the sections below.		
<p>List Discipline Area for Dual Credit Credentialing.</p> <p>(e.g., communications/speech, economics, English, history, political science/government, and world languages).</p>	<p>Does your institution offer a graduate certificate in this discipline area upon completion of 18 graduate credits for the courses proposed?</p> <p>Please answer yes or no.</p>	<p>Does your institution offer a master's degree completion option for this discipline area?</p> <p>If yes, please indicate the official university designation for this master's degree and attach a list of the courses needed to complete a master's degree.</p>
<p>Example: History</p>	<p>No</p>	<p>Yes; Master of Arts in History</p>

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

Type full course name and number.	Designate the number of credits for each course as well as if the course will be a Full Semester course or shorter semester within that window such as, Summer I, Summer II. Refer to RFP for full explanation of timeframes and abbreviations.				Indicate whether the course should be taken for a Credential, Certificate or Master's (note all that apply)	Indicate online format.	See RFP for maximum amounts.	See RFP for maximum amounts.
	Graduate Course Title & Course Number	# of Credits	Fall <u>Choose Term & Year:</u> Full Fall, Fall I & II 2023, 2024, 2025	Winter/Spring <u>Choose Term & Year:</u> Full W/S, W/S I, II, & III 2024, 2025, 2026				
Example: History 59000: Civil War & Reconstruction	3	Full Fall 2024 Fall I 2025	Full W/S 2023 W/S I 2024 W/S III 2025	SUM II, 2024 Full SUM 2025	Credential Certificate Master's	Synchronous	\$1,575	\$135

Type full course name and number.	Designate the number of credits for each course as well as if the course will be a Full Semester course or shorter semester within that window such as, Summer I, Summer II. Refer to RFP for full explanation of timeframes and abbreviations.			Indicate whether the course should be taken for a Credential, Certificate or Master's (note all that apply)	Indicate online format.	See RFP for maximum amounts.	See RFP for maximum amounts.	
Graduate Course Title & Course Number	# of Credits	<u>Fall</u> <u>Choose Term & Year:</u> Full Fall, Fall I & II 2023, 2024, 2025	<u>Winter/Spring</u> <u>Choose Term & Year:</u> Full W/S, W/S I, II, & III 2024, 2025, 2026	<u>Summer</u> <u>Choose Term & Year:</u> Full Sum, Sum I & II 2024, 2025, 2026	Credential, Certificate or Master's Course (note all that apply)	Synchronous/ Asynchronous or Combo	Tuition cost per teacher/ course	Textbook/ Materials cost per teacher/ course

COST PROPOSALS

Proposed Costs 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 teachers above the proposed tuition and books/materials. Teach Dual Credit Indiana reimburses campuses for the cost of tuition once the course is completed.

Proposed Costs for Books/Materials

A maximum amount of \$180 per teacher may be proposed for textbooks/materials. Institutions should propose actual books/materials costs if less than \$180 per course/per teacher. A reimbursement process between the HE institution and teacher may not be utilized. TDCI reimburses campuses for the cost of tuition once the course is completed.

REQUIRED INSTRUCTOR INFORMATION FOR PROPOSED FALL 2023 GRADUATE COURSE(S):

Instructor Name:	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
Instructor Name:	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:
Instructor Name:	Email Address:
Course Title:	
Position:	Highest Level of Degree:
Department:	Phone number:

REQUIRED DOCUMENTS FOR EACH PROPOSED FALL 2023 GRADUATE COURSE

- 1) Course Description Document
- 2) Course syllabus that includes the university name, course name, format of course, semester, start and end dates, professor name and contact information.

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 Indiana GRADUATE COURSE PROPOSALS:

DEPARTMENT CHAIR - Type name below to indicate approval and submit the separate Signature Sheet with proposal.	
Name	
Full Title	
Date	

DEAN - Type name below to indicate approval and submit the separate Signature Sheet with proposal.	
Name	
Full Title	
Date	

PROVOST - Type name below to indicate approval and submit the separate Signature Sheet with proposal.	
Name	
Full Title	
Date	

Campus Liaison Information:	
Name	
Email Address	
Phone Number	

Scanned versions of this form will not be accepted.

Completed HE Proposal Form, Signature Sheet, Course Description Form, and Syllabi for Fall 2023 courses must be submitted by the Campus Liaison **no later than July 12, 2023** to Trish Wlodarczyk, wlodarczykt@uindy.edu