Name of proposed institute/program: ____________________________________________________________

Location:
❑ Foggy Bottom  ❑ Mount Vernon Campus
_______________________________________________________________________________________

Your Name, title, & dept: __________________________________________________________________
Campus address: ______________________________________Phone:__________ E-mail:  ______________

Course(s) that are part of the institute:
Subject Course Section Credits
Subject Course Section Credits
Subject Course Section Credits

Are these courses required or elective courses for your program or a secondary concentration? ❑ Yes ❑ No

Do these courses comprise part of a certificate program? ❑ Yes ❑ No
Course format: ❑ Face to face  ❑ Online  ❑ Hybrid

Estimated student enrollment for credit courses:_______________

❑ 6-Week Session I (May 21-June 30)  ❑ 8-Week Session (May 21-July 14)
❑ 10-Week Session (May 21-July 28)  ❑ 6-Week Session II (July 2-August 11)

Meeting days and times of class: Day: _____________ Time: _____________

Estimated contact hours*: __________________________________________________________________

*Refer to the summer guidelines referenced in the Assignment of Credit Guidelines, found at provost.gwu.edu, to ensure compliance with federal requirements.

Sponsoring Department(s): ________________________________________________________________

Course level:
❑ Undergraduate only  ❑ Undergraduate, open to graduate students
❑ Graduate, open to qualified undergraduates  ❑ Other
❑ Graduate only

Will interested students be screened for admission? ❑ Yes ❑ No
Is the instructor’s permission required prior to registration: ❑ Yes ❑ No ❑ Other: _______________________

Pre-requisites: _________________________ If the institute has been offered before, list year(s):_______________
PROGRAM DESCRIPTION

Attach a brief description of proposed course/program (for more details please reference the Faculty Guide, which may be requested from Summer & Non-Degree Programs at gwsummer@gwu.edu or 202-994-6360), including:

- Intended goals of program: demonstrate how it addresses student retention and academic success
- Degree or program requirements met
- Dates of classes & total contact hours
- Targeted audience
- Draft syllabus & timeline
- Estimated student enrollment
- Special requirements for students (if applicable)
- Departmental plans to promote/market the program in addition to Summer and Special Programs marketing efforts

BUDGET

Provide an estimate of projected program costs and revenues.

APPROVAL

Faculty Director (please print)  
Signature  
Date

Department Chair(s) (please print)  
Signature  
Date

Dean (please print)  
Signature  
Date

SUBMISSION

Please send the completed form with attachments by **October 2, 2017.**

Georgette Edmondson-Wright  
Associate Provost, Strategic Enrollment Initiatives  
2100 Foxhall Rd, NW  
Academic Building, Ste 115  
Washington, D.C. 20007

202-994-1136 (direct line)  
202-994-6360 (Summer & Non-Degree Programs)  
202-994-9360 (fax)  
gewright@gwu.edu