2016-17/2017-18 TEACHING REQUEST FORM

FACULTY: RETURN THIS FORM TO YOUR FIELD CHAIR BY SEPT 16.
FIELD CHAIRS: RETURNS FORMS TO BECKY BY SEPT 30.

COAS policy requires cancellation of courses that enroll fewer than ten (undergraduate course) and five (graduate course). If you expect that either of the courses listed below will not make these enrollment minima, please provide justification for why the course should be offered.

PART 1: FALL 2016

NAME: ____________________________

COURSE ONE:

Course Number and Title or Topic: ____________________________

Time/Day, First Choice: ____________________________

Time/Day, Second Choice: ____________________________

Media or special room requirements? BE SPECIFIC: ____________________________

Estimated enrollment: ____________________________

COURSE TWO:

Course Number and Title or Topic: ____________________________

Time/Day, First Choice: ____________________________

Time/Day, Second Choice: ____________________________

Media or special room requirements? BE SPECIFIC: ____________________________

Estimated enrollment: ____________________________
PART 2: SPRING 2017

NAME: 

COURSE ONE:

Course Number and Title or Topic: 

Time/Day, First Choice: 

Time/Day, Second Choice: 

Media or special room requirements? BE SPECIFIC: 

Estimated enrollment: 

COURSE TWO:

Course Number and Title or Topic: 

Time/Day, First Choice: 

Time/Day, Second Choice: 

Media or special room requirements? BE SPECIFIC: 

Estimated enrollment: 
PART 3: TENTATIVE 2017-18 COURSE SELECTIONS

NB: If you anticipate being on full or partial teaching leave for 2017-18, please write “leave” in the space provided for course titles.

NAME: ____________________________

F 2017 COURSE ONE:

Course Number and Title or Topic: _________________________________________

Estimated enrollment: ________________________________________________

F 2017 COURSE TWO:

Course Number and Title or Topic: _________________________________________

Estimated enrollment: ________________________________________________

Sp 2018 COURSE ONE:

Course Number and Title or Topic: _________________________________________

Estimated enrollment: ________________________________________________

Sp 2018 COURSE TWO:

Course Number and Title or Topic: _________________________________________

Estimated enrollment: ________________________________________________