

Appendix: GTE Course Approval Form

GTE Policy on Immersion Course Scheduling.

- (1) *At least 19 months prior to the proposed immersion the lecturer must request that the proposed course be tentatively placed on the GTE long-range planning calendar.*
- (2) *Once the course is tentatively scheduled the lecturer is responsible for completing the course approval process and associated form at least 18 months prior to the proposed immersion.*
- (3) *Once the Associate Dean of Academic Affairs has placed the course in the schedule of the upcoming year(s) the GTE director will work with the lecturer to plan the course as detailed elsewhere in these policies. The completed form should be copied, with one copy given to the GTE director, one returned to the Associate Dean of Academic Affairs, and one retained by the lecturer.*

Lecturer(s):

Course Title:

Division

Location:

Proposed Course Dates:

Academic Year:

Term:

(NB – Summer is first term of the academic year.)

Note, as of September 1st, 2009 and until further notice submission of this form indicates that the immersion course to be offered is within the lecturer's normal course load. Overload immersion courses will not be accepted.

	Signature of:	Date
1. Course has been placed on the long term GTE planning calendar and fits within the overall GTE program goals.	GTE Director:	
2. Course has been approved by the appropriate division	Division Head:	
3. Course has been approved by the Associate Dean of Academic Affairs	Associate Dean	
4. Course has been placed on the final GTE calendar	GTE Director	