



## 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 STEM Teach VI.  
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.		
List STEM Discipline Area for Dual Credit Credentialing  (e.g., biology, chemistry, IT/technology, math, physics, psychology, or other sciences).	Does your institution offer a graduate certificate in this discipline area upon completion of 18 graduate credits for the courses proposed?  Please answer yes or no.	Does your institution offer a master's degree completion option for this discipline area?  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.
<b>Example:</b> Physics	Yes	Yes; Master of Science in Physics in Education
(Empty space for user input)	(Empty space for user input)	(Empty space for user input)

DIRECTIONS: Complete the following table for each course that your institution is proposing to STEM Teach. Refer to the STEM Teach VI Request for Proposals for additional instructions and guidelines.

Type full course name and course number.	Designate the number of credits for each course as well as if the course will be a Full Semester course or a shorter term within that window such as Summer I, Summer II.  Refer to the RFP for a full explanation of timeframes and abbreviations.				Indicate whether the course may be taken for a Certificate or Master's Completion (note all that apply).	Indicate online format.	See RFP for maximum amounts.	See RFP for maximum amounts.
Graduate Course Title & Course Number	# of Credits	<b>Fall</b> Select Semester/Term & Year: Full Fall, Fall I & II 2023 or 2024	<b>Winter/Spring</b> Select Semester/Term & Year: Full W/S, W/S I, II & III 2024 or 2025	<b>Summer</b> Select Semester/Term & Year: Full SUM, SUM I & II 2024 or 2025	Certificate or Master's Completion Course (note all that apply)	Synchronous/Asynchronous or Combo	Tuition cost per teacher/course	Textbook/Materials cost per teacher/course
<b>Example:</b> Physics 501: Classical Mechanics	3	Full Fall 2023 Fall I 2024	W/S I 2024 W/S III 2025	SUM II 2024 Full SUM 2025	Credential Certificate Master's	Asynchronous	\$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 a shorter term within that window such as Summer I, Summer II.  Refer to the RFP for a full explanation of timeframes and abbreviations.				Indicate whether the course may be taken for a Certificate or Master's Completion (note all that apply).	Indicate online format.	See RFP for maximum amounts.	See RFP for maximum amounts.
	# of Credits	Fall Select Semester/Term & Year: Full Fall, Fall I & II 2023 or 2024	Winter/Spring Select Semester/Term & Year: Full W/S, W/S I, II & III 2024 or 2025	Summer Select Semester/Term & Year: Full SUM, SUM I & II 2024 or 2025				

## 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. STEM Teach 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. STEM Teach reimburses campuses for the cost of books/materials once the course is completed.

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

Top of Form

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 STEM TEACH VI 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](mailto:wlodarczykt@uindy.edu)