**Course Submission Compliance Form (For NEW GS courses only)**

The UC San Diego Global Semianr program requires the close collaboration of faculty, departmental administrators & advisers, the Global Semianr team, Summer Session, the Registrar and other campus stakeholders. Each Global Semianr consist of two academic courses. New Global Semianr courses must be created by the faculty and submitted by the department or college MSO and/or administrator /adviser based on established procedures. Since these courses must be approved by the Academic Senate in the October or November meeting, it is essential that the faculty and MSO and/or adviser or administrator who submits courses must understand the responsibilities involved.

1. Faculty will complete the new on-line course questions and submit to the designated departmental or college official responsible for submitting course approvals to the senate. This must be done no later than the first week of the fall quarter.

2. The MSO or designated official will manage the process to ensure that the course approval(s) are submitted on time and with complete information.

3. The MSO or designated official will notify the faculty member, summer session, and the Global Seminar team when they have submitted the completed course approval to the senate.

4. If your department, unit or division has additional procedures in place for approving summer courses, please comply and promptly contact Summer Session and copy Jim Galvin at [jgalvin@ucsd.edu](mailto:jgalvin@ucsd.edu).

**Course Information**

(Faculty will teach two 4-unit courses. Faculty member can provide more detailed information for course approval.)

Course #1

Department Course Number Title

Course #2

Department Course Number Title

Country and City

Faculty member leading Global Seminar (signature)

Departmental MSO and/or administrator/adviser responsible for submitting course approvals and overseeing the process for course approvals. Comments:

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MSO or designated official’s contact information (printed)

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Name Telephone number E-mail address

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MSO or designated official’s Signature Date

Please submit department approval form to the Global Seminar team by April 15, 2021.