

# Curriculum Council Notification Form for Gateway Colloquia

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**TO:** Associate Dean of Curricular and Faculty Development, Mellon Center **DATE SUBMITTED:** \_\_\_\_\_

**FROM:** (Name) \_\_\_\_\_ (Department) \_\_\_\_\_

**Email address:** \_\_\_\_\_

Gateway Colloquium title: \_\_\_\_\_

Please insert here a course description for the Registrar's records. Course descriptions should not exceed 50 words. The description must include (a) title, and (b) when offered, although those items do not count against the 50-word limit.

When will the Gateway Colloquium be offered? \_\_\_\_\_

**Note:** All Gateway instructors must participate in the Gateway syllabus review process, as described on p. 12 of this Handbook.

\_\_\_\_\_  
Signature of the Instructor of the Gateway Colloquium

\_\_\_\_\_  
Signature of the Head of the Gateway Instructor's  
Department or Program, or the Associate Dean of Curricular  
and Faculty Development