

BERGEN COMMUNITY COLLEGE – CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT

Institute for Learning in Retirement (ILR) Course Proposal Form

✉ Submission Deadline: December 4, 2026 | 📧 Return completed form as attached to: ILR@Bergen.edu

Instructor Contact Information

Date:		
Instructor Full Name:		Emergency Contact:
Credentials / Titles:		Relationship:
Email:		Phone:
Phone:		Address:
Address:		City:
City:		State:
State:		Zip Code:
Zip Code:		

Catalog and Course Information

Proposed Course Title:		Day(s) of Week:	
Course # (FOR OFFICE):		Start Date:	
Section # (FOR OFFICE):		End Date:	
Total Hours:		No Class Dates:	
# of Sessions:		Time(s):	
Course Description (for catalog):			
Delivery Mode:		Room Requirements:	
Room Request /		Media/Tech Needs:	
Minimum Enrollment:		Maximum Enrollment:	

Instructor Bio:	
Preferred Pronouns	

Textbooks & Materials

Required Text(s) or Materials:	
Recommended Text(s) or Materials:	

Course Details and Scheduling

Primary Choice:		Secondary Choice:	
Day of Week:		Day of Week:	
Start Date:		Start Date:	
End Date:		End Date:	
No Class Dates:		No Class Dates:	
Time(s):		Time(s):	

Other Availability / Notes: (e.g., specific start week, scheduling constraints, alternate times)	
ILR Spring 2027 Term Calendar (March 8-May 28, 2027)	
<i>Carefully review the open teaching dates before submitting your proposal.</i>	
Day	Open Dates (Spring 2027)
Monday	3/8, 3/22, 3/29, 4/5, 4/12, 4/19, 4/26, 5/3, 5/10, 5/17, 5/24
Tuesday	3/9, 3/23, 3/30, 4/6, 4/13, 4/20, 4/27, 5/4, 5/11, 5/18, 5/25
Wednesday	3/10, 3/24, 3/31, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12, 5/19, 5/26
Thursday	3/11, 3/25, 4/1, 4/8, 4/15, 4/22, 4/29, 5/6, 5/13, 5/20, 5/27
Friday	3/12, 4/8, 4/9, 4/16, 4/23, 4/30, 5/7, 5/14, 5/21, 5/28
Weeks	
	11
	11
	11
	11
	10
Campus Holiday Schedule	
<i>Please note the following College closures and holidays—no ILR classes are held on these dates and the campus is closed.</i>	
Day	Observances (Spring 2027)
Sunday-Saturday	Spring Break, March 14, March 15, March 16, March 17, March 18, March 19, March 20, March 21
	Holidays (No class): Good Friday, March 26, 2027
Note From Staff and Instructor Sign-off	
Classes may run up to 11 weeks depending on day and room availability, and run at least one hour. Classroom hours begin at 10:00 am and end at 3:00 pm. Primary courses must run a minimum of four times. Bonus courses run one to two three times. Per college policy, all instructors must submit to a background check.	
Submitted By:	
Form Date:	
Division of Continuing Education and Workforce Development Bergen Community College	