Non-Credit Program Proposal / Approval Form

Course Type:
☐ Free Forum (1 Time- Instructor Not Paid)  ☐ Short Course (Instructor Paid)
☐ Other: ____________________________

Title of Course: ____________________________________________________________

Brief Description (to be used for advertising):
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Target Audience (Who is the market for this class?): _______________________________________________________________

Do you have a mailing list for promotional materials?  ☐ *Yes  ☐ No  ☐ If yes, please attach.

Level of Course:  ☐ Beginning  ☐ Intermediate  ☐ Advanced

Are there prerequisites for the class?  ☐ Yes  ☐ No  ☐ If yes, please list: _______________________________

Format:  ☐ Lecture  ☐ Discussion  ☐ Hands-On  ☐ Other

Anticipated Number of Participants: Maximum __________

Proposed Dates & Times: Begin Date: ____________  End Date: ____________  Days: ____________
Begin Time: ____________  End Time: ____________

Total Clock Hours of Instruction: _____  Will CEU’s be awarded? _____  If so, how many? _____

Suggested Fee for Participants: $ ________

Textbook (list the title, author, publisher, and ISBN number): ___________________________________________________________

Photocopies Needed (list number per person): ___________________________________________________________________

Other Supplies (list supplies needed per person): ___________________________________________________________________

Equipment Needed (What equipment will you need for the class? Is that equipment available to you? If not, do you want LSUS
Continuing Education to arrange for the equipment?) __________________________________________________________________

Preferred Location (Do you have any special room requirements? If so, please give the requirements along with a recommended
room number.): __________________________________________________________________

Evaluation Procedure (The standard procedure is a student evaluation of the course. If you have additional requirements, please
explain.):

• Agenda- Attach a detailed description or outline of the course. This should include course name, goals, objectives, topical
  outline. (Please list at least 10 things participants will learn from your course.)
• Qualifications- Adjunct, part-time faculty, and community instructors should attach recent resume'.

Instructor Info (Please Print): Please publish my information for students?  ☐ Yes  ☐ No

Instructor’s Name: ______________________________________  Home Phone: ____________
Address: _____________________________________________  Work Phone: ____________
City, State, Zip: ______________________________________  Fax Work: ____________
Social Security Number: _________________________________ Email: ____________________________