|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| NON-CREDIT COURSE/WORKSHOP APPROVAL FORM | | | | | | | | |
| Program  Title: | | | | | | | | |
| Approximate Cost Per Participant: | | | | | Target Audience: | | | |
| Class  Limit: | | | Date(s) To Be Offered: | | | | Location: | |
| program format | | | | | | | | |
|  | Class | | | |  | Seminar | | |
|  | Conference | | | |  | Short Course | | |
|  | Educational Series | | | |  | Workshop | | |
|  | Informational | | | |  | Other | | |
| **Needs Assessment: How were the needs determined for this event/program?** | | | | | | | | |
| **List (or attach list of) planned outcomes.** | | | | | | | | |
| **List (or attach a list of) those involved in planning and instruction (attach brief bio, resume, or vita for those involved in instruction).** | | | | | | | | |
| **Explain types of learning support and materials that will be provided.** | | | | | | | | |
| **How will participants demonstrate attainment of learning outcomes?** | | | | | | | | |
| **How will program be evaluated by participants? (attach copy of evaluation instrument)** | | | | | | | | |
| **What are the requirements for satisfactory completion and/or progress?** | | | | | | | | |
| **Total number of contact hours:** | | | | | | | | |
| **Attach course/seminar/outline or synopsis.** | | | | | | | | |
|  | | | | | | | | |
| **Program Administrator:** | | | | | **Telephone/Extension:** | | | |
| **Email:** | | | | | | | | |
| **City:** | | | | **State:** | | | | **Zip Code:** |
| DO NOT WRITE IN THE BOX BELOW | | | | | | | | |
|  | | Approved for \_\_\_\_\_\_\_\_\_\_ CEUs | | |  | Not Approved for CEU Credit | | |
|  | | Approved as a CELL Program | | |  | Not Approved as a CELL Program | | |
|  | | Approved for \_\_\_\_\_\_\_\_\_\_ CLUs | | |  | Not Approved for CLU Credit | | |
| Reviewed by: | | | | | Date: | | | |
| [Note: For CEU credit, please submit to Academic Affairs (LJH-Suite 133A) or the CELL Unit Office (FCH Assembly Center-Room 173F)] | | | | | | | | |