

UAM CONTINUING EDUCATION PROPOSAL FORM

The University seeks to meet the educational needs of the working adult, and life-enrichment and skill development needs of children and adults of all ages. Programs offered through Continuing Education range from full-semester courses to one-or two-month mini-courses, or workshops lasting from one day to a week or more. Some programs are offered in partnership with professional, business, and public service organizations. Most programs are initiated by and taught by UAM faculty.

To propose a continuing education course or program, please complete the form below. Once the course is approved, students may register for the course using the attached form.

Course Title: _____

Brief Description: _____

Sponsoring Unit: _____ Signature of Unit Head: _____

Course Coordinator: _____

Course Location: _____

Facilities to be used: _____

Dates & Times at which course will be offered: _____

Name(s) of Instructor(s): _____

Social Security Number(s): _____

Stipends to be paid: _____

(Note: A Personal Action Form is required for the payment of a stipend.)

Course Fees: _____

NOTE:

Attach an itemized estimated budget for this program that includes the following, if applicable:

- Personnel costs
- Materials and supplies
- Travel costs

This form must be submitted to the Office of Academic Affairs prior to the release of any publicity for an activity.

Course/Program Approval

Vice Chancellor for Academic Affairs Signature

Date

For Finance and Administration Use Only

