

Request for Review of Proposed Continuing/Professional
Education Program/Course
(credit or non-credit)

This form must be completed and submitted to the Office of the Provost (Attn: Paul Hart, Associate Provost) prior to the program/course being advertised, submission of a Marketplace uStore/uPay Site Request, or submission of a form to Establish an Auxiliary Operation and Recharge Rate Request Summary.

College or Academic Unit:

Department/School or Academic Unit:

Name of Program/Course:

What is the objective of the program/course?

How does the program/course tie to the mission of FAU (Race to Excellence 2015-2025)?

Provide a detailed description of the operation of the program (length; days; hours; on-line; in-class; etc.). Indicate if this is proposed as a one-time offering or if you are proposing a continuing program. Indicate if this will be a for-credit or not-for-credit program; a certificate program; or offered for CEUs?

Who is the intended audience? If it will include both FAU and non-FAU students, please indicate anticipated ratio? How many total people do you anticipate enrolling in a session?

Are there other similar programs being offered elsewhere in the area? Have you gathered information from them in regard to demand?

Who are you proposing to deliver the instruction for this program/course? How were they selected? What are the credentials required? Will a background check be required? Who is the FAU employee who will be supervising them?

What are the FAU resources (human, facilities, equipment) that will be required for the operation of the program?

What are the proposed costs of the program? What is the plan for use of the funds collected in excess of the costs?

What is being proposed as a way to assess the quality and success of the programs/course?

Department Chair/School Director

Date

Dean

Date

Provost or Designee

Date