

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: Diane Alperin, Senior Advisor, Academic Affairs.) 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 is the price of the program for a participant? What is the plan for use of the revenue collected in excess of the cost to provide the program?**

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

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**Department Chair/School Director**

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**Date**

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**Dean**

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**Date**

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**Provost or Designee**

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**Date**