

State Use Only	
Ck#	_____
Date	_____
AMT\$	_____

STAND ALONE COURSE APPROVAL FORM (Must be typed)

School Name:		Date:		
School Address (City, State, Zip):				
Course Title:		New <input type="checkbox"/>	Revised <input type="checkbox"/>	Continuing Ed <input type="checkbox"/>
Proposed Date of Implementation (m/dd/yy):		Person Submitting Application:		
Method of Delivery:	Classroom <input type="checkbox"/>	and/or	Distance Education: Correspondence <input type="checkbox"/>	and/or On-line <input type="checkbox"/>
Maximum Number of Students per Theory Class:		Lab Class:	Course Cost \$	
Course Length in days/weeks/months/years AND, <i>if applicable</i> , distance education lessons (NOT HOURS):				

STATE THE OCCUPATIONAL OBJECTIVE OF THE PROGRAM:

The objective of the insert Course Title is to prepare the student by providing the occupational education, training and skills for (select all that apply): an entry-level employment opportunity advanced-level employment opportunity and/or continuing education credit required for renewal of a license continuing education to enhance education in the occupation of/or related occupational areas of name of occupation(s)

Check, *if applicable*:

Upon successful completion the graduate will be eligible to sit for the name of licensure/certification exam .

Stand Alone Course Prerequisite(s): [List any mandatory requirement(s) for entrance into the **course**, i.e., education credential, license, coursework, or specialized training or expertise needed for entry into the course. If no prerequisite is required, please indicate "None" on the form].

List the subjects or units of learning to be covered: (below in Column A); Also complete a <i>Course Syllabus</i> for the course.	Hrs. of Theory	Hrs. of Lab	Total Contact Hrs.	(If applicable) Semester/Quarter Credit Hrs. <i>or</i> No. of Lessons
Column A	B	C	D*	E
Subtotal				
Total Theory & Lab				

***(B+C=D)**

Attachments - The following items properly labeled and identified MUST be attached and become part of the approval application:

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. A Course Syllabus including schedule for each subject/unit listed above. (see Course Syllabus Sample) 2. A catalog or catalog addendum reflecting curriculum change(s). 3. Required Evaluator Reports for <i>Course</i> listed above with resumes/bios 4. Stand Alone Course fee (see current Fee Schedule) | <p><i>If not contained within the Course Syllabus:</i></p> <ol style="list-style-type: none"> 5. A complete physical inventory of equipment to be used for the course. 6. A list of textbooks used which include titles, publishers, and copyright dates. 7. A list of reference materials used. 8. A list of teaching aids, materials and supplies used. |
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