

## Non-credit Course or CEU Proposal Form

The Non-credit Course Proposal Form is for the purpose of requesting or proposing a non-credit class, event, or Continuing Education Unit (CEU). Please submit one form per course to [sally.menefee@uvu.edu](mailto:sally.menefee@uvu.edu).

Event / Course topic \_\_\_\_\_ Title: \_\_\_\_\_

Instructional hours/sessions of proposed course: \_\_\_\_\_ hours / \_\_\_\_\_ sessions CEUs requested  Yes

Term and year of first offering of proposed course:  Fall  Winter  Spring  Summer Year \_\_\_\_\_

Requested by: \_\_\_\_\_

Name/title	Date	Email	UVU Extension
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Proposed instructor: \_\_\_\_\_

Name	Phone	Email
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\_\_\_\_\_  
Address, City, State, Zip

(Instructor must pass a background check in order to be hired.)

Proposed material fees cost per student: \$ \_\_\_\_\_

Suggested course price (CCE determines actual price according to direct and indirect costs): \$ \_\_\_\_\_

Community or business need this course meets: \_\_\_\_\_

Type of facility needed for instruction: (Standard classroom, computer lab, art room, etc.)

Community and Continuing Education approval:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date:

Event/Course title/topic: \_\_\_\_\_

Course description and content: (Educational content: what will be covered, skills learned, purpose, etc.)

Course objectives: (Upon successful completion, students should be able or should know . . . )

Instructional materials utilized in course: (Texts, handouts, computers, etc.)

Student materials needed:

Minimum instructor qualifications to teach this course: (Background check required. Instructors will be interviewed and vetted prior to hiring to determine position fit. Instructors must know instructional basics and have teaching and/or training experience.)

Course evaluation methods: