



**Snow College Continuing Education
Course Proposal Form**

This Form is used for a prospective Continuing Education course.

Instructor Name:

Instructor Contact Information:

Address:

Cell phone or other contact phone:

Email:

Proposed Course: (title and description)

Proposed Schedule: (Weekly, etc., start time, length of class sessions):

Instructor's Qualifications: (Include relevant background information supporting credentials to present the course. Instructors do not necessarily need to have any official educational background in the subject but may be qualified through life experience.):

Proposed Course Fee:

Maximum Number of Students:

Upon approval of the course proposal, and with a completed **Snow College Continuing Education Teaching Agreement**, the instructor will receive an offer to teach the course at a rate and schedule mutually agreed upon by Snow College Continuing Education and the instructor. Courses will be placed in the schedule as close to the instructor's preference as possible but also incorporated within the semester schedule.