



Non-Credit Course Creation Request

See [Form Instructions](#)

DEPARTMENT INFORMATION	
Requested By: _____	Email: _____
Title: _____	Request Date: _____

CORSE INFORMATION	
Subject Area: _____	Course Number: _____ Hours (CEU): _____
Course Title: _____	Method: _____ Grade Type: _____
Attributes: (Check all that apply) <input type="checkbox"/> Canvas <input type="checkbox"/> Foster's Promise <input type="checkbox"/> Completer's Grant <input type="checkbox"/> Reboot <input type="checkbox"/> Other _____	
Tuition Amount: _____	Justification: _____

COURSE DESCRIPTION

APPROVALS:

1. _____ Date _____
Vice Chancellor for Workforce Development

2. _____ Date _____
Executive Director, Financial Services/Associate Controller

3. _____ Date _____
Executive Director, Curriculum and Program Development