Course Type: Undergraduate _____ Graduate _____

Course Begins: (Proposed starting date must be at least three weeks after receipt of course proposal by Lifelong Learning. Courses must not be announced until written approval is received.)

Course Ends:

Course Location:

Course Title:

Number of Credits: _____ Prerequisites: __________________

Your Organization: ______________________________________

Instructor(s):

Previously Approved: _____ When________

Attach the following:

1. Course Abstract, Description
2. Course Objectives and Learning Outcomes: List what you expect learners to learn in this course and the outcomes by which learning will be assessed.
3. Union Institute & University Learning Outcomes
4. Syllabus & Bibliography
5. Resume(s) of instructor(s).

*Unless it is an online offering, location of the course must be in a state in which Union Institute & University (UI&U) is licensed to operate. This includes: Ohio, California, Florida, and Vermont. This list will change as other licensing applications are approved. On a case by case basis, special agreements may be possible with other states.

Signatures below indicate that:

I. The course proposal is at the appropriate level (graduate or undergraduate credit).
II. Faculty is qualified to teach the course and his/her educational credentials have been verified.
III. The course does not compete with or impact negatively existing university course offerings.
IV. The normal duties and responsibilities of university faculty teaching the course will not be affected adversely.
V. You understand that under the Family Educational Rights and Privacy Act (FERPA), security and confidentiality of student education records are matters of concern to all university employees and to all persons who have access to student records by hard copy documents or via electronic media. You are responsible to be aware and comply with the UI&U FERPA policy http://www.myunion.edu/administration/offices/registrar/ferpa.html

Validation of the instructor’s highest degree completed is the responsibility of the sponsor organization, which is subject to review and verification upon request by UI&U

Instructor Signature Date Organization Representative Signature Date

Academic Dean/Director Date Lifelong Learning Date