

## FACULTY COURSE APPROVAL FORM

**NAME** \_\_\_\_\_ **BANNER ID #** \_\_\_\_\_

List below the course that you plan or wish to take for promotion purpose. Give the name of the course, the university that is offering it, and a brief course description. Lastly, explain how the course will enhance your teaching and the College's ability to serve its students. Approval of course work will be based on the established guidelines. Approval should also be received prior to enrollment.

**COURSE NUMBER AND TITLE** \_\_\_\_\_

**INSTITUTION** \_\_\_\_\_

**CATALOG DESCRIPTION** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DISCIPLINE SPECIFIC/RELATED**    **YES**\_\_\_    **NO**\_\_\_

**JUSTIFICATION FOR INSTRUCTIONAL IMPROVEMENT** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FUNCTION OF COURSE IN 12 HOUR PROMOTION PROGRESSION:** (List the courses in the 12 hour block below)

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Submitted by:** \_\_\_\_\_

Instructor

\_\_\_\_\_

Date

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**APPROVED** \_\_\_\_\_    **DISAPPROVED** \_\_\_\_\_    **PENDING APPROVAL OF FINAL PROJECT** \_\_\_\_\_

\_\_\_\_\_

Chairperson

\_\_\_\_\_

Date

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Date