

**Instructions:**

The Division of Continuing Education accepts course proposals on an ongoing basis. This is your opportunity to propose specific classes to offer through the Division.

Please complete a separate form for each course you are proposing. You may propose as many classes as you like.

Upon receipt of this completed form, the Division will evaluate your course proposal, assign pricing and minimum registration, and return a Standard Agreement Form specifying these terms and conditions for your approval. The Division reserves the exclusive and unconditional right to accept or decline any course proposal.

- Course Title: \_\_\_\_\_.
- Have you already completed an "Instructor Registration Form" for this proposed course?
  - If yes, *please indicate/emphasize any updates on the attached Instructor Registration Form* and we will update our records. If no changes are required, it is not necessary to complete an additional Instructor Registration Form.
  - If no, please complete an Instructor Registration Form for each course you are proposing.
- Proposed Begin Date: \_\_\_\_\_.
- Proposed End Date: \_\_\_\_\_.
- Meeting Schedule: (i.e.: Tuesday nights from 6 p.m. – 8 p.m.)

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- Budget:** A budget worksheet is provided on the reverse side of this form. Please specify your requirements for compensation, and other costs associated with the program. Please note that additional expenses, such as advertising overhead, facilities fees, etc., will be added in consideration of final course pricing. The Division will not process payments for any expenses not listed on this form. Expenses not explicitly listed on this form are the sole responsibility of the instructor.

- Please return completed forms to:  
Clarion University Pennsylvania  
Division of Continuing Education  
210 Dana Still Hall  
Clarion, PA 16214  
814.393.2227 Phone  
814.393.2741 Fax

# Course Proposal Form

## Budget Worksheet

The Division requires a budget to accompany all course proposals. A new budget must be developed for each course offering regardless of whether the course has been offered in the past. This budget represents the basis of a negotiable commitment between the Division on the instructor. For courses requiring more information or detail than is provided you, you may develop and attach a separate budget.

Please complete the "Proposed" section only. The agreed section will represent any revisions required based on anticipated demand, minimum class size, etc.

Budget Line Item	Proposed	Agreed
Instructor Compensation		
<b>Facilities Fees</b> <input type="checkbox"/> I will make facilities arrangements subject to Division approval <input type="checkbox"/> I want the Division to make facilities arrangements.		
<b>Catering Meals</b> <input type="checkbox"/> I will make catering arrangements subject to Division approval <input type="checkbox"/> I want the Division to make catering arrangements.		
<b>Textbooks</b> <input type="checkbox"/> I will make arrangements for textbooks subject to Division approval <input type="checkbox"/> I want the Division to make textbooks arrangements.		
<b>Other Materials/Supplies</b> <input type="checkbox"/> I will obtain other materials/supplies subject to Division approval <input type="checkbox"/> I want the Division to obtain other materials/supplies.		
Fixed Expenses Overhead - \$75 to cover printing, advertising and postage.		
Subtotal		
CE Admin Fee 30% of Collected Revenue		
Total		

### For Administrative Use Only

Registration Fee		
Minimum Registration		