REQUEST TO ESTABLISH A SEMINAR, WORKSHOP, OR OTHER SHORT COURSE

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<tr>
<th>Item/Purpose</th>
<th>Amount</th>
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Date of Course:  
Proposal Budget:  

Hours of Course:  

Location of Course:  

Person Originating Request:  

Instructor:  

Method of Credit & #:  

Anticipated Enrollment (Head Count):  

Total:  

Description of Course:  

Other Information:  

Approved: Vice Chancellor for Academic Affairs  

Disapproved: Vice Chancellor for Academic Affairs  

Fee per Student $ (must be self-supporting; not less than $3 per participant):  

Fee Approved: Vice Chancellor for Financial Affairs  

(If the fee includes text materials and/or supplies, the expenses must be listed in the above proposed budget. The person responsible for the course should make arrangements with the manager of the Bookstore to order the necessary materials and/or texts. The Bookstore will sell all materials at the regular institutional rate.)  

Distribution: Original to Vice Chancellor for Financial Affairs, Green copy to Director of Accounting (Business Office), Yellow copy to Registrar, Blue copy to Originator of Request.