Request for Addition to Pre-College & Adult Curriculum

Date: ____________________________________________________

Petitioner:  ____________________________________________________

Proposed instructor:  ____________________________________________________

Faculty type:  ____________________________________________________ (Adjunct, Full-time, etc.)

First academic year offered: ____________________________________________________

Class Subject/Performance Area:  ____________________________________________________

Course title:  _____________________________________________________

Course type (circle one): Class Group Ensemble Private Summer Camp

Class length/Days per week: ____________________________________________________

Semester(s) Offered: Fall (____ wks)          Spring (___ wks) Summer (____ wks)

Expected enrollment:  ____________________________________________________

Enrollment cap, if any:  ____________________________________________________

Reason for adding this course:  ____________________________________________________

Proposed semester fee per student: ____________________________________________________

Classroom (space) requirements:  ____________________________________________________

Storage requirements:  ____________________________________________________

What other requirements are needed? (Include equipment, books, scores, recordings, instruments, technology, etc.
Attach quote(s) ____________________________________________________

Attach a catalogue description for this course. Include pre-requisites, audition, or interview requirements.

Attach a repertoire list, program of study, or syllabus. Include grading criteria, if any.

Will the Music Library be a resource for students? _____ If yes, has the Library staff been consulted?_____

Has the Dean authorized any necessary expenditures?_______      If yes, what are the expenditures?_______

Petitioner Signature __________________________________________________ Date ______________________

To the Petitioner: Please complete the above in full and return to Dean Pam Schneller before March 1 of the academic
year preceding the course start date. Dean Schneller will coordinate with Dean Wait, Dean Cyrus & Dean Jarman,
and/or the Pre-College Committee regarding the final approval for this addition to the curriculum. Your request will be
finalized within 60 days after receipt of the completed written request.
ADMINISTRATIVE USE ONLY:

This course request (on reverse) has been completed in full and is pending information below:

Pam Schneller
Assistant Dean

___________________________________________________  __________________
Date

Required enrollment for class to “make” ________________________________

Tuition to be charged for this class for academic year ______________________:
Fall $__________________  Spring $__________________  Summer $__________________

__________________________________________________  __________________
Robert Halliburton  Date
Administrative Officer

Classroom and storage requirements are able to be met and are approved for this proposed class.

Pam Schneller  DeAnna Moore
Assistant Dean  Scheduling Coordinator

__________________________________________________  __________________
Date

Please return to Dean Pam Schneller when the above items are completed.

Dean Schneller will coordinate with Dean Wait, Dean Cyrus & Dean Rose, and/or the Pre-College Committee regarding the final approval for this addition to the curriculum.