



**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  
*Administrative Officer*

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Pam Schneller  
*Assistant Dean*

\_\_\_\_\_  
DeAnna Moore  
*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.