

**COURSE REQUEST  
OUTREACH PROGRAM**

**Douglas**

Semester/Year \_\_\_\_\_

Course Title \_\_\_\_\_ Credit Hours \_\_\_\_\_

Dept. \_\_\_\_\_ Course No. \_\_\_\_\_ Tuition & Fees \_\_\_\_\_

Rm. # \_\_\_\_\_ Rm. Capacity \_\_\_\_\_ Section Cap. \_\_\_\_\_

Proposed Textbook: \_\_\_\_\_  
Title Author

\_\_\_\_\_ Edition Copyright ISBN (if known)

Are there any prerequisites or testing requirements? (Please list) \_\_\_\_\_

Start Date \_\_\_\_\_, 20 \_\_\_\_\_ End Date \_\_\_\_\_, 20 \_\_\_\_\_

Start Time \_\_\_\_\_ am pm End Time \_\_\_\_\_ am pm

No. of Weeks \_\_\_\_\_ Total Minutes Met \_\_\_\_\_

Days Met: M T W Th F Sat Sun

Is this course offered for S/U only? \_\_\_\_\_

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**INSTRUCTOR INFORMATION**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

\_\_\_\_\_ Work Phone \_\_\_\_\_

If your address has changed in the past year, please check the box.

Email Address: \_\_\_\_\_

Has instructor previously been approved to teach this course? \_\_\_\_\_

If not, have all the part-time instructor application forms (including W-4 and I-9 forms) and official transcripts been submitted? \_\_\_\_\_

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**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date