Save Form | Submit Form by Email

SJSU SAN JOSÉ STATE UNIVERSITY

Professional Development and CEU Programs
PROFESSIONAL AND CONTINUING EDUCATION

COURSE PROPOSAL

A new proposal MUST be submitted and approved for every course.

You will need to download this form before filling in the information and clicking on "Submit by Email."

1. Course Title:

2. Max Enrollment: *CEU values offered: (example: 1,2, 3 or range)

3. Number of Instructional Hours: Day(s) of Week:

3a. Start & End Dates: 3b. Start & End Times:

Course Description: Please provide a description each term, even if the description has not changed from the last time the course was offered. It must accurately reflect the nature of this course and be well written. This description is used for professional development evaluation and approval. Attach another page with additional course description information to this form if more space is needed or if there are multiple sections to a course. *Please read CEU Policies and Procedures on page 2.

4. Course Prerequisites:

5. Location:

6. Signatures: Submitted By Date

Coordinator

Email Phone

Approved By Date

Professional and Continuing Education

For Office Use Only

1.Course Abbreviation: Catalog Number: Class Suffix:

2.24- Space Abbreviated Title:

3.Number of CEUs:

4.Identify Term/Semester course will begin: ☐ Spring ☐ Summer ☐ Fall ☐ Winter year

One Washington Square San Jose, CA 95192-0135
Tel 408-924-2670 | Fax 408-924-2666
Email ceuprograms@sjsu.edu | Web www.sjsu.edu/ceu