



Merrymeeting Adult Education

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Course Proposal Form

Today's Date:

Course Title:

Instructor:

Address:

Home & business phone:

E-mail:

Current catalog description is OK, check here []

New course description: Be specific, 25-50 words. Be creative! Use the back of this form or submit outline or syllabus on separate sheet.

Number of weeks:

Day(s) first & second choice:

Total Hours: Start Date:

Time: [] 6:00 - 9:00 [] 6:00 - 8:00 [] Other:

(Please specify time)

Maximum Enrollment (If less than 10, indicate rationale under "comments"):

Required Text:

Publisher & Address:

I.S.B.N. or Catalog #

Estimated cost of text:

Material list attached: []

Audio/Visual Equipment:

Special Room Requirements and/or Comments:

OFFICE USE ONLY

Course Approved: _____ Start: _____ Day(s):

Date: _____ Hours: _____ Number of weeks:

Funding Code: _____ Location: _____ Fee:

Rate of: _____

