

Template B

Steps to the

1. Complete the application form.
2. The department chair will review the application.
3. The department chair will recommend the application to the college administrator.
4. The college administrator will review the application.
5. The college administrator will recommend the application to the board of trustees.

Contact Person:  
Proposing Department:

Course Review Category A:  
Category B:  
Category C:

Current Prefix:  
Current Number:  
Current Course:  
Prerequisite(s):

Application Form  
The application form is available on the college website at [www.college.edu](http://www.college.edu).  
The application form must be completed and submitted to the department chair.  
The department chair will review the application and recommend it to the college administrator.  
The college administrator will review the application and recommend it to the board of trustees.  
The board of trustees will make the final decision on the application.  
If you have any questions, please contact the college administrator at [admin@college.edu](mailto:admin@college.edu).



College Administrator  
Email: [admin@college.edu](mailto:admin@college.edu)  
Phone: (555) 555-5555

Department Chair  
Email: [chair@college.edu](mailto:chair@college.edu)  
Phone: (555) 555-5555

Course Review Category A:  
Category B:  
Category C:

Current Prefix:  
Current Number:  
Current Course:  
Prerequisite(s):

Application Form  
The application form is available on the college website at [www.college.edu](http://www.college.edu).

Signature of Applicant  
Date: \_\_\_\_\_  
Signature of Department Chair  
Date: \_\_\_\_\_  
Signature of College Administrator  
Date: \_\_\_\_\_  
Signature of Board of Trustees  
Date: \_\_\_\_\_

