



**COPPER MOUNTAIN COLLEGE
COMMUNITY EDUCATION Proposal Form**

To be considered as a Community Education class instructor, please be sure to include a résumé and/or Short Biography, relevant Certifications (if applicable), and any other documents you deem relevant to this course.

Title of Proposed Course (Online only):

Instructor Name(s): _____

Address: (Payment will be mailed to this address.) _____

Phone: _____

Email: _____

CE classes operate during CMC's fall and spring semesters. *For fall 2020 semester only, CE courses may meet between the months of September 14 through December 11, 2020.*

Date(s) of course: _____

Student Course Fee: \$ _____
(Upon completion of the course, Instructors will receive 70% of each student's course fee.)

Student Capacity (if applicable):
Minimum needed for course to proceed: _____
Maximum: _____

Course Accommodations:
Online only for fall 2020 semester

Upon completion of this course, will students receive a certificate?
_____ Yes No _____

Instructor Signature

Date Submitted

CMC OFFICE USE ONLY – Approvals

Dean of Instruction Signature & Date

Chief Instruction Officer Signature & Date

Chief Business Officer Signature & Date

Scheduling Technician:

Semester ID#: _____

COMS #: _____

Official Enrollment: _____