

This form should be used for courses where the developer is looking for Fitchburg State University to provide credit or PDPs for the course. This form must be submitted with a syllabus that adheres to Fitchburg State University Graduate and Continuing Education Guidelines (found at [www.fitchburgstate.edu/cps/facultyforms](http://www.fitchburgstate.edu/cps/facultyforms)).

**Deadlines for submission:**

Repeat courses that have previously been approved by Fitchburg State for credit/PDPs – four weeks prior to the first class

New courses requesting credit/PDP's for the first time – six weeks prior to the first class

**Instructor must complete the first two sections**

**Course Information**

Course Name

Please check if this is a repeat or new course  New  Repeat (previous course number: \_\_\_\_\_)

Course Type Requested	Schedule Number	Course Number	Section	# of Credits/PDPs	Student Cost
<input type="checkbox"/> Graduate Credit					
<input type="checkbox"/> Undergraduate Credit					
<input type="checkbox"/> Professional Development Points (PDPs)					

List all meeting dates, times and locations  
 (If more room is needed, please attach a sheet listing additional dates, times and locations)

Meeting Dates	Meeting Times	Meeting Locations

**Instructor Information**

Have you taught for Fitchburg State ) a ¥j @ ¥µ within the last 3 years?  Yes  No

Name:

Email: (Most correspondence is via email, please list an email you check regularly)

Social Security Number:

Home Address:

Home Telephone:

Sponsoring Organization:

Work Telephone:

Submitted by (Instructor's Signature) \_\_\_\_\_ Date \_\_\_\_\_  Syllabus is attached

**To be Completed by Fitchburg State**

Registration Start Date: \_\_\_\_\_ Registration End Date: \_\_\_\_\_ Grades Due to Registrar: \_\_\_\_\_

Approved for Faculty Pool?  Yes Date approved \_\_\_\_\_  No  Pending

Faculty Rank:  Instructor  Assistant Professor  Associate Professor  Professor Salary for Course: \_\_\_\_\_  
 Salary to be paid by:  FS)  School Distric°  Grant  Other

P3W1 \_\_\_\_\_  P3TU \_\_\_\_\_ Date \_\_\_\_\_