

**IF THIS PAGE IS NOT COMPLETE THE APPLICATION WILL BE RETURNED.
(Attach separate sheet if necessary.)**

Target Audience: Please describe the intended audience for your course and any specific organizations, associations, professions, etc., useful in marketing your course.

Course Objectives/Participant Outcomes:

Course Description (150 words maximum) as it will appear in the Extension Programs Catalog:

Instructor Description (40 words maximum) as it will appear in the catalog:

Notes To Instructors:

- Course fees for academic credit courses:
 1. If the instructor salary is paid by the Division of Continuing and Global Education (DCGE) based upon the California State University Extension Salary Schedule, the course fee is set in accordance with the University policy. (A pay scale can be obtained through the DCGE.)
 2. If course expenses, including instructor's salary, are paid by the requesting agency or organization, participants are charged a per unit fee.
- California State University, Fresno faculty are restricted on the amount of time they may devote to, and the salary which they may earn by, outside employment. This information should provide the needed accountability in this area, as well as to insure that all extension courses are regulated through the DCGE.
- If you anticipate instructional expenses beyond regular salary, authorized travel, or routine publicity, prior approval must be obtained from the Associate Vice President of the DCGE.
- Grading System for Non-credit Courses:

Students can earn the grade of Completed Program (CP) if they attend and complete the course at the specified days and times. The grade of Not Completed Program (NCP) will be given to a student who does not attend or who does not complete the course.
- The fees collected for CEUs will be retained solely by the Division of Continuing and Global Education.