

COURSE PROPOSAL PROCESS



Decide on course area

2+ MONTHS BEFORE COURSE

Decide if you will be offering a General Professional Development course (your syllabi/curriculum) or an Endorsement course (SUU syllabi/curriculum.)



Submit Proposal

AT LEAST 3-4 WEEKS BEFORE COURSE

Contact our office for a proposal checklist that will tell you what the requirements are for the cover sheet, syllabus, and instructor resume. Submit your proposal to k12inservice@suu.edu.



Approved - Distribute Instructions

AT LEAST 2-3 WEEKS BEFORE COURSE

With the approval you will receive a set of instructions that you need to send out to your participants telling them how to apply to the University and register through their SUU portal with the course number.



Check Registration

A WEEK BEFORE COURSE

Your participants must register before the first day of the course. Check your SUU roster in banner and make sure it matches your class roster. Remind participants to register for SUU before the first day.



Grade Course

10 DAYS AFTER COURSE ENDS

The main instructor of the course will enter grades for participants through SUU's banner. Once that is done, email K12 so we can roll them onto participants transcripts.