

This form is used to:

- Request new educational resources for existing classes**
- Request new educational resources for new courses, certificates and degrees**
- Verify existing educational resources for new courses, certificates and degrees**

Originator must contact the Dean and Directors potentially impacted by the change, discuss the educational resources needed, and obtain the appropriate signatures. Include faculty/staff support and classroom/lab considerations, and remodeling projects.

A. Library - Contact Director of Library

Adequate Not Adequate

If Not Adequate, what is needed? _____

Cost more than \$500? Yes No

Director of Library Signature _____ Date _____

B. Audio/Visual – Contact Director of Media Services

Adequate Not Adequate

If Not Adequate, what is needed? _____

Cost more than \$500? Yes No

Director of Media Services Signature _____ Date _____

C. Computer/Network/Software – Contact Director of Information Technology

Adequate Not Adequate

If Not Adequate, what is needed? _____

Cost more than \$500? Yes No

Director of IT Signature _____ Date _____

D. Assessment – Contact Assessment Coordinator

Outcomes Bulleted Tied to Course or Program Outcomes

Comments: _____

Assessment Coordinator Signature _____ Date _____

E. International Education – Contact International Education Coordinator

Adequate Not Adequate

If Not Adequate, what is needed? _____

Cost more than \$500? Yes No

International Education Coordinator Signature _____ Date _____

Total Resources Adequate Not Adequate

If Not Adequate, what is needed? _____

Total Costs not absorbed above: _____

Signature(s) of party (parties) responsible for financial support _____

Signatures of Approval

	Signature	Date	Yes	Pass or	No
A. Dean	_____	_____	_____	_____	_____
B. Dean, Ed Resources	_____	_____	_____	_____	_____

When verifying existing educational resources for new certificates and degrees, fill in below:

C. Vice-President, Academic Affairs _____