



**DATE:** September 9, 2003  
**TO:** All Faculty  
**FROM:** Madelline Hernandez  
Articulation Officer  
**SUBJECT:** Course Outline Request Form

Due to the increased interest in ensuring courses are, or can be, articulated, many faculty members have requested course outlines from other colleges. All requests for course outlines can be submitted through the articulation officer. Please see the attached ***Outline Request Form*** that will need to be filled out when requesting a course outline from another college. This form is needed in order for the articulation office to keep up with the requests.

When filling out the ***Outline Request Form***, please include the following:

- ❖ Name of Faculty Member submitting the request
- ❖ Department the Faculty Member belongs to
- ❖ Date that the form is filled out and sent to the articulation office
- ❖ Date the Course outline is needed (*\*Please allow a minimum of 1 week to process the request*)
- ❖ College or University a course outline is requested from
- ❖ Course Prefix and Number
- ❖ Course Title
- ❖ Any Comments you may want to add

\*Please note – Often times the course outlines are received within a few days of the request. Please be assured that the outline(s) will be forwarded to you immediately after they are received in the articulation office. If you are working on a deadline, please be sure to submit the request in enough time to allow a minimum 1-week response time (longer during summer and winter breaks).

The *Outline Request Form* is available on our website via the Curriculum Link. Please feel free to download and send your request via email or campus mail.

Once the process is complete, this form will be returned to you along with the requested outline(s). If you have any questions or concerns, please feel free to e-mail or call me at x 7113.

Thank you.