**COLORADO COMMUNITY COLLEGE SYSTEM**

**SERVICE AREA COURSE CLEARANCE FORM**

**Instructions**: The President of an institution who desires to offer state support or cash funded credit courses outside its designated geographic service area must seek approval from the host institution that normally provides educational offerings in that service area. This form must be sent to the host institution to seek clearance and approval from that institution. The completed form must be forwarded to the Colorado Community College System (CCCS) for approval at least sixty (60) days before planned implementation. The course(s) are not to be offered until both institutions are notified of final approval by CCCS.

# TO BE COMPLETED BY GUEST INSTITUTION

TO:

 (host institution)

FROM: Phone

 (guest institution)

 Date

Signature of College President (guest institution)

Name of Career and Technical Program

If not a complete Career and Technical Program, list course(s)

Course Prefix and Number Course Title

If more than one course is being offered per year, attach additional courses/titles

Credit hours: Start Date/Time and End Date:

Projected Headcount Enrollment: Projected FTE Enrollment: Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (If more than one location, please list):

## TO BE COMPLETED BY HOST INSTITUTION

**ACTION**: Approved Disapproved (Attach statement of reason if disapproved)

Signature of College President (host institution) Date

## TO BE COMPLETED BY CCCS STAFF

**ACTION**: Approved Disapproved (Attach statement of reason if disapproved)

The institution requesting a waiver and the CCCS has determined that:

* No other institution is providing this Career and Technical course/program in the designated service area or cannot meet the demand for this course or program.
* The community college/four-year institution that is responsible for the service area agrees to provide the necessary facilities without charge.
* The course/program offerings are restricted to the unique Career and Technical courses only and do not include academic or remedial courses.
* There is sufficient student demand to sustain a cohort through the entire program for the period requested.

Signature of CCCS Staff Date