



CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
 Office of Vice President of Academic Services
 Colloquium: Request to Offer



(This request is due to Vice President of Academic Services by the 5th day of instruction)

Process for filing out colloquium form:

1. Fill in form completely. Include a first and second choice to allow flexibility for the Office of Academic Services to find an available room.
2. Once the colloquium is approved, the course will be put into the computer. You will be notified of the day, time, room, and registration number.

(Please Print)

To: Vice President of Academic Services Date: ___/___/___

Location: Chabot College Las Positas College

From: _____

Subject Area: _____ Course #/Section: _____

Topic: _____

Semester: Spring Summer Fall Year: _____

Day/Time: _____ (1st choice)

Day/Time: _____ (2nd choice)

Purpose of colloquium: (background of its origin)

Description of content to be discussed:

Signature: _____ Date: ___/___/___

Dean's Signature: _____ Date: ___/___/___

VP of Academic Services: _____ Date: ___/___/___

Reference: Article 10D.2f – Faculty Collective Bargaining Agreement