



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



**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: \_\_\_\_\_ (1<sup>st</sup> choice)

Day/Time: \_\_\_\_\_ (2<sup>nd</sup> 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.2d – Faculty Collective Bargaining Agreement