INSTRUCTIONS FOR COMPLETING THE CHES INTERIM COURSE PROPOSAL FORM

1. Download form to your computer.

2. Open Adobe Acrobat, click on *File* and navigate to the folder where the form has been saved.

3. Click to open file.

4. Complete the form.

5. Digitally sign the form.
   See instructions on how to digitally sign the form located on the bottom of the second page. For assistance, please watch this instructional video:
   https://www.youtube.com/watch?v=v9fAlMeQ2sM#t=01m28s
   For step by step instructions via static images, please visit:
   https://education.uq.edu.au/files/2448/How%20To%20Create%20A%20Digital%20Signature%20and%20Sign%20A%20Document.pdf
   To sign documents digitally on your mobile device, visit https://youtu.be/qNVIfurmGdQ for instructions.

6. If you need to attach documents to the form, follow the instructions below. For those who do not need to attach documents to the form, proceed to step 7.
   Attach documents to form:

   a. With document open in *Adobe Acrobat*, click on *Tools*, then select *Organize Pages.*
   b. Click *Open.*
   c. Click on *Insert* from the menu.
   d. Click on *From File*.
   e. Navigate to the file.
   f. Click *Open.*
   g. Rearrange pages as needed by click and drag.

7. Save the completed and digitally signed form to your computer:

   - for winter interim: course prefix-course #_Last Name-First Initial_Proposal_year-winter
     (EX: HES-999_Doster-J_2019-winter)

   - for summer interim: course prefix-course #_Last Name-First Initial_Proposal_year-summer
     (EX: HES-999_Doster-J_2020-summer)

8. Send the completed and digitally signed form to your department chair.

9. The department chair will digitally sign the form and send to: dleaver@ches.ua.edu

10. Dr. Leaver-Dunn will send the form to the Dean for approval and signature.