

**How to Submit a New Prospective Program and/or Class  
to Hofstra University's Division of Continuing Education**

---

Hofstra welcomes proposals for innovative and excellent adult and youth continuing and professional development courses.

Please forward the information requested below, in a Microsoft Word format or PDF, via email to [ce@hofstra.edu](mailto:ce@hofstra.edu). We will only consider complete proposals.

**Items to Include:**

1. Your First and Last Name
2. Company Name; if applicable
3. Contact Number cell / home / work
4. Email
5. Company Website; if applicable
6. Are you submitting proposal on behalf of yourself or your company?
7. Program/class title
8. Proposed format [Virtual ONLY / In-person ONLY / Hybrid virtual & in-person]
9. Number and type of class sessions
10. Hours per session
11. Outline per class session
12. Compensation and program expenses

Thank you for your interest and proposal. We will review and contact you shortly.