# Course Request Form

**Term** | **Year**
---|---
Summer | |
Fall | |
Spring | |

## Faculty Name

**Tech ID#** | **Phone #** | **E-mail address**
---|---|---

### Course:

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
</table>

**Start Date** | **Day(s)** | **Time(s)**
---|---|---

**Other Dates** | ****
---

**End Dates** | ****
---

### Location

**Facility** | **Address** | **Room No.** | **Phone**
---|---|---|---

### Maximum Enrollment: ________

### Method of Delivery:

- [ ] Online: Course delivered via D2L
- [ ] Extension
- [ ] ITV

**Site:**

(Please contact the ITV office directly and request sites/schedules.)

## Rationale for offering course through Extended Learning:

- [ ] Course needed in online/off campus degree program
- [ ] Liberal education course
- [ ] Significant off campus student audience needing/requesting course
- [ ] Other _____________________________

## SIGNATURES

### DOES THIS COURSE HAVE PROCTORED EXAMS?

- [ ] YES
- [ ] NO

### Course Payment

(Please check one)

- [ ] Load
- [ ] Overload
- [ ] Adjunct
- [ ] Misc ($65 per credit)

---

**Faculty**

Date

**Department Chair**

Date

**College Dean**

Date

**Graduate Dean**

Date

---

The course will not be set up until this form, with all signatures, has been returned to Records & Registration, #12. Faculty can NOT teach courses through Extended Learning while on sabbatical.