# Course Request Form

Bemidji State University  
**Center for Extended Learning**

### Faculty Name  | Tech ID#  | Phone #  | E-mail address
---|---|---|---

<table>
<thead>
<tr>
<th>Course:</th>
<th>Dept.</th>
<th>Course No.</th>
<th>Credits</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date</td>
<td>Day(s)</td>
<td>Time(s)</td>
<td></td>
<td></td>
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<tr>
<td>Other Dates</td>
<td></td>
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<tr>
<td>End Dates</td>
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### Method of Delivery:  
- Online: Course delivered via D2L Brightspace
- ITV Location or Other Delivery: ___________________________________________

### Maximum Enrollment: ______

### Course Payment (Please check one)  
- [ ] Load  
- [ ] Overload  
- [ ] Adjunct  
- [ ] Misc ($65 per credit)  

### DOES THIS COURSE HAVE PROCTORED EXAMS?  
- [ ] YES  
- [ ] NO  

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**Faculty:** Signing this form means you are agreeing to teach a distance education course per the Higher Learning Commission’s definition of distance education: “Education that uses one or more . . . technologies . . . to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously.” A variety of technologies may be used. Distance education typically uses the best practices listed below:

- Welcome message from faculty with information on getting started
- Regular faculty-initiated interaction with students throughout the course, such as timely comments or feedback in announcements, responses to email, videos and/or virtual office hours
- Faculty responses to discussion posts and/or chat topics
- Schedules and/or checklists of due dates for assignments and assessments
- Individual faculty feedback to students on assignments and exams

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**Signatures**

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Department Chair</th>
<th>College Dean</th>
<th>Graduate Studies (if appropriate)</th>
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*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.*

Rev. 11/15/2018