Bemidji State University  
CENTER FOR EXTENDED LEARNING  
Course Request Form

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
</tr>
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<tbody>
<tr>
<td>Summer</td>
<td></td>
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<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>Spring</td>
<td></td>
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</tbody>
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<thead>
<tr>
<th>Faculty Name</th>
<th>Tech ID#</th>
<th>Phone #</th>
<th>E-mail address</th>
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**Course:**

<table>
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<tr>
<th>Dept.</th>
<th>Course No.</th>
<th>Credits</th>
<th>Title</th>
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**Start Date:** __________________________  
**Day(s):** __________  
**Time(s):** __________

**Other Dates:** __________________________

**End Date:** __________________________

**Method of Delivery:**

- [ ] Online: Course delivered via D2L Brightspace
- [ ] Other: ___________________________________________

**Maximum Enrollment:** __________

**SIGNATURES**

**DOES THIS COURSE HAVE PROCTORED EXAMS?**  
_____ YES  _____ NO

**Course Payment** (Please check one)

- [ ] Load  [ ] Overload  [ ] Adjunct

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**Faculty** Signing this form means you are agreeing to teach a distance education course per the Higher Learning Commission definition of distance education: Education that uses one or more of the technologies listed below 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. The technologies may include:

1) The internet.
2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite or wireless communications devices.
3) Audio conferencing.
4) Video cassettes, DVDs and CD-ROMs, if the cassettes, DVDs or CD-ROMs are used in a course in conjunction with any of the technologies listed above.

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**Faculty** __________________________  
Date __________________________

**Department Chair** __________________________  
Date __________________________

**College Dean** __________________________  
Date __________________________

**Graduate Dean** __________________________  
Date __________________________

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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.