### Course Request Form

**Faculty Name** | **Tech ID#** | **Phone #** | **E-mail address**
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**Course:**

Dept. | Course No. | Credits | Title
--- | --- | --- | ---

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

**Other Dates**

**End Dates**

**Method of Delivery:**

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

**Maximum Enrollment:** ____________

**Online courses:** Includes the following distance education criteria in the course design -

<table>
<thead>
<tr>
<th>Welcome message with information on getting started</th>
<th>Already in course</th>
<th>Intend to add</th>
<th>Don’t intend to add</th>
</tr>
</thead>
<tbody>
<tr>
<td>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, etc</td>
<td></td>
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<tr>
<td>Faculty responses to discussion posts and/or chat topics</td>
<td></td>
<td></td>
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<tr>
<td>Schedules and/or checklists of due dates for assignments and assessments</td>
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<tr>
<td>Individual feedback to students on assignments and exams</td>
<td></td>
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</tr>
</tbody>
</table>

**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.