# Course Request Form

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

<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Tech ID#</th>
<th>Phone #</th>
<th>E-mail address</th>
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**Course:**

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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 Dates**

**Method of Delivery:**

- Online: Course delivered via D2L Brightspace
- ITV Location or Other Delivery: ___________________________________________

**Maximum Enrollment:**

**Method of Delivery:**

- Online: Course delivered via D2L Brightspace
- ITV Location or Other Delivery: ___________________________________________

**DOES THIS COURSE HAVE PROCTORED EXAMS?**

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

**Course Payment**

- 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**

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<th>Faculty</th>
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<th>Department Chair</th>
<th>Date</th>
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<th>College Dean</th>
<th>Date</th>
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<th>Graduate Studies (if appropriate)</th>
<th>Date</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.

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Rev. 11/15/2018