DIVISION OF EXTENDED STUDIES: DE COURSE OFFERING FORM

SUMMER and FALL SUBMISSION DEADLINE: February 9th
SPRING SUBMISSION DEADLINE: September 7th

School/Department: ____________________________ Chairperson: ____________________________

Business Phone: ____________ E-mail: ____________________________

Course Prefix & Number: ________________ Section Number: ________________

Course Name: ____________________________ Credit Hours: 1 [ ] 2 [ ] 3 [ ] 4 [ ] 6 [ ] 12 [ ]

Term: SMI SMII DUAL FALL SPRING MINI SESSION I MINI SESSION II Year_______

Is the course developed for online delivery? [ ] Yes or [ ] No

If NO, please STOP and complete the NCCU New Development Course Profile. Compensation for new course development is rendered after the Office of E-learning receives the new development course profile form, consults with the faculty member, review and approves the course for online delivery.

If YES, please continue to complete the DE Course Offering Form and submit to Extended Studies.

Is this a restricted course? [ ] Yes or [ ] No
If you answered yes, who is authorized for approval i.e Chair, Dean, Advisor? ____________________________

State the last academic semester the course was offered: ________________

Is this a Service Learning Course? [ ] Yes or [ ] No

Course Delivery Mode: Face-to-Face [ ] Online [ ] Teleconference [ ]

Site Location: VGCC [ ] WTCC [ ] Building: ____________ Day: ____________ Time: _________

1. Are you using Blackboard Collaborate for synchronous learning? [ ] Yes or [ ] No
   • Required Bb Collaborate Log-On Day and Time: ____________________________

2. Are you using WebEx for synchronous learning? [ ] Yes or [ ] No
   • Required WebEx Log-On Day and Time: ____________________________

3. What is the Equipment & Software requirement(s) for the student? ____________________________

4. Are you requiring Proctored Exams for the course? [ ] Yes or [ ] No

5. Are you using Respondus Monitor? [ ] Yes or [ ] No
   Note: Students must have a Webcam & Recorder to use Respondus Monitor.

6. Are you using LockDown Browser in the testing environment in Blackboard? [ ] Yes or [ ] No
   Note: Students are unable to print, copy, go to another URL, access other applications or close a test until it is submitted for grading.

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IF FORMS ARE SUBMITTED AFTER THE DEADLINE, PLEASE ALLOW 3-5 DAYS FOR PROCESSING.
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7. Are you requiring students to utilize the Writing Studio? [ ] Yes or [ ] No

8. At any time, are students required to attend class on NCCU campus for the course? [ ] Yes [ ] No
   • If yes, please list date, time and location______________________________________________

9. Are students required to attend class at an off-campus location for the course? [ ] Yes or [ ] No
   • If yes, please list location (address, building and room #) ______________________________

THIS SECTION MUST BE COMPLETED BY THE DEPARTMENT CHAIR and/or DEAN

Assigned Instructor: ___________________  Instructor Contact #: ___________________

Is the assigned instructor an Adjunct Faculty member? Yes [ ] No [ ]

If you answered yes, the academic department is responsible for initiating the Hiring Proposal via PeopleAdmin & securing DE funds.

Has the assigned instructor taught an online class at NCCU? [ ] Yes  No [ ]

Does the instructor work full time for another state agency? Yes [ ] No [ ]

If you answered yes, the academic department is responsible for initiating the CP30 forms and securing DE funds.

Is the instructor a NCCU SPA employee? Yes [ ] No [ ]

If you answered yes, then please attach the EPA Employment of SPA Personnel Questionnaire Form & SPA Permanent Employees Teaching Class Guidelines and Form.

Is the instructor a 12 month employee? Yes [ ] No [ ]

If you answered yes, then please attach a letter of justification on why this employee is the only available faculty to teach the course.

Is this course an in-load for the instructor (full-time NCCU faculty)? Yes [ ] No [ ]

If this course an overload (supplemental Compensation) for the instructor (full-time NCCU faculty)? Yes [ ] No [ ]

If you answered yes, the academic department is responsible for initiating the contract (HRPPA form) and securing DE funds.

Chairperson’s Signature ___________________________  Date __________

Dean’s Signature ___________________________  Date __________

Division of Extended Studies Assoc. Director’s Signature ___________________________  Date __________

PLEASE RETURN COMPLETED FORMS TO
Division of Extended Studies, Attn: Paulette Morrison-Danner
H.M. Michaux, Jr., School of Education, Room 2051
Phone: 919-530-7442  Fax: 919-530-5220 Email: pscotton@nccu.edu

Approved _______________  Disapproved _______________  Date Department Notified _______________

Date Received ___________  Processed By _______________  Date Processed ___________  CRN# __________

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