

DIVISION OF EXTENDED STUDIES: DE COURSE OFFERING FORM

SUMMER and FALL SUBMISSION DEADLINE: February 9<sup>th</sup>  
SPRING SUBMISSION DEADLINE: September 7<sup>th</sup>

School/Department: \_\_\_\_\_ Chairperson: \_\_\_\_\_

Business Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Course Prefix & Number \_\_\_\_\_

Section Number: \_\_\_\_\_ Is this a Project Kitty Hawk Section? [ ] Yes or [ ] No

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

Term: SMI SMII SUMMER INTERSESSION DUAL FALL SPRING MINI SESSION I  
MINI SESSION II WINTER INTERSESSION 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: Online Asynchronous [ ] Online Synchronous [ ] Face-to Face [ ]

**Asynchronous:** A course with instructions delivered through materials made available Online and available 24 hours a day. Instruction is not time dependent though there are many components or live/in-person testing.

**Synchronous:** A course with instruction delivered through Online meetings held at regular meeting times. There may be some asynchronous components or in-person testing.

1. Are you using a synchronous learning tool? [ ] Yes or [ ] No

If yes, which one? MSFT Teams Zoom WebEx

• Required Log-On Day and Time: \_\_\_\_\_

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

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

4. Are you using Respondus Monitor? [ ] Yes or [ ] No

**Note:** Students must have a Webcam & Recorder to use Respondus Monitor.

5. Are you using LockDown Browser in the testing environment in Canvas? [ ] 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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EXTENDED STUDIES WILL NOT ISSUE FUNDING FOR AFTER THE FACT CONTRACTS. 9.12.17  
IF FORMS ARE SUBMITTED AFTER THE DEADLINE, PLEASE ALLOW 3-5 DAYS FOR PROCESSING.

- 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 [ ]

Is 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#