## DIVISION OF EXTENDED STUDIES: DE COURSE OFFERING FORM

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

	nent:	Chairperson:						
<b>Business Phone</b>	:	E-mail: Course Prefix & Number_						
Section Number: Is this a Project Kitty Hawk Section? [							? [ ]Yes or	[ ] <b>No</b>
<b>Course Name:</b>	Course Name: Credit Hours: 1 [ ] 2 [ ] 3 [ ] 4 [ ] 6 [ ] 12 [ ]							
Term: SMI S	MII SU	MMER INT	TERSESS	SION	DUAL	FALL	SPRING	MINI SESSION I
MINI SESSION 1	I WIN	TER INTER	RSESSIO	Ν	Year			
s the course dev	eloped for	online deliv	ery?[]	Yes or	[ ] No			
Course lafter the	Developer A	uthorization learning rec	form. Co	ompensa new dev	ition for no velopment	ew course c course pro	se Profile & the levelopment in the form, con	
If YES, j			• • • • • • •	E Cours	se Offering	Form and	submit to Ex	tended Studies.
f you answered y	es, who is at	uthorized fo	r approv	al i.e Cl	nair, Dean	, Advisor?		
State the last acad	emic semes	ter the cours	se was of	fered: _				
s this a Service	Learning C	ourse?[]	Yes or [	] No				
				· No				
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EXTENDED STUDIES WILL NOT ISSUE FUNDING FOR AFTER THE FACT CONTRACTS. IF FORMS ARE SUBMITTED AFTER THE DEADLINE, PLEASE ALLOW 3-5 DAYS FOR PROCESSING.

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7. Are you requi	ring students to utilize the	Writing Studio? [ ] Yes [ ] No	0						
8. Are you requi	8. Are you requiring students to utilize Tutoring and Supplemental Instruction? Yes No								
	re students required to att se list date, time and locat	end class on NCCU campus for th	e course?[ ] Yes [ ] No						
	-	an off-campus location for the cou uilding and room #)							
THIS SECTI	ON MUST BE COMPLE	FED BY THE DEPARTMENT CI	HAIR and/or DEAN						
Assigned Instructo	r:	Instructor Contact #: _							
		culty member? Yes No [ ] or initiating the Hiring Action via PeopleAdmin	or EPAF & securing DE funds.						
Has the assigned pri	mary instructor taught an or	line class at NCCU? [ ] Yes No [	]						
f you answered yes, list	the agency	ate agency? Yes [ ] No [ ]  for initiating the Dual Employment Agreen	nent Form & securing DE						
	CCU SHRA employee? Yes please contact ARMO and Hum		xempt [ ]						
	month employee? Yes [ ]  n please attach a letter of justifica	No[] ition on why this employee is the only availa	ble faculty to teach the course.						
s this course an in-l	oad for the instructor (full-ti	me NCCU faculty)? Yes [ ] No [	]						
	`	ation) for the instructor (full-time NCC or initiating the hiring actions & securing DE fa							
Chairperson's Sign	ature	Date	Date						
Dean's Signature _		Date	Date						
Division of Extende	ed Studies Director's Signa	ntureD	ate						
	Division of Extended S	URN COMPLETED FORMS TO Studies, Attn: Paulette Morrison-Danner 7442 Email: pscotton@nccu.edu							
Approved	Disapproved	Date Department Notified	te Department Notified						
Date Received	Processed By	Date Processed	CRN#						