
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: _____ 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](#) & the [NCCU Course Developer Authorization form](#). 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.

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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

Is this a Writing Intensive 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

• 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.

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 requiring students to utilize the Writing Studio? ☐ Yes ☐ No
8. Are you requiring students to utilize Tutoring and Supplemental Instruction? Yes No
9. 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 _____
10. Are students required to attend class at an off-campus location for the course? ☐ Yes ☐ 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 primary instructor an Adjunct Faculty member? Yes No ☐

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

Has the assigned primary 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, list the agency

Please note that the academic department is responsible for initiating the Dual Employment Agreement Form & securing DE funds.

Is the instructor a NCCU SHRA employee? Yes ☐ No Exempt Non-Exempt ☐

If you answered yes, then please contact ARMO and Human Resources for approval.

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 hiring actions & securing DE funds.

Chairperson's Signature _____ Date _____

Dean's Signature _____ Date _____

Division of Extended Studies Director's Signature _____ Date _____

PLEASE RETURN COMPLETED FORMS TO
Division of Extended Studies, Attn: Paulette Morrison-Danner
Phone: 919-530-7442 Email: pscotton@nccu.edu

Approved _____ Disapproved _____ Date Department Notified _____

Date Received _____ Processed By _____ Date Processed _____ CRN# _____