



UNIVERSITY OF NORTHERN COLORADO

Extended Campus

Course Request

The staff of Extended Campus can help you manage Course delivery (site-based and/or online) upon Dean approval and when you provide the information requested below. Signature of the Dean & School Director indicates their agreement and support for delivery of this course in the manner proposed. Please complete this form, obtain the required signatures, attach a syllabus, and submit via email to [Shawna Watson](#), Extended Degree Program Services Coordinator. **Note: UNC student immunization policies apply to Extended Campus Course enrollment.**

Date of Request: _____

Course Details:

Course Title: _____

Prefix _____ Course # _____

Term _____ Year _____

Capacity _____ Credits _____

Online _____ Face to Face _____ Hybrid _____

Grade Mode (Pass/Fail, Letter, Etc.) _____

Meeting Times:

Course Start Date: _____ Course End Date: _____

Day(s) _____ Times _____ Location/Site _____

Day(s) _____ Times _____ Location/Site _____

Day(s) _____ Times _____ Location/Site _____

Instructor Information:

Instructor Name _____ Instructor Bear # _____

Is the instructor paid: Yes No Faculty pay rate= 40% of generated tuition up to a maximum of FT or adjunct rate per credit.

*Paid out at end of term

Course Rationale/Details:

Signatures signify approval and intent to offer this course through Extended Campus.

Instructor/Course Advisor: _____

Date: _____

School Director: _____

Date: _____

College Dean: _____

Date: _____

Extended Campus: _____

Date: _____

Office Use Only:

CRN: _____

Tuition: _____

Restrictions: _____