



Authorization to Offer Off-Campus Residence Course

This form can be filled out with Adobe Acrobat and then printed for signatures.

Date of request:.....

Course Title:.....

Department: Course Number:..... Credit Hours:

Anticipated Enrollment: Meeting Days & Times

Graduate: Undergraduate:..... Beginning/Ending Dates:

Location:
Building City Zip Code

Fall Spring Summer I Summer II Summer 10-week YEAR:.....

Name of Instructor:

Authorization

This course will be part of the instructor’s regular teaching load. No money, other than the instructor’s regularly budgeted and travel expense when approved, will be necessary to conduct this course.

Instructions: Submit this form to the Office of Distance Education, MS 1478, which records all distance education courses. ODE will forward this request to the Office of the Registrar.

This request must have final approval and be on file in the Registrar’s Office at least 30 days before the first day of the semester or term in which the course is to be offered.

APPROVAL RECOMMENDED

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Head of Department Date

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Dean of College Date

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Office of Distance Education Date

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Registrar Date