EL-8-2009

VE 1.2

**VALLEY CITY STATE UNIVERSITY**

**PROFESSIONAL DEVELOPMENT COURSE APPROVAL**

**Before completing this form, the individual instructor should consult with the Director of Extended Learning @ VCSU regarding tuition and fees.**

1. Type of Course & Fee’s:

 [ ]  Online Course/Workshop

|  |  |  |  |
| --- | --- | --- | --- |
|  Fee for Online Course: | [ ]  One Credit at $16.00 |  | [ ]  Two or more credits at $32.00      |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [x] Off Campus Course | Location: |       | Address: |       |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ]  On Campus Course | VCSU Building: |       | Room #: |       | Time: |       |

2. Tuition per credit hour: [x]  $50 [ ]  $125

|  |  |  |  |
| --- | --- | --- | --- |
| Should Extended Learning @ VCSU collect any other additional fees? | [ ]  Yes | $      | [x]  No |

|  |  |
| --- | --- |
| 3. Course Title: |           |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 4. Subject: |       | Catalog Number: | 2000 | Credits |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Semester Offered: |       | Beginning Date: |       | Ending Date: |       |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 6. Instructor: |       | Phone #: |       | E-Mail: |       |

|  |  |
| --- | --- |
| 7. Grading Process: | [ ]  Letter Grade (See Syllabus) [ ]  Satisfactory/Unsatisfactory |
|  |  |
| 8. Enrollment Capacity: |       |

|  |  |
| --- | --- |
| 9. Rationale for Requesting the Course: |            |

10. Should Extended Learning @ VCSU include this course on its website for online registration? [ ]  Yes [ ] No

11. Would you like a code for registration? [ ]  Yes [ ]  No

12. Would you like the syllabi linked to the registration page? [ ]  Yes [ ]  No

13. Approvals:

|  |  |  |  |
| --- | --- | --- | --- |
| A. Department Chair |       | Date |       |
|  |  |  |  |
| B. Dean of Graduate Studies |       | Date |       |

 (Filed in the Registrar’s & Extended Learning @ VCSU Office)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| ***For Registrar & Business Office Use Only:*** |  |  |  |  |
|  |  |  |  |  |  |
| Course ID # |  |  | Distance Fee: |  | Item Type # |  |
|  |  |  |  |  |  |  |
| Section # |  |  | Class Fee: |  | Item Type # |  |
|  |  |  |  |  |  |  |
| Class # |  |  | All funds deposit to: | 20120/2010 |  |