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 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Off Campus Course | Location: |  | Address: |  |

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

2. Tuition per credit hour:  $50  $125

|  |  |  |  |
| --- | --- | --- | --- |
| Should Extended Learning @ VCSU collect any other additional fees? | Yes | $ | 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)

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