



HUMBOLDT STATE UNIVERSITY

Office of Extended Education

Humboldt State University • Arcata, CA 95521-8299

Phone: (707) 826-3731 • Fax: (707) 826-5885

E-mail: extended@humboldt.edu • Web site: www.humboldt.edu/extended

Extended Education use only: Fall Spring Summer Year _____

Detail _____ Excel _____ CRN _____ CRN _____ EENC x _____ NC CRN _____

NC Fees _____ Credit Fees _____ Room Assigned _____

Course Proposal Form

Submit this completed form to Extended Education for review.
All publicity for courses must be approved by Extended Education.

TYPE OF CREDIT:

- SPECIAL SESSION EXTENSION
- CEUS: MFT LCSW Nursing Other: _____ # Hours: _____
- Credit Only Non-Credit Only
- Non-Credit with a Credit Option
- CONTRACT COURSE:** For a contract course, the agency is expected to handle all arrangements and cover all expenses connected with the course including the instructor's salary, rent of classroom, publicity, etc. Charges related to recording of credit and maintaining student records are covered by the per unit minimum fee.

- This is a new proposal and should be reviewed according to the guidelines outlined on the overleaf.
- This is notification that a previously reviewed course is offered during the indicated term.
- Other _____

Contracting Agency _____ Person to contact _____

Address _____ Telephone _____ Fee per unit \$ _____

COURSE INFORMATION

Department _____ Course Number _____ Credit Unit Value _____

Course Title _____

Review material brief course description rationale for offering course assignments, projects, etc.

items attached as appropriate brief instructor biography instructor's resume on file method of evaluating student's work

course goals and objectives materials required for student other _____

Textbook required? (Note: Instructor must inform bookstore of textbook requirements.) _____

Prerequisite course or knowledge? _____

If duplication services required, estimated total number of copies per student _____ (Note: Copyrighted material cannot be duplicated without permission.)

Special room requirements _____

[Specify equipment, media, special room requirements (large tables, sink, lab). If computers needed (Mac or PC), software, etc.]

Letter grades Credit/no credit grades Student enrollment limit: min _____ max _____

Total number of meetings _____ Day(s) of week (M T W Th F Sa Su) _____ Time of course _____

Beginning date _____ Ending date _____ Preregistration required? Yes No Date _____

Location arrangements have been made by proposer Arrangements to be made by Extended Education Preferred location _____

If location is off campus, give address _____

INSTRUCTOR INFORMATION

Name _____ PhD JD MD MA MS Credential _____ Other _____

SSN/DOB on file. Social Security Number _____ Birthdate _____ CSU faculty Rank _____ Non-CSU faculty

Mailing address _____ Office phone _____

Other (E-mail, fax) _____ Home phone _____

Name of additional instructor _____ Soc. Sec. No. _____ Paid? Yes No

What instructor contact information may be released to students? Phone number E-mail address

----- office use only -----

ROUTING AND COMMENTS

Department Chair _____ Date _____

Academic Dean _____ Date _____

Extended Education _____ Date _____

Approval of credit and non-credit courses offered through Extended Education is a joint responsibility of that office and of the academic department reasonably congruent to the subject matter of the proposed course.

Extended Education determines need for the course, determines that the offering will not detract from enrollment in main campus courses (credit courses only), determines facility and support availability, etc.

For **Credit Courses** the department/college review is to determine that

- the course objectives and purposes are sound and worthwhile;
- the course outline and methods of instructions are adequate to reach objectives;
- the unit value requested is appropriate;
- the instructor is qualified to use the material and achieve the objectives;
- and that the discipline and course number is appropriate.

For **Non-Credit Courses** the department/college review indicates that

- the department has had the opportunity to review and comment;
- the course meets the intent for non-credit offerings;
- and the instructor meets standards for teaching a non-credit offering.

Material has been provided to allow a judgment on these issues. Decisions beyond those outlined above will be made by the Office of Extended Education.

Please attach a note to any course not approved indicating which of the above criteria was the basis for the judgment and/or what additional evaluative material would be necessary, in your opinion, for an approval.

Faculty Handbook rev. 2005

308: NON-CREDIT COURSES

Non-credit courses and institutes offered through the extension program shall be submitted for advice and/or comment to the appropriate college dean and/or department chair prior to the offering being scheduled by the Office of Extended Education. The utilization of University facilities and the use of University equipment are subject to approval by the dean and department chair. Should there be no reasonably congruent program or programs in a college, approval of the Office of Academic Affairs shall be required. Non-credit courses or institutes, as well as those offered for credit, will be reported to the faculty via the department chair.

311: EXTENDED EDUCATION CREDIT COURSES

In keeping with University policy, courses offered for credit through the University's Extended Education Program should be approved following appropriate consultative procedures and review. It may be that in some instances (particularly those involving interdisciplinary studies) no single department may be willing to assume responsibility to initiate such a review. In such a case, the Office of Extended Education should request the dean of a college to take the proposal to his or her college curriculum committee for a recommendation. The determination as to which college should conduct the review should be made on the basis of programmatic similarity. If no college committee is willing to assume responsibility for review, the Director for Extended Education should request that the Dean for Undergraduate Studies take the proposal to the University Curriculum Committee for a recommendation.