



Credit Course Request Form
Please click here to review the revised
[Credit Course Delivery Policy](#)

-- Office Use Only --

Class Number:

Semester:

Tuition Rate:

THIS FORM IS NOT FOR INDIVIDUAL STUDENT USE.
PLEASE REFER TO THE [NONDEGREE SEEKING STUDENT](#) ENROLLMENT FORM.

- Please complete this form and **print** it. Send course request to Outreach & Engagement via Mail: MSC 6906, JMU, Harrisonburg, VA 22807 or FAX: 540-568-4252.
- Course Request Form must be submitted at least fifteen working days before the class is to begin for an undergraduate offering or thirty working days for a graduate offering.
- **Course requests not received by this deadline may not be approved.**

Requestor Name: Date of Request:

Requestor Email: Requestor Phone:

Course Information

Name of course or subject:

Academic level: (Check both if appropriate.) Graduate Undergraduate

Term course to be offered: Fall Spring Summer Year course to be offered:

Credit hours desired (1, 2, 3, 4, 6): Contact hours:

Target audience:

Is enrollment restricted? Yes No

If "Yes", please specify:

Number expected to enroll: Method of estimate:

Do you need assistance with marketing this course to potential students? Yes No

If yes, our office will contact you to discuss arrangements.

Format: Regular Semester format (15 weeks) Non-traditional format

(Note: If course is non-traditional format graduate course, see "Policy on Short Courses and Workshops")

Preferred day: (check all applicable)

Monday Tuesday Wednesday Thursday Friday Saturday

Preferred time: begins am/pm , ends am/pm

Date course to begin: and to conclude:

Proposed Location:

(building/room) (town/city)

The requesting department or organization assumes responsibility for any facility fee, e.g. room rental.

Reason and rationale for requesting this course (goals, objectives, etc.):

Syllabus is being submitted via: (Request cannot be sent for departmental approval until syllabus is received.)

E-mail Word Attachment Campus Mail - MSC 6906 US Postal Service Fax 540-568-4252

Instructor Information

Name: Faculty Rank:
Email: Phone:
Mailing Address:

Last date taught for JMU?

Course Funding Information

Who is paying the tuition for this course? Student Grant School System Other
Who is paying the \$15 student enrollment fee? Student Grant School System Other
Who is paying the instructor? *If nothing is checked, we assume that salary will **NOT** be paid by Outreach & Engagement.*
 No Salary Required. Course is part of regular load.
 Outreach & Engagement
 Grant
 School System
 Other (Please specify):

Will Instructor require travel reimbursement? Yes No
If yes, estimate travel costs:

Particular specifications or considerations:

Contact person for billing if grant, school system, or other paying tuition:

Name:
Title:
Phone : Fax:
E-mail:
Mailing address:

Please use the space below for additional comments.

Please contact Kim Zaepfel (540-568-2990) if you have questions.

.....Office Use Only.....
[] Reviewed _____ Outreach & Engagement
Forwarded to _____ on _____.