REQUEST TO OFFER HARD NUMBER COURSE
through Extended University, Office of Continuing Education

Date: ____________________________________________

Rubric/Number/Section: ____________________________________________

Title: _____________________________________________________________

Number of Credits: ________________________________________________

Instructor: _________________________________________________________

Department: ________________________________________________________

(if not MSU faculty, please attach vita/resume)

Dates of Offering: ________________________________________________

Tuition Fee: _________________________________________________________

Enrollment Cap: ____________________________________________________

Program under which course is offered: _______________________________

(if applicable; e.g., NTEN, NPTT, etc.)

Method of Delivery: _____ Face-to-face _____ Web-based _____ Video conference

_____ Combination (describe): ________________________________

Location: _________________________________________________________

Meeting Schedule (days & times): ______________________________________

Method of Grading: _____ Pass/Fail _____ Letter grade

Course Expenses: _____ Self-supporting (supported by student fees)

_____ Fully sponsored (if so, by whom; e.g., departmental funds, grant funds, etc.) ____________________________

Additional comments: ______________________________________________

Please return completed form to:
Janine Hansen
Extended University
Office of Continuing Education
204 Culbertson Hall
Bozeman, MT  59717-2200

For more information:
Contact Janine at (406) 994-5240
jhansen@montana.edu