

Course Request for Cooperating Agency-Sponsored Courses

The University of Wyoming is not responsible for instructional or course material expenses for the course.

Please submit this form to our office 45 days prior to the start of class.

COURSE INFORMATION:**Course:** _____*(Department/Number)*

Course Title: _____

Prerequisites: _____

Credit Hours: _____ Contact Hours: _____ Semester: _____

Department: _____ College: _____

GRADING OPTIONS:

Enrichment courses (5959) are S/U only. Please note that these courses will not count in a degree program.

Previously approved course:

Yes ☐No ☐**Please attach a current course syllabus/outline.**

Proposed Dates and times:

Day: _____

Time: _____

Class Location: _____

Meeting Dates: _____

Send registration information and evaluation forms to:

Name: _____ E-mail: _____

Address: _____

Phone: _____ Requested number of registrations: _____

INSTRUCTOR INFORMATION:

Name: _____ Daytime Phone: _____

Address: _____ Evening Phone: _____

City: _____ St: _____ Zip: _____ E-mail: _____

Previously approved instructor: ☐ No (If no, please attach a resume.)Yes ☐ Resume/Vita on file, Dated _____

Sponsoring Agency: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone Number: _____

IF UW FACULTY:Will you be receiving payment for teaching? Yes ☐ No ☐Copy of UW Consulting Fee form attached: Yes ☐ No ☐

(Payment for overload teaching must be processed through the Division of Distance Education. The Division of Distance Education will bill salary, benefits, and expenses to sponsoring agency/grant.)

COURSE APPROVALS:

Division of Distance Education: _____

Date: _____

Department Head: _____

Date: _____

College Dean: _____

Date: _____

FOR OFFICE USE ONLY:

CRN Number: _____

Date Received: _____

Date Approved: _____

Packet Sent: _____

Distance Database: _____

Spreadsheet: _____