

Application for: Off-Campus \_\_\_\_\_ Workshop \_\_\_\_\_ Flexibly Scheduled Course \_\_\_\_\_

(All information must be completed by the instructor\* conducting the course/workshop)

Semester offered: Fall \_\_\_\_\_ Summer \_\_\_\_\_ Spring \_\_\_\_\_

Year Offered \_\_\_\_\_

Course Title \_\_\_\_\_

Department Name \_\_\_\_\_

CRN \_\_\_\_\_ Course \_\_\_\_\_

Field Site: YSU \_\_\_\_\_ or Name/Address/Zip Code of Off-Campus Site

(if various sites are used, please list primary site) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Semester Hours \_\_\_\_\_ Workload Hours \_\_\_\_\_

Meeting Days and Hours \_\_\_\_\_

Instructor(s) Name(s) \_\_\_\_\_

\_\_\_\_\_

Phone Ext. \_\_\_\_\_ Banner # Y00 \_\_\_\_\_

Total Number of Scheduled Contact Hours \_\_\_\_\_

# of Students Expected \_\_\_\_\_

Amount of Outside Effort expected from student through assignment:

Little or none \_\_\_\_\_

Moderate \_\_\_\_\_

Significant \_\_\_\_\_

**Identify prerequisites for the course (including department name and course number for prerequisite course(s) and other prerequisites, such as permission of instructor, student rank, prior admission to a college or major, etc.):**

Workshop Topic and Course Description: \_\_\_\_\_

If a contract has been signed by an Authorized Institutional Official for this course (i.e. held off campus and the cost of instruction will be paid by an external agency, grant, etc.), please indicate the fee the student is to be charged. If the course is funded by an external agency (i.e. grant, etc.), please provide the account number. If the course is being paid by an external agency, please indicate the procedure for payment (i.e. billing, purchase order, etc.).

Please indicate exactly which fees are being paid by the external agency:

Application Fee \_\_\_\_\_ Non-Resident Surcharge \_\_\_\_\_ Instructional Fee \_\_\_\_\_ General Fee \_\_\_\_\_ Multi-Service Fee \_\_\_\_\_

Academic Computing Fee \_\_\_\_\_ Additional Fees (please specify) \_\_\_\_\_

**Refer to the Ohio Board of Regents Standards for Off-Campus Instruction Activity, Section C, RG 1-08; Ohio Board of Regents Operating Manual for Two-Year Campus Program, Academic Credit, Page 600.1. Students enrolled in a graduate course who have not previously been admitted to the YSU Graduate School may be registered as "Non-Degree Graduate Students." All students, however, will complete a "Workshop Application" form.**

**ATTACH COURSE SYLLABUS** (including, for example, reading assignments, writing assignments, examination date, self-paced or directed laboratory work, grading policy, etc.)

**\*For Graduate Course Only: Students enrolled in workshops are graded on a S/U basis. Instructor must have current Graduate Faculty Status. If not, required paperwork must be completed before the course/workshop is offered.**

Signature of the chairperson and dean below attests to the accuracy of the information submitted above and that excess course costs not covered above will be the responsibility of the department and college. The college dean approves the workshop tuition rate.

\_\_\_\_\_  
Chairperson & Date

\_\_\_\_\_  
College Dean & Date

Workshop Tuition Rate Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Graduate Dean & Date

**Graduate Courses Approved By:**

\_\_\_\_\_  
Associate Provost & Date

\_\_\_\_\_  
OBOR Course Number