



Field Course Submission Form
University of Nebraska-Lincoln

Semester: _____

SUBMISSION PROCEDURE: Complete all requested information. Secure the approval of the individuals listed. Return completed form by the date indicated to Registration & Records, 109 Canfield Administration Bldg, City Campus 0416.

A. Course Information: Department, Course Number & Title, Credit Hours

B. Course Particulars:

Class Site: _____
Meeting Dates: _____
Meetings Day(s): _____ Meeting Times: _____

C. Site Facilities: (Describe physical facility where class meets, including statement of provision for library materials, audio-visual resources, laboratory requirements, etc., to support instruction.)

D. Course Requirements: (If not a regular UNL course, indicate how students will be evaluated to receive credit.)

E. Instructor(s) for the Course: _____

Academic Rank(s): _____ Department: _____
Indicate whether: Graduate Faculty Fellow Graduate Faculty Member
 Approved to teach graduate courses for semester or session of course

F. Professor of Record: _____

Note:
Undergraduate courses delivered into UNK's or UNO's service areas must be approved through the Coordinating Commission for Post-secondary Education. Graduate-level courses in subjects outside UNL's unique role and mission require approval. Requests for approval are due 60 days prior to the start of the semester. The director of Distance Education Services, Office of Extended Education & Outreach, will submit an approval form when required. To facilitate this process, please forward a copy of the Field Course Submission Form to the Director of Distance Education Services, 900 North 21st St., Lincoln NE 68588-8805.

Course Approval

The course meets standards established by the Executive Graduate Council and includes 15 hours of instruction per graduate credit hour with no more than one credit granted per week.

Department Chair/Head *Date*

College Dean *Date*

When signatures are complete, send to:
Registration & Records
109 Canfield Administration Bldg.
City Campus 0416