

**Non-Credit Course Proposal**  
Distance Education and Outreach  
Eastern New Mexico University

The following steps must be completed:

1. The instructor will complete the Non-Credit Course Approval Form for review with the Special Programs Coordination of Distance Education and Outreach.
2. Non-credit courses must be accompanied by curriculum vita and/or a resume. References must be included with names and phone numbers of three people who may be contacted.
3. All individuals proposing to offer accreditation or certification courses must fulfill all requirements as determined by the Special Programs Coordinator. Generally, possession of an earned terminal degree is the minimal criterion considered.
4. Non-credit courses must be submitted and approved by all parties, no less than fourteen (14) working days prior to a specified date to be determined later. The approval process takes a minimum of two weeks.
5. Publicity will not be initiated until the course has been approved. **All publicity items must be cleared by Distance Education and Outreach.**
6. Budgets for extended non-credit courses will be prepared cooperatively by the course instructor and Distance Education and Outreach prior to final approval. **Distance Education and Outreach has the final authority to approve a budget and set fees within the guidelines approved by the Board of Regents.**
7. Supplies, rentals, honorarium, and other expendable items needed for conducting the course must be included in the proposed budget. **Items not listed will not be paid for by Distance Education and Outreach. Course applicant/instructor will be responsible for all fees, maintenance and keys to any off campus facilities used for their course.**
8. Salaries of the course instructor (s) will be determined prior to the course being offered.
9. Most courses will require a minimum number of enrollees to cover the budget. A determination as to cancellation will be made by Distance Education and Outreach with the consultation/recommendation of the Special Programs Coordinator.
10. Applicants/Instructors who propose courses to include child enrollment must authorize the ENMU Personnel Department to conduct a background check, and final approval will be dependent upon results of that investigation.

**NON-CREDIT COURSE PROPOSAL  
DISTANCE EDUCATION AND OUTREACH  
EASTERN NEW MEXICO UNIVERSITY**

Name \_\_\_\_\_ SS # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone Number \_\_\_\_\_ Evening Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

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

Brief Course Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Audience: Adults \_\_\_\_\_ Children \_\_\_\_\_ Ages \_\_\_\_\_

Maximum Enrollment \_\_\_\_\_ Minimum Enrollment \_\_\_\_\_

Term & Year: \_\_\_\_\_ Preferred Dates: \_\_\_\_\_ Times: \_\_\_\_\_

Number of Class Meetings \_\_\_\_\_ Length of Meetings \_\_\_\_\_

Facilities and space required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Course applicant/instructor will be responsible for all fees, maintenance and keys to any off campus facilities used for their course.

Equipment/Supplies: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggested Registration Fee \$ \_\_\_\_\_ Per Course: \_\_\_\_\_

Per Session: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Instructor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Special Projects Coordinator Signature

\_\_\_\_\_  
Date

**PLEASE INCLUDE A COPY OF CURRICULUM VITA AND RESUME WITH ALL  
PROPOSALS SUBMITTED AND RETURN TO:**

**DISTANCE EDUCATION  
1500 S. Ave K  
ENMU Station # 9  
Portales, NM 88130  
Phone #562-2165/562-2347**