REQUEST FOR EXCEPTION TO ECAMPUS FACILITATOR ENROLLMENT THRESHOLD

Effective Fall 2020, an eCampus undergraduate course qualifies for a facilitator once the course enrollment exceeds 35 students minimum (i.e. 36 or more). An eCampus graduate course qualifies for a facilitator once the course enrollment exceeds 30 students (i.e. 31 or more). Additional details can be found in the eCampus Faculty Compensation Terms. In exceptional circumstances, requests to lower enrollment thresholds for facilitator eligibility may be made using this form.

Instructions:

1. Department Chair: Complete this form and forward to the college dean.
 PLEASE BE SURE TO INCLUDE A COPY OF THE UPDATED COURSE SYLLABUS.
2. Dean: Review and forward approved requests to the Office of the Provost at staff.provost@eku.edu.
3. Provost/Designee: Review and notify the College Dean and eCampus of final decisions.

Requests should be submitted to the Provost's Office at least two weeks prior to the beginning of the applicable term.

Course Level: Graduate

College: Science Department: _____

Instructor: _____ Instructor ID: _____

Course: _____ CRN: _____

Term Dates: _____ Current Enrollment: ____

Requested Enrollment Threshold for an eCampus Facilitator: _____

Are there other sections of this course being offered online this semester? ◯ YES ◯ NO

If yes, please provide the CRN, Term Dates, Instructor Name, and Current Enrollment for each section:

What degree program(s) REQUIRES this specific course?

Please provide rationale for the employment of an eCampus facilitator at the requested enrollment threshold.

**E-mail completed and signed form to staff.provost@eku.edu at least TWO WEEKS prior to the beginning of the applicable term.

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

Provost/Designee: _____ Date: _____

**The Provost or designee will notify the college dean and eCampus regarding final decisions made on all requests.