

TARLETON STATE UNIVERSITY

EXTENSION EDUCATION ACTIVITY APPROVAL PROCESS

The Texas A&M University System requires Tarleton State University to report revenues, expenses, number of courses, and number of students served yearly in non-state funded (or Extension Education) courses. The following process is intended to assist departments with planning and to facilitate careful record keeping for reporting purposes and compliance with [TAMUS Policy 28.02](#).

1. Determine the course need and develop a course description.
2. Complete the Extension Education Activity Proposal utilizing the provided template.
3. Complete the top portion of the Signature Form and obtain the appropriate signatures for the Request and Support portions.
4. Return the Proposal and Signature Forms to Extension Education for review by the Non-State Funded Course Group. (Box T-0008)
5. Upon approval by the Vice President for Academic Affairs, and Provost complete the Extension Education Activity Funds Form (and included New Account Request) and Extension Education Course Creation Form.
 - a. The Funds form will list the appropriate accounts for funds to be allocated and provide the status of a contract, if required.
 - b. The Course Creation form will provide information for Extension Education to market the course and for the Office of the Registrar to create the course in Banner.
 - c. Both forms should be returned to Extension Education before the first course meeting.
6. On, or before, the first day of class, have each student fill out an Extension Education Registration Form and return to the Office of the Registrar.
7. Upon completion of course, provide grades or notice of completion to the Office of the Registrar.

Please feel free to contact Extension Education for
assistance.

817-717-3688
www.tarleton.edu/extensioned