**REQUEST FOR LARGE DISTANCE EDUCATION/DISTANCE LEARNING CLASS**

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term: [ ]  Fall [ ]  Winter [ ]  Spring [ ]  Summer Year: \_\_\_\_\_\_\_\_\_

I request the following class for consideration as a large distance education/distance learning class under the terms of the current CBA, article 40.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name (e.g. Economics 1) Class # (if known)

Requested enrollment limit: [ ]  50 [ ]  60 [ ]  70 [ ]  80 [ ]  Other (b/t 51-79): \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Name Instructor LACCD E-mail Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of V.P. of Academic Affairs (or Designee) Date

Please be advised:

* The instructor of an approved large distance learning class will be compensated based on enrollment at census (or appropriate apportionment date) as follows:
	+ Class stipend of $500 per standard hour if enrollment at census is between 50 – 59
	+ Class stipend of $1000 per standard hour if enrollment at census is between 60 – 69
	+ Class stipend of $1500 per standard hour if enrollment at census is between 70 – 80
* Only one such large DE/DL class stipend is permitted per instructor, per semester.
* Any large distance learning class counts as a single class for 67% limit purposes.
* Authorization for a large DE/DL class may/should be based on enrollment history, retention rates, high student demand.
* Upon agreement of the department/division chair, at the stage of schedule planning, the chair and instructor may submit this request to the V.P. of Academic Affairs (or Designee).