COLLEGE CREDIT ADVANTAGE PROGRAM
NEW COURSE PROPOSAL FORM

HIGH SCHOOL INFORMATION

High School ________________________________________________________________

High School Address __________________________________________________________________________

_________________________________________________________________________________________

Program Liaison ________________________________ Job Title ________________________________

Email __________________________________________ Phone No. _______ - _______ - _______

COURSE INFORMATION

Adelphi Course Title _________________________________________________________________

Course No. _____________ - ___________________ Target Start Date FALL 20_____ SPRING 20_____ 

Course Title at High School ____________________________________________________________

Additional Materials: In addition to this completed form, please submit the below listed materials to have this course considered for dual-enrollment accreditation through the College Credit Advantage Program:

☐ Course Syllabus: *The course syllabus should include a course description, course objectives, prerequisite requirements, the number of contact hours, a detailed overview of all covered subject content, required texts and course materials, and grade guidelines.*

☐ Assessment Samples: *Examples of assessment samples include chapter quizzes, unit exams, projects or portfolios, written assignments, and homework. Please also include the anticipated final exam.*

☐ Outline of Class Experiments and Lab Set-Ups (IF APPLICABLE).

INSTRUCTOR INFORMATION

Lead Instructor ______________________________________________ Approved Instructor? Yes _______ No _______

Email __________________________________________ Phone No. _______ - _______ - _______

New Instructor Proposal: If the lead instructor listed above is not a current instructor of a dual-enrollment course through the College Credit Advantage Program, please submit a “New Instructor Proposal Form” for approval consideration. All instructors who plan to teach the class listed above as a dual-enrollment course and are not current instructors must submit a “New Instructor Proposal Form” for consideration.

PLEASE SUBMIT THIS FORM AND ALL ADDITIONAL MATERIALS BY EMAIL, FAX, OR MAIL TO:

Adelphi University
Office of High School and Pre-College Programs
1 South Avenue
Garden City, NY 11530
E ccap@adelphi.edu
F 516.877.3039

PLEASE NOTE: The submission of this completed form and the above listed materials does not guarantee that the course will be approved as a dual-enrollment course through the College Credit Advantage Program.