

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.