

## **COLLEGE CREDIT ADVANTAGE PROGRAM NEW TEACHER PROPOSAL FORM**

### **HIGH SCHOOL INFORMATION**

High School \_\_\_\_\_

High School Address \_\_\_\_\_  
\_\_\_\_\_

Program Liaison \_\_\_\_\_ Job Title \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### **TEACHER INFORMATION**

Teacher's Name \_\_\_\_\_ Approved Teacher? Yes \_\_\_\_\_ No \_\_\_\_\_

Email \_\_\_\_\_ Phone No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Years of Teaching Experience \_\_\_\_\_ Graduate Degree \_\_\_\_\_

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

- Current Resume/CV: *The submitted resume must include evidence of **at least three years** of teaching experience.*
- Undergraduate and Graduate Transcripts: *Approved teachers must have a Master's Degree in the subject area of the course OR a Master's Degree in Education with a concentration in the subject area of the course.*

PLEASE NOTE: All teachers who plan to teach the class listed above as a dual-enrollment course and are not current teachers must submit a "New Teacher Proposal Form" for consideration.

### **COURSE INFORMATION**

Adelphi Course Title \_\_\_\_\_

Course No. \_\_\_\_\_ - \_\_\_\_\_ Target Start Date FALL 20 \_\_\_\_\_ SPRING 20 \_\_\_\_\_

Course Title at High School \_\_\_\_\_

**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](mailto: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 teacher will be approved to teach a dual-enrollment course through the College Credit Advantage Program.