

New Adelphi Credit Course Proposal Request Form

Please submit this form along with supporting course materials for consideration for the Adelphi High School Program. Course documents will not be accepted without this accompanying form.

Checklist:

- ✓ Course Syllabus – The course syllabus should clearly outline the name and contact information of the lead teacher(s), office hours, hours spent in class/labs, and provide a week-by-week overview of the content being covered. Please follow the syllabus template below as a guide.
- ✓ Exam samples (sample tests, quizzes) that showcase how students are evaluated in the class.
- ✓ If applicable, outline of class experiments and lab set-ups.

High School Information	
High School Name _____	
High School Address _____	
School Contact Person	
Name _____	Job Position _____
Phone # (____)____-____	Email _____

New course to be considered for Adelphi credit (title at high school):

Adelphi course equivalent:

Course # _____ - _____	Course Title _____
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Lead Instructor(s) Information <i>Please list any teacher who plans to lead this course, if approved. Indicate whether or not each teacher listed has been previously approved to teach by Adelphi</i>			
Last Name	First Name	Has this teacher been previously approved to teach this course? (circle one)	
		Yes	No

**Any teacher who leads an Adelphi course MUST have his/her credentials reviewed and approved by the appropriate Department Chair. Please consult the guide for Teacher Review for further information.*

Target Start Date for this Course: **FALL** ____ **SPRING** ____