



Dual Enrollment/Dual Credit Course Proposal Form

Date: _____ **High School:** _____

Contact Person: _____ **Phone:** _____

Requested Course(s) for College Campus

Course	Course Description	Credit Hours	High School Equivalent	Carnegie Unit	Semester/Year Offered
Example MTH 112	PreCalculus Algebra	3	PreCalculus	1/2	Fall 2015
Example MTH 113	PreCalculus Trigonometry	3	PreCalculus	1/2	Spring 2016

Proposed Campus Site: **Opelika** **Valley** **Wadley**

Requested Course(s) for High School Campus

Course	Course Description	Credit Hours	High School Equivalent	Carnegie Unit	Semester/Year Offered
Example MTH 115	PreCalculus Algebra & Trigonometry	4	PreCalculus	1	Fall 2015

Proposed Class Site: _____

Qualified instructors must have a master's degree and at least 18 graduate level credit hours in field. Please indicate the name and contact information of any high school instructor who is qualified to teach the proposed course(s).

Note: Any new adjunct instructors must complete a Southern Union State Community College application form and submit a copy of their college transcripts.

Course	Instructor's Name	Email Address	Phone

For Office Use Only

Proposal Reviewed Date: _____

Department Chair Approval: _____

Department Chair Approval: _____

Department Chair Approval: _____

Department Chair Approval: _____