



## New Dual Enrollment Course Proposal

MSC institutions should submit complete proposals for new dual enrollment courses no later than **January 30** of the academic year prior to which they intend to offer the course. Submit proposals to Barbara Byer, administrative assistant, at [barbara.byer@emu.edu](mailto:barbara.byer@emu.edu).

EMU will respond within 30 days of receiving your proposal.

Proposals should include:

- this dual enrollment proposal form with the EMU course identified
- course syllabus (following EMU’s guidelines; a template is available)
- high school course description
- instructor’s current curriculum vitae (list all relevant graduate-level coursework the instructor has taken)
- instructor’s transcripts (Copies are acceptable at this point; however, EMU will need to collect official transcripts if the course is accepted.)
- letter of endorsement from the high school principal

Instructors teaching dual enrollment courses must have earned a master’s degree in the teaching discipline (a minimum of 18 semester hours in the teaching discipline) **or** demonstrate exceptional experience within the content area. Instructors of dual enrollment courses are employed by their MSC institution, with adjunct faculty privileges at EMU.

**Instructor name:** \_\_\_\_\_  
First Middle Last

**High school:** \_\_\_\_\_

**High school course name:** \_\_\_\_\_

**EMU course as it appears in the current year’s undergraduate catalog** (for example, STAT 120 Descriptive Statistics): \_\_\_\_\_

**Number of credits:** \_\_\_\_\_

\_\_\_\_\_  
*signature of person submitting proposal* *date*

\_\_\_\_\_  
*high school principal signature* *date*