

APPLICATION

To Offer an Andrews University Course on a High School Campus

We hereby apply to offer the following Andrews University course in accordance with policies and procedures in the Andrews University bulletin and details at andrews.edu/services/precollege/courses/concurrent.html **Please complete a separate application for each course.**

High school name	
Is this a new application or renewal?	
AU course acronym, number & title	
High school course title (if different)	
Start date at high school	
End date at high school	
Projected enrollment	
Teacher's full name	
Teacher's highest qualification	
Application date	

Attachments:

- ___ **Principal letter** noting how the school meets qualifications to offer Andrews credits (see school qualifications; one letter may cover all applications)
- ___ **Teacher current CV, transcripts and diploma copy** (if no changes since last approval, note this in the principal letter and omit this step)
- ___ **Course syllabus** proposed/updated for this year

By typing our names in below, we agree to meet registration, record transfer, and payment deadlines. We commit to offering this course in keeping with the mission, objectives and educational standards of Andrews University, with the support of the department, the PreCollege Service team, and the high school partner team.

Teacher's Name	Phone	Email (Andrews, if known)

Principal Name	Phone	Email

Registrar Name	Phone	Email

Business Manager Name	Phone	Email

Upon review of the application and documentation received to date, the following decisions have been made:

School

- Approved, meets school qualifications
 Not approved, for reasons noted in attached letter

Teacher

- Approved, employed by high school, has MA or 18+ grad credits in discipline
 Not approved, for reasons noted in attached letter

Syllabus

- Approved, in alignment with current Andrews University course syllabus
 Not approved, for reasons noted in attached letter

Given the above decisions, this application:

- was approved.** Congratulations! Follow the protocol closely.
 may be approved upon completion of items noted in attached letter.
 was not approved, for reasons noted in attached letter.

Approved by:

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AU Department Chair

Date

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AU School/College Dean

Date

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AU PreCollege Service Coordinator

Date

Signed approval copied to:

- Applying school's approved teacher, principal, registrar, and business manager
- Approving department chair, undergrad dean, and PreCollege service coordinator
- Compliance director
- PreCollege enrollment counselor, precollege@andrews.edu
- Assistant registrar, courseschedule@andrews.edu
- Third party billing coordinator, sfs@andrews.edu

Contract information: andrews.edu/services/precollege/courses/concurrent.html