



Office of High School and Pre-College Programs  
Nexus Building, Room 104  
One South Ave.  
Garden City, NY 11530  
P 516.977.3046  
F 516.877.3039

## High School Program Request for New Course Consideration

Please complete and return this form, along with the supporting materials listed below, to the **Office of High School and Pre-College Programs**, for consideration to offer a new Adelphi High School Program course for credit. *Please note that supporting materials will not be accepted without this form.*

**To have a course considered to be an approved for-credit class through the Adelphi High School Program, please provide the following for review:**

1. Course Syllabus- *The course syllabus should clearly outline the name and contact information of the lead teacher(s), course description, office hours, hours spent in class/labs, and provide a week-by-week overview of the subject content being covered.*
2. Exam Samples- *The exam samples can include sample tests or quizzes that showcase how students will be evaluated in the class.*
3. Outline of Class Experiments and Lab Set-Ups (If Applicable)

**High School Name** \_\_\_\_\_

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

\_\_\_\_\_

**Name of Contact for High School Programs** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Email Address** \_\_\_\_\_

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

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

**Course No.** \_\_\_\_\_ **Target Start Date:** FALL 20\_\_ SPRING 20\_\_

**Lead Teacher(s)** \_\_\_\_\_ **\*Adelphi HSP Approved? YES / NO**

*\*If the proposed teacher is **not** an approved Adelphi High School Programs instructor, please complete and submit the "Request for New Teacher Approval" form and materials in addition to this form.*

*Please note that the submission of this form and the above listed materials DOES NOT guarantee that a course will be approved as a for-credit class through the Adelphi High School Program.*