



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.