



PO Box 10
600 Hoyt Street
Peru, NE 68421
WWW.PERU.EDU

PRIDE • EXCELLENCE • RESILIENCE • UNITY

Course Approval Request

This form is to be completed by the high school to request participation in the Dual Enrollment Program at Peru State College. Regardless if your school already participates in the program, this form needs to be completed for each new instructor to be certified. This form is not to be utilized by schools participating in online dual credit through the college.

Date: _____

High School Name: _____

High School Contact: _____ Title: _____

Address: _____

City/State/Zip: _____

Instructor Name: _____ Subject Area: _____

Instructor's Area of Endorsement: _____

Instructor's Number of Graduate Hours within the Content Area: _____
(If teaching courses in more than one area, please list content hours for each.)

For the following, please reference the PSC catalog and website for course information:

PSC Course Requested for dual credit & term(s) to be offered:

Courses offered for a full year should be listed as spring courses; courses offered for different student groups each semester should circle both fall and spring. For example, if juniors take it in the fall and seniors take it in the spring, circle both.

Example:	<u>PSYC 121, Introduction to Psychology</u>	<input checked="" type="radio"/> Fall	<input type="radio"/> Spring
1.	_____	Fall	Spring
2.	_____	Fall	Spring
3.	_____	Fall	Spring

Please include the following materials for course approval:

- Course Approval Request (this form) – please complete a separate form for each instructor
- Current Instructor Resume/Vitae
- Course Syllabus – The syllabus must include the following: course description, objectives of the course, explanation of instruction, textbook, supporting materials, a tentative course schedule with topics and assignments, and assessment and grading information. The course description and objectives must be the same as on-campus courses. The course syllabus must list all required prerequisites for the course and clearly state that, “Regardless of grades earned previously, the culminating assessment must be passed in order to receive college credit for the course.” For current PSC Course descriptions, please visit <https://www.peru.edu>. For further assistance, contact Dual Enrollment at 402-872-2433 or dualenrollment@peru.edu. For more information, visit www.peru.edu/dualenrollment.
- Copy of textbook cover and table of contents
- Letter of support from the high school administration
- Copy of undergraduate and graduate transcripts showing degrees earned (copies of official transcripts from school personnel files will be accepted)