# 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, summarized below and at [www.andrews.edu/services/precollege/courses/concurrent.html](http://www.andrews.edu/services/precollege/courses/concurrent.html)

Please complete a separate copy of the application for each course.

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<tr>
<th>School Name</th>
<th>School Physical Address</th>
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<tr>
<th>AU Course Acronym &amp; Title</th>
<th>School Course Title (if different)</th>
<th>Proposed Course Start Date</th>
<th>Proposed Course End Date</th>
<th>Projected Enrollment</th>
<th>Teacher’s Full Name</th>
<th>Teacher’s Highest Qualification</th>
<th>Application Date</th>
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Attachments:

- **Principal letter** noting how the school meets qualifications to offer Andrews University credits (see school qualifications below, one letter may accompany and list several course 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 for this year

We, the undersigned, 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.

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<th>Principal</th>
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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.

Signed, this day: ________________________

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<th>AU Department Chair</th>
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<th>AU School/College Dean</th>
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<tr>
<th>AU PreCollege Service Coordinator</th>
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Send digital copy of signed approval to:
- Applying school’s principal, registrar, and business manager
- Approving Department Chair, School Dean, and PreCollege Service Coordinator
- Compliance Director
- High School Concurrent Enrollment Counselor
- Registrar
- Third Party Billing Coordinator
PROTOCOL
FOR ANDREWS UNIVERSITY CREDIT OFFERED ON HIGH SCHOOL CAMPUSES

SCHOOL QUALIFICATIONS
- The qualified high school values and commits to teaching from a Christian worldview, which is in alignment with the Andrews University mission to seek knowledge and affirm faith in order to positively change the world.
- In addition to offering a fully accredited college preparatory program of study, the high school seeks to provide university-level courses for academic enrichment of advanced students.
- The course teacher has a Master’s degree and a minimum of 18 graduate semester credits in the course discipline or field of study; teacher payment is the responsibility of the school.
- Enrollment will be limited to juniors and seniors with a high school GPA of 3.0 or higher; grades earned are recorded for both high school and university credit.
- The high school is willing and able to comply with all Andrews University policies and procedures regarding this service, as outlined below.

SCHOOL APPLICATION PROCESS
At least 60 days prior to the start of the Andrews University semester in which the course is proposed to be taught, complete and send digital copy of the following items to the PreCollege Services Coordinator:
- Complete the Application to teach Andrews University courses at a high school. Include all information and signatures required.
- Attach a letter from the principal noting how the school meets the criteria and endorsing the application.
- Attach the proposed high school teacher’s curriculum vita along with copies of all college and university transcripts.
- Attach the proposed syllabus, clearly aligned to the current Andrews University syllabus for this course.
Approval shall come from the appropriate Department Chair, the Dean of that College or School, and the PreCollege Services Coordinator.

STUDENT REGISTRATION PROCESS
- The high school verifies that the student meets admission criteria and assumes responsibility for student registration, including collecting payments from parents, and meeting Andrews registration deadlines.
- Complete and send in the University Credit for High Schools Registration Form for each student.
- Learn more about services to high school students online.
ACADEMIC EXPECTATIONS

- A copy of the Andrews University course syllabus will be provided to the high school teacher. The same elements must be included in the high school syllabus. The final syllabus must be approved by the Andrews coordinating professor.
- Textbooks and materials required for the Andrews course shall also be required for the course taught at the high school.
- The high school teacher will initiate an orientation conversation with and welcome a site visit from the Andrews coordinating professor. The purpose of a site visit is to review teaching strategies, the learning environment and assessment practice.
- The high school shall ensure that the library and technology resources available to the student adequately support the college-level course. Andrews University librarians are available to advise regarding free library databases available to schools to enhance the curriculum.
- The high school registrar will submit grades online within 10 days after the last high school term day. If a course is to be taught over the full high school year, the instructor will be responsible for entering an Incomplete (I) grade when Andrews University Fall semester grades are due.
- The concurrent enrollment partnership will be reviewed annually; a school (re)application is to be submitted each year.

SERVICE SUPPORT

- Visit our Pre-College webpages for more information about Andrews University services for parents, school counselors, and gifted high school students.
- Email Glynis Bradfield, PreCollege Services Coordinator, for more information about this service, career/college counseling and school applications.
- Ask High School Enrollment Counselors any questions about student applications.
- Work with the Records Office with grade entry questions.
- Contact the Third Party Billing Accountant with account questions.
- Students can complete the online transcript request form at any time.