



Dual Enrollment Course Form

Requests must be submitted to the Dual Enrollment Coordinator: *Kendrick Johnson at kjohns3@dcc.edu*

Date of Request: _____

High School Information:							
School Name:							
Principal:				Principal's Email:			
Dual Enrollment Contact:				Dual Enrollment Contact Email:			
Course(s) Requested:							
Course Title	Course Reference #	Course & Number	Credit Hours	Course Day & Time	Semester & Term	# of Students	Instructor to be provided by DCC
Example: Introduction to Psychology	11111	PSYC 127	3	MW / 8:00 am - 9:20 am	Fall 2022 (Full Term)	25	Yes / No

Note: DCC Dual Enrollment does not guarantee fulfillment of requests to provide instructors. Each request is subject to personnel availability. The minimum number of students needed to provide an instructor is 15. The DE staff will supply the Course Reference Number.

Instructor Request: To be completed by schools using a high school instructor to teach DE course at school or requesting DCC Instructor.			
High School Instructor Name	Certification Area	Previously Credentialed by Delgado Community College? Yes/No	Approval/Denial to be completed by Delgado's Department Chair (Signature)
Example: John Doe	Psychology	Yes	Approved - <i>John Smith</i>

Instructors MUST be approved by Delgado's Department Chairs prior to the start of each semester.

Prospective Instructors Must Submit:

- Unofficial transcript for review
- Official transcripts to support Master's Degree 18+ graduate hours in subject within 10 days of submitting this form
- Technical course instructors: provide proof of credential or certification for technical course AND resume
- Provide additional information as requested by DCC Enrollment Office

Submit all documentation to: Kendrick Johnson, kjohns3@dcc.edu

High School Representative Signature _____ Date _____

DCC DE Coordinator _____ Date _____