



2019/2020 – College Credit Plus (CCP) Teacher and Course Request Form

Complete one form per high school course and submit to Clark State Admissions – TLC 118 at the address below.

HIGH SCHOOL INFORMATION

High School:		County:		
Address:		City:		Ohio Zip:
Is this your first year seeking a College Credit Plus partnership with Clark State?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Every College Credit Plus (CCP) partner school is required to designate a high school liaison. This person serves as Clark State’s connection with the high school regarding all aspects of the CCP program. He/She should be affiliated with the high school, work with students and teachers and able to be easily reached. This person may need to be contacted during the summer.

Liaison Name:		Title:		
Phone:	Extension:	Email:		
Fax:		Office Hours:		
Summer Phone:	Extension:	Summer Email:		

TEACHER INFORMATION

High school teachers are required to have certain academic credential as prescribed by the Higher Learning Commission (HLC) in order to be approved as a Volunteer Adjunct Faculty member in Clark State’s CCP program. Teachers may need to be contacted minimally over the summer in order to ensure their high school class is ready for the upcoming academic year.

Teacher Name:		Current course(s) taught:		
Phone:	Extension:	Email:		
Summer Phone:	Extension:	Summer Email:		

Has this teacher been approved to teach CCP courses for Clark State in previous years? Yes No*

*If NO – transcripts of all college coursework and a current resume MUST be attached to this request form. Copies are acceptable, please DO NOT fax transcripts.

COURSE INFORMATION

After the high school teacher has been approved as a Volunteer Adjunct Faculty in the CCP program, the college will submit a copy of the course syllabus to the school district that is entered in the “Proposed Course” section of this form below. The high school teacher must provide Clark State with a copy of the high school syllabus that will be used in the classroom. Once received, content of the high school syllabus and textbook must be reviewed by a designated Clark State faculty member to ensure Clark State course equivalency.

High School Course Title(s):			
# of sections:	Class Length:	<input type="checkbox"/> Full Year <input type="checkbox"/> Half Year	Class Size:
Start Date (###/###/####):	End Date:		

CCP COURSE STATUS:

- Requesting Course Reinstatement** (Course has been approved previously for CCP, the teacher and content have not changed.)
- Please submit the course syllabus, including textbook information, with this form.
- This is a brand new course for CCP**
- Please consult Clark State’s course descriptions in the current catalog at www.clarkstate.edu and list your proposed Clark State Community College equivalency course(s) below. Please submit the course syllabus, including textbook information, with this form.

Proposed course(s):

Office Use Only

Request Form Received: / / Initials: Course Request Deadline Met? Yes No

Teacher Approved? Yes No If Yes, what subjects? Dean:

Course Approved? Yes No Clark State Faculty Name:

Clark State Course Equivalencies: Total Credit Hours: