



CGCC COURSE APPROVAL FORM

please submit completed form *and* syllabus to collegenow@cgcc.edu

Name: _____ Date: _____

High School: _____ High School Supervisor _____

High School Course: _____ CGCC Course: _____

Course Start and End Dates: _____

CGCC Faculty Mentor: _____

Contact Log (check all that apply)

In-person - date(s):

Zoom - date(s):

Email - date(s):

Yes

Candidate and Mentor have reviewed discipline-specific philosophies and/or pedagogy for the course. When applicable, candidate has attended department-specific training.

Mentor has explained textbook considerations/requirements.

Candidate has been provided the course grading scale and understands the grading standards.

Mentor has reviewed required assignments and the rigor of the assignments, assuring standards of achievement are the same as expected in on-campus sections.

Candidate and Mentor have reviewed required assessments and rigor of the assessments to align to CGCC standards.

Mentor has reviewed final course syllabus according to CGCC template and checklist.

Candidate and mentor have ensured that course content aligns with the CGCC [Course Content and Outcomes Guide \(CCOG\)](#).



Candidate and mentor have ensured that activities for the course are representative of CGCC's college course rigor.



Required Signatures below. By signing this form you approve proposed course for articulation.

High School Faculty: _____ Date: _____

High School Faculty Supervisor: _____ Date: _____

CGCC Faculty Mentor: _____ Date: _____

CGCC Dean Signature: _____ Date: _____

This form must be submitted with an approved course syllabus before you can begin instruction. If course date do not follow CGCC academic calendar ([link](#)) please follow deadline appropriate to the start date of course.

*To be completed by CGCC Instructional Services:
Dual Credit or Sponsored Dual Credit?*

Thanks for your time! Any Questions?
Email collegenow@cgcc.edu

Deadlines

_____ **Fall Term Course**..... August 15th

_____ **Winter Term Course**.....October 15th

_____ **Spring Term Course** January 15th