



When a high school requests to offer a new concurrent enrollment course not previously offered at their school, the Director of Student Success will work with the appropriate Dean and Vice President of Academic and Student Affairs to assign a PTCC subject matter expert to complete a course review. A PTCC subject matter expert will conduct a thorough, detailed review of the proposed course. The reviewer should consider whether the course would align with the same on campus course offering, and analyze the pedagogical, theoretical, and philosophical orientation of the course.

Approval Process/Steps:

1. High school expresses interest in offering a new concurrent enrollment course and informs PTCC of potential concurrent enrollment teacher interested in teaching.
2. Director of Student Success provides high school with the common course outline for review.
3. Concurrent teacher credential review is initiated.
4. High school provides the following documentation to the Director of Student Success to begin the course approval process:
 - a. Proposed textbook
 - b. Proposed syllabus
 - c. Sample Assessment
 - d. Pedagogy and course philosophy
5. Once all documents are submitted, the Director of Student Success provides course review package to the appropriate academic dean, who will appoint a PTCC subject matter expert to perform course review.
6. Using the Course Review form, the PTCC subject matter expert conducts a thorough, detailed review of the proposed course. The reviewer should consider whether the course would align with the same on campus course offering, and analyze the pedagogical, theoretical, and philosophical orientation.
7. The PTCC subject matter expert returns the Course Review form and the submitted documentation to the Academic Dean indicating if they approve, approve provisionally, or deny the new course request.
8. If a course review status is “approved provisionally” or “denied,” PTCC subject matter experts shall discuss the review with the Academic Dean and provide feedback regarding how the high school teacher may better align the course.
9. The Director of Student Success will follow up with appropriate notifications to the teacher and any appropriate high school staff or administration.

The following NACEP standards will be reviewed to help determine course approval:

Curriculum Standard 2: The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.