

## Dual Enrollment New Course Request Form

This form must be submitted and the course approved before students are enrolled.

The proposed course must meet course enrollment requirements at Wytheville Community College. The college has the responsibility to ensure that all dual enrollment courses taught are equivalent to other instruction offered by the college, specifically in terms of course objectives, components of the syllabi, level and rigor of content, evaluation of students, textbooks, student outcomes and assessment, and faculty evaluation.

**High School** \_\_\_\_\_

**Course Prefix** \_\_\_\_\_

**Course Name** \_\_\_\_\_

**\*Credentialed Instructor** \_\_\_\_\_

**Placement Test Requirements** \_\_\_\_\_

**Number of Minutes Required** \_\_\_\_\_

**Time/Weekdays Class Will Meet** \_\_\_\_\_

**Semester Class will be Offered** \_\_\_\_\_

**Text Book Required** \_\_\_\_\_

\*ALL NEW INSTRUCTORS MUST COMPLETE WCC APPLICATION PACKETS. Please provide name, email and mailing address for all NEW instructors.

\_\_\_\_\_  
**Name** **Email**

\_\_\_\_\_  
**Street** **City** **State** **Zip**

### SIGNATURES

\_\_\_\_\_  
**Administrator, Director, or Principal**

\_\_\_\_\_  
**Academic Dean**

\_\_\_\_\_  
**Counselor or other Designee**

\_\_\_\_\_  
**Dual Enrollment Coordinator**

Return to:  
Joshua Floyd, Coordinator of Dual Enrollment  
Bland Hall, Room 102A

Email: [jfloyd@wcc.vccs.edu](mailto:jfloyd@wcc.vccs.edu)  
Fax: (276) 223-4861