

Morton College
Dual Credit (DC) and Early College (EC) Course Request

High School: _____

High School Contact: _____ Phone: _____

Email address: _____

High school course duration (year or semester) _____

How many sections of the course will you offer per semester? _____

Semester(s) to offer dual credit course: Fall 20____ Spring 20____

High School Fall semester start date and end date: _____

High School Spring semester start date and end date: _____

Course options –Please check one and fill out corresponding information box

(For additional details on each option, please refer to the Dual-Credit Guidelines)

- Option A.** A Morton College course will be offered during the school day at a district high school and will be taught by a high school teacher as part of his/her regular teaching assignment. Students earn college credit and high school credit and no tuition will be charged. Dual Credit only.
- Option B.** A Morton College course will be offered on the college campus, scheduled based on the needs of the high school. Only College credit is awarded. Students may be responsible for paying tuition and fees. Early College (Dual Enrollment only)

Option A

Course information:

High School Course Name: _____

Course instructor: _____

Anticipated Morton College Course equivalent (if known): _____

Textbook to be used (title, author, ed.): _____

Student pre-requisites for enrollment: _____

Please attach the following items: (Required)

- Course Syllabus
- Instructor Information Page

Option B

Morton College course: _____

Proposed times and days of the course: _____

Estimated number of students interested in enrolling: _____

Please describe the facilities and technology needed.

(For example, computer labs, LCD projector, internet access, overhead projector etc.)

Time Lines

This form should be completed by high school staff and submitted for approval no later than March prior to the upcoming school year for both Fall and Spring Semesters and for each dual credit/Early College course regardless if a new or renewal course.

If you have questions please contact the appropriate academic division dean.

Academic Division Dean Contact Information:

Dr. Tom Pierce– Career & Technical Ed
Tom.Pierce@morton.edu
708-656-8000 x2367

Dr. Derek Shouba – Assoc. Provost Arts & Sciences
Derek.shouba@morton.edu
708-656-8000 x2331

Marlena Avalos-Assoc. Dean of Academic Services
M.Avalos-Thompson@morton.edu
708-656-8000 x2245

Dr. Lydia Falbo-Dean of Nursing & Health Sci.
Lydia.Falbo@morton.edu
708-656-8000 x2264

To complete the approval process the Morton College Assoc. Dean of Academic Services will schedule a meeting with the course instructor to verify course information and provide additional information on Morton College policies, deadlines, grading procedures.

Please submit forms to:
Marlena Avalos
Assoc. Dean of Academic Services
Morton College
3801 South Central Avenue
Cicero, IL 60804

<p>Morton College use only:</p> <p><input type="checkbox"/> Course approved as listed; Morton College program approval: _____</p> <p><input type="checkbox"/> College section/course created in Colleague</p> <p><input type="checkbox"/> Fees added/removed from course/sections</p> <p><input type="checkbox"/> Bookstore informed of textbook/material needs (if applicable)</p> <p><input type="checkbox"/> Instructor information forwarded to Morton College Deans' Office</p> <p><input type="checkbox"/> Instructor informed about expectations/given Admin manual</p> <p>Morton College academic division dean signature: _____ Date: _____</p>
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