

## Request for High School Class to be taught for Dual Credit through Great Falls College MSU For Great Falls Public School Concurrent Courses

**Directions:** A request to teach a high school class as a concurrent dual credit course through Great Falls College Montana State University must be submitted for each semester the course is planned. Please return this form with signatures, a syllabus using the Great Falls College MSU format, and transcripts for first-time dual credit faculty to Dena Wagner-Fossen in the Registrar's Office at Great Falls College MSU **no later than October 1**. **By submitting requests by Oct. 1, the process can be completed before the GFPS Catalog deadline.** Completing this form neither obligates nor guarantees that Great Falls College MSU will offer this course for dual credit. All courses must be approved by Great Falls College MSU prior to advertisement as a Dual Credit course at the high school.

Please mark each box that applies:

- This course has been taught for Dual Credit through GFCMSU before.
- This course has not been taught for Dual Credit through GFCMSU before.
- High School instructor has taught Dual Credit through GFCMSU before.
- High School instructor has not taught Dual Credit through GFCMSU before.

**Dual Credit faculty are considered employees of their school districts and Affiliate Faculty of the College and will receive a stipend from the College to complete dual credit related paperwork. Upon approval of the course, a Letter of Appointment (LOA) will be sent to Affiliate Faculty prior to the start of the semester in which the course will be taught.**

**If you are a new faculty, you are required to provide the following information:**

1. Official college transcripts
2. Payroll paperwork including new employee information form, Form I-9, Form W-4, Decedent Warrant Statement, and Statement of Selective Service Registration Status (if applicable). If you have questions about the hiring paperwork listed, please contact Human Resources Lisa at 406-268-3712. The paperwork will be sent to you upon approval of the course.

High School Teacher Name (print): \_\_\_\_\_ High School: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

High School Course: \_\_\_\_\_ Credits \_\_\_\_\_

GFCMSU Course: \_\_\_\_\_ Credits \_\_\_\_\_

Please see link for policies and procedures for all Dual Credit instructors at [http://www.gfcmsu.edu/about/policies/PDF/300/310\\_1.pdf](http://www.gfcmsu.edu/about/policies/PDF/300/310_1.pdf).

- The college course listed above is in the most current College catalog.
- High School Teacher has qualifications to teach course (see Montana Board of Regents Policy 730 at <http://www.mus.edu/borpol/bor700/730.pdf> or go to <http://www.mus.edu/DualCredit/Qualifications.asp>).

**Faculty in transfer programs/disciplines**

*The minimum requirement for faculty teaching general education or career/technical coursework designed for transfer as part of the Board of Regents' general education transfer policy, the Associate of Science degree or the Associate of Arts degree shall have a master's degree in the teaching field or a closely related academic discipline with at least nine graduate-level semester credits in the academic discipline.*

**Faculty in career/technical disciplines/programs**

*The minimum qualifications for career/technical faculty shall be three years' experience in the occupation to be taught or an equivalent number of years of postsecondary education in the career/technical discipline, combined with work experience in the career/technical discipline.*

- A course syllabus for the semester or the year in the format required by GFCMSU is attached. (Please email [dual@gfcmsu.edu](mailto:dual@gfcmsu.edu) to request a current course syllabus template, or with any questions regarding dual credit classes.)

The High School course will be taught  Fall: Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The High School course will be taught  Spring: Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_

The High School course will be taught  As a full-year course: Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Anticipated # of enrolled dual credit students: \_\_\_\_\_

How many sections are you teaching: \_\_\_\_\_

\_\_\_\_\_  
*High School Teacher's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School Administrator (or Designee) Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*School **District** Administrator (or Designee) Signature*

\_\_\_\_\_  
*Date\*

**FOR GFCMSU OFFICE USE ONLY- initial when complete.**

INITIALS

DATE

Registrar's Office: Confirm MOU on file with GFCMSU

\_\_\_\_\_

\_\_\_\_\_

Division Director: Check credentials for new instructors

\_\_\_\_\_

\_\_\_\_\_

Division Director: Review attached syllabus  
(Electronic copy kept in respective division)

\_\_\_\_\_

\_\_\_\_\_

CAO: Approve course (New courses only)

\_\_\_\_\_

\_\_\_\_\_

Registrar: Course Created in Banner-CRN#: \_\_\_\_\_  
(Keep a copy and return original to respective division)

\_\_\_\_\_

\_\_\_\_\_

Division Assistant: Notify HR if a hiring packet needs to be sent  
(New Instructors ONLY)

\_\_\_\_\_

\_\_\_\_\_

Payroll: Confirm hiring paperwork complete

\_\_\_\_\_

\_\_\_\_\_

Division Assistant: Send LOA(s) to Affiliate Faculty

\_\_\_\_\_

\_\_\_\_\_

Division Assistant: Receive signed LOA, give to HR. and notify Registrar

\_\_\_\_\_

\_\_\_\_\_

Registrar's Office: Attach Instructor to the course(s)

\_\_\_\_\_

\_\_\_\_\_

Registrar's Office: Send letter to Superintendent, Principal and Instructor  
(Return this original form to respective division)

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\_\_\_\_\_