

# Discover College Concurrent Enrollment Instructor Approval Flowchart

1. Interested school/instructor contacts Discover College Coordinator or the Discover College Coordinator approaches an instructor based on colleague recommendation.

2. Potential instructor is e-mailed an application and a sample on-campus syllabus for the comparable course.

3. If the instructor feels he/she meets academic criteria and believes course content covers what is taught on campus, he/she sends:

1. Voluntary Instructor application, Resume or Curriculum Vitae, and 3 Letters of Recommendation
2. Official transcripts of undergraduate and graduate coursework
3. Current course outline

Mail to: ATTN: Discover College 4800 New Hartford Rd., Owensboro, KY 42303

4. When all forms/information have arrived in the Discover College Concurrent Enrollment office, copies are provided to the Faculty Liaison, Program Coordinator, and Associate Dean for review.

5. The Faculty Liaison, Program Coordinator, and Associate Dean notify the Discover College Coordinator of applicant's approval or denial within two weeks.

7. CEP instructor informed of status by the Discover College Coordinator.

If approved, a letter, signed by both the Discover College Coordinator, is sent to the instructor and a copy is sent to school principal. Also, the CEP instructor is invited to attend a professional development orientation, which he/she must attend before offering the course through OCTC.

If the instructor does not meet requirements, instructor is informed by letter. If possible, the Discover College Coordinator provides information to let applicant know what additional requirements are needed to meet for the CEP program.

Upon approval, CEP teachers are required to follow policies (Curriculum Alignment, Instructor Evaluations, etc.) outlined in CEP Instructor Handbook to remain in compliance. Instances of noncompliance will be addressed as outlined in CEP Instructor Handbook.