



## PROCEDURES FOR OFFERING EXTENSION COURSES

1. The academy principal submits the following documents to Southern Adventist University Associate Vice President for Academic Administration: **Extension Course Request Form, Faculty Information Form for the proposed teacher(s) with a current resume, and syllabus of the proposed course(s).** *Official transcripts for the highest two degrees of the teacher must be requested by the teacher from his/her alma mater(s) to be sent directly to the Associate VP for Academic Administration at Southern.* These items must be on file *before* the course is considered for approval by Southern.
2. The Associate VP forwards the request to the school dean/department chair and the coordinating professor from Southern Adventist University.
3. The Southern Adventist University coordinating professor consults with the extension course teacher concerning the details of the proposed course. The extension course teacher submits a course syllabus four weeks prior to the beginning of the course.
4. The Associate VP for Academic Administration sends an approved copy of the request to: Academy Principal, teacher of the extension course, and Registrar, Southern Director of Records, School Dean/Department Chair, and Coordinator.
5. Approximately two weeks before the course begins, the Southern Records Office sends enrollment and abbreviated application materials to the teacher.
6. The teacher returns completed application and enrollment forms to the Southern Records Office no later than one week after Southern registration. ***Only officially enrolled students will be awarded university credit.***
7. Southern Adventist University's Records Office emails the official course roster to the teacher for correction approximately three weeks after Southern courses begin.
8. The teacher immediately corrects and returns the roster to Southern Records Office. No additions to course roster are allowed after this time.
9. Approximately four weeks after Southern courses begin, the Southern Accounting Office bills the academy for tuition at the published rate (\$150.00 per credit hour for each enrolled student, currently).
10. The Southern Records Office sends grade submission information to the teacher approximately one week before midterms or final examination week.
11. The teacher submits grades on-line on or before the due dates specified in the Southern calendar.
12. Upon completion of the course, the following documents are sent to the school/department Coordinator:  
(a) Major Examinations (b) graded paper for ENGL 101.
13. Near the end of course, the teacher encourages students to complete the on-line Course Evaluation (found on the Southern website).



## GUIDELINES FOR EXTENSION COURSES

### GENERAL INFORMATION

Extension courses are university courses offered as an opportunity for high school juniors and seniors to earn university credit in areas that will fulfill part of the General Education requirements at Southern Adventist University. Instructors are academy teachers who are qualified with appropriate credentials and experience. The extension courses must duplicate their university counterparts in content, degree of difficulty, testing and grading. The use of formal Advanced Placement (AP) courses may be used where such are available.

### APPLICATION/GUIDELINES FOR STUDENTS

**To enroll in extension courses, high school students must be members of either their senior class with a grade point average of 3.00 or above, or 3.5 or above if they are junior status.**

In an effort to uphold university and departmental standards/requirements, students must attain a level of subject comprehension via the following scores. Students who do not meet the criteria are not eligible to register for these dual credit classes.

#### *For English Courses*

**Minimum ACT score of 18 - *OR* - SAT Writing Score of 450**

#### *Pre-Calculus Courses*

**Math Score of 22 - *OR* - SAT of 520**

### ACADEMY/FACULTY REQUIREMENTS

Academies/Faculty must provide transcripts of degrees and/or credits earned from an accredited institution in the area of the specific course(s) they are requesting to teach. Teachers must submit original transcripts and other documentation prior to the start of classes. These transcripts must show that the teacher has completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.

Regardless of previous approvals, academy professors, principals, and/or registrars are to submit an Extension Course Request along with the required documentation each semester for each course. All Extension Course documentation and correspondence should be sent to:

Southern Adventist University  
Office of Academic Administration  
Dr. Volker Henning, Associate Vice President  
C/O Monya Khan, Administrative Assistant  
PO BOX 370  
Collegedale, TN 37315  
[mkhan@southern.edu](mailto:mkhan@southern.edu)  
423-236-2803 (direct)  
423-236-1805 (fax)