

Date of Request: \_\_\_\_\_

High School: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Instructor Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Discipline: \_\_\_\_\_

High School Course Title: \_\_\_\_\_

MSTC Course Title: \_\_\_\_\_

Course Length:             Semester             Year

Grade Level:             Junior             Senior

**Please include the following and check those items attached:**

- Textbook title/edition/publication date/author
- Specific competencies and general objectives taught
- Method(s) of evaluation or how mastery is determined
- Grading formula (i.e. tests = \_\_\_\_\_%; assignments = \_\_\_\_\_%)
- Course outline and syllabus

**This form must be submitted by *March 31<sup>st</sup>* for consideration for the following school year.**

Submit form to:  
Mid-State Technical College  
Lora Schultz, High School Relations Coordinator  
500 32<sup>nd</sup> Street North  
Wisconsin Rapids, WI 54481  
or [lora.schultz@mstc.edu](mailto:lora.schultz@mstc.edu)