Syllabus Alignment Review Form

Prior to starting the form, discuss and have prepared with the High School Instructor, the following:

Course and Participant Information

1. **Overall Course Information**
2. **Faculty Liaison Name/ Email Address**
3. **High School Instructor Name/ Email Address**

Discussion Summary Information

4. **Select the areas that best describe the syllabus alignment discussion.**
    - Choose from:
        - Course learning outcomes
        - Course content and requirements
        - Course expectations and academic rigor
        - Student information, college policies, and resources
        - Course equivalency
5. **Explain how the Concurrent Enrollment syllabus aligns with the approved HTC course in the selected areas**

Differences, Revisions, and Follow-Up Actions

6. **Were any syllabus differences, revisions, or follow-up actions identified?**
7. **If differences were identified;**
    - What revisions were made or need to be completed? Describe any changes made or needed to the Concurrent Enrollment syllabus.
    - Why were these revisions or changes needed to maintain alignment with the approved HTC course?
    - Select the areas that best describe why the identified revisions, differences, or follow-up actions were needed (same as previous list selection)
8. **Explain how the identified areas impacted alignment with the approved HTC course.**
9. **Provide the person you identified to be responsible for fulfilling these revisions**
10. **Provide the estimated timeline for fulfilling these revisions.**

Required Evidence Uploads

Have the following evidence prepared and ready to upload:

11. **Current HTC Simple Syllabus**
12. **Final High School Syllabus**
13. **Additional Supporting Documentation** (Optional)
    - Examples may include: Course schedule, Assignment calendar, Supplemental course information, Other documentation supporting syllabus alignment