High School Teacher Application Process

Applying for Purdue University Fort Wayne's Collegiate Connection concurrent enrollment program is a multi-part process, and each academic department can require specific information. Initially, teachers interested in being approved to offer Purdue Fort Wayne courses should complete the following steps.

If a department requests more than is listed here, the applicant will be notified.

1. Complete the Collegiate Connection Program Teacher Application.
2. Request transcripts from any institution attended besides Purdue Fort Wayne (formerly IPFW) Purdue West Lafayette, or Indiana Bloomington. *(Note: Copies can be submitted with the initial application, but if approved, the teacher must provide official transcripts to Continuing Studies).*
3. Write a Letter of Intent that includes the semester / year you wish to offer the course (or other schedule) and the equivalent Purdue Fort Wayne course name and number. Also indicate why you wish to offer the Purdue Fort Wayne course in your school.
4. Provide a copy of a dual credit course syllabus, which must include text book name, author and publication year, Purdue Fort Wayne logo, and high school logo of course to be approved.
5. Send the completed application, transcripts, syllabus, and cover letter to the attention of Faith Roswall, Purdue Fort Wayne Division of Continuing Studies, 2101 E. Coliseum Blvd, Fort Wayne, IN 46805.
6. Ask your professional references to send their reference letters to Faith Roswall.
7. Provide a copy of your teaching license.
8. If the academic department is willing to pursue the application, an interview will be scheduled for you on campus with the faculty to review your syllabus and other instructional materials.
9. You will be contacted by Continuing Studies when the academic department makes their final decision.

**Questions:** contact Faith Roswall at faith.roswall@pfw.edu