

## **RUNNING START COURSE APPROVAL PROCESS:**

- 1) Discuss Running Start with your principal and/or guidance department to seek internal approval to move forward.
- 2) Contact the local Running Start Coordinator or high school Running Start Liaison to request the syllabus and pertinent materials for the specific course you would like to offer through Running Start. It is the Running Start Coordinator's role to facilitate communication between the high school faculty and college faculty partners.
- 3) Review CCSNH college syllabus and materials and prepare a syllabus with the college's name, course title and course number showing how the college's course material will be delivered. In all aspects, the course must be substantially the same course offered on the college campus, including texts, course outlines, exams, and the CCSNH grading system. Slight modifications may be made to accommodate a high school audience. A request to change the prescribed textbook must be approved by the college's Department responsible for the course before the course can be offered.
- 4) Review the CCSNH credentialing standards to ensure you meet standards for the area you will be teaching in.
- 5) Submit a resume and, if requested, transcripts to be reviewed by the Vice President of Academic Affairs (VPAA) and Department Chair at the college. The high school faculty member must meet credentialing standards established by CCSNH. If a CCSNH college reviews the credentials of a high school faculty member who has applied to be a Running Start teacher and concludes that the faculty member does not meet CCSNH credentialing standards, the Principal of the high school or the Director of the Career & Technical Education Center may make a formal written appeal to the CCSNH college's VPAA for reconsideration. The VPAA, in turn, will bring the matter to the System VPAA Council which will review the credentials of the high school teacher and any other documentation provided by the high school/CTE in its appeal. However, final decision-making authority will remain with the VPAA who brought the matter forward.

**It is important that this process be completed by August 1<sup>st</sup> for fall semester courses and December 1<sup>st</sup> for spring semester courses. Once both the course and the high school teacher have been approved by the respective college, the Running Start course may begin.**

Teaching a Running Start class entitles your school to a voucher for any 3-credit course offered in the CCSNH System. This voucher will be submitted to your high school's principal with the recommendation that it be forwarded directly to the teacher. This voucher is good for one year and is fully transferable to a third party.