



## RUNNING START


A Collaboration between the Community College System of NH and  
Secondary Education Institutions

### Procedures for approving a Running Start/CCSNH Course

\_\_\_\_\_ The High School identifies a qualified teacher and an appropriate Running Start (RS) CCSNH course to offer by comparing its curriculum and course objectives with the course descriptions offered at White Mountains Community College.

 WMCC course descriptions can be found

 at <http://www.wmcc.edu/courses/catalog.html>.

 in the WMCC Course Catalog that the RS high school liaison has.

\_\_\_\_\_ Discuss Running Start with your principal and or guidance department to seek internal approval to move forward toward a Running Start agreement.

\_\_\_\_\_ Contact the Running Start coordinator, Jody Camille ([jcamille@ccsnh.edu](mailto:jcamille@ccsnh.edu); (603) 752-1113 x 2131) at WMCC to request a syllabus and pertinent materials for the specific RS/CCSNH course you would like to offer. *It is the RS coordinator's role to facilitate discussions between the high school and CCSNH faculty partners.*

\_\_\_\_\_ For prospective RS/CCSNH teachers, submit a resume and, if requested, official transcripts to be reviewed by the VP of Academic Affairs and department chair at the campus with which you will be working.

\_\_\_\_\_ Forward specific course information you will be using in the high school to the College. Include your textbook – if it's different from the one used at CCSNH – your syllabus, and other pertinent resource materials, such as exams, portfolios, project examples, and supplementary resource materials. *In some cases RS course approval may rest on the high school's acquisition of texts and support materials used by the College partner.*

\_\_\_\_\_ Meet with your proposed CCSNH faculty partner. The RS coordinator can help facilitate this meeting and focus discussion on course content, objectives, materials, and assessment criteria.

\_\_\_\_\_ If both partners agree that a congruence between the high school course and the college course exists, the next step is to complete a course approval form, **which must be reissued each time the high school course is offered.** The Course Approval form will be processed at WMCC with the following documentation: The Running Start high school partner's resume, transcripts, and the college syllabus that will be distributed to the RS students. After all authorizing signatures have been attained, student registrations can begin.

\_\_\_\_\_ Once the course has been approved, the RS Coordinator will arrange to make a visit to the school to explain RS to prospective student registrants. Students who want to participate will register for the approved courses. Registered students will receive grades in their courses and begin to build their college transcripts, which are kept by the college registrar and released at the student's written request to the college registrar.

\_\_\_\_\_ Near the conclusion of the course, the college faculty partner, the high school faculty partner, the RS registered students and the RS coordinator work together to evaluate the RS experience. Most important, the evaluation process attempts to determine that the course offered at the high school met the college's curricular, skills, and abilities objectives.