

Guidelines for Running Start High School Partners

White Mountains Community College (WMCC), in cooperation with various New Hampshire secondary schools, provides the Running Start concurrent credit program for qualified students who may elect to earn Community College System of NH (CCSNH) college credits and required high school units simultaneously. It is intended that academically able students have the opportunity to realize college level expectations in the familiar and supportive setting of their high schools. This agreement sets forth all the rights and duties of the parties with respect to the Running Start program.

GENERAL PROVISIONS:

1. The curriculum in the course is the same as that offered on the WMCC campus, including WMCC department approved texts, course outlines, exams and the CCSNH grading system (i.e., A-F). The grades earned are considered dual credit – high school and WMCC. WMCC transcripts reflect course credit the same as that of other WMCC courses. The college reserves the right to determine and periodically revise the conditions under which its programs may be offered for college credit and assumes responsibility for their supervision.
2. A course in the Running Start program should be taught over a comparable period in the high school as in the college (one semester usually), and in no circumstances will it exceed one high school academic year in length.
3. The potential high school Running Start teacher will forward a resume and transcripts to the Running Start Coordinator to be reviewed by the corresponding WMCC department and the WMCC Vice President of Academic Affairs (VPAA) to ensure that the high school teacher meets educational and experiential standards specified (see attached document, “*Minimum Standards for Adjunct & Running Start Faculty*”). Once accepted, a high school teacher will work in a “team arrangement” with a designated WMCC faculty partner assigned by the college’s Department Head.
4. 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 (CTE) may make a formal, written appeal to the CCSNH college’s VPAA for reconsideration. The VPAA will, in turn, 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 center in its appeal. However, final decision-making authority will remain with the VPAA who brought the matter forward.
5. An orientation for high school instructors with the designated WMCC faculty partner precedes the offering of the course and includes the examination of the course design, teaching materials, methodology and other dimensions for facilitating the adaptation of campus-designed courses to the high school setting.
6. Courses in the Running Start program will be open to Juniors and Seniors only. Exception: students participating in the Project Lead the Way program. Other exceptions may be granted by petitioning the WMCC Department Head responsible for the course.
7. Students, parents, and personnel at the high school responsible for advising students should be aware that a course in the Running Start program is a college level course and students should

be appropriately prepared for a level of academic rigor not usually associated with a high school level course.

8. Applicable academic policies and regulations as stipulated in the WMCC catalogue shall apply to all courses, including basic skills, prerequisite course requirements, class attendance and accommodations for students with disabilities.
9. Students with documented disabilities may be eligible for accommodations and must be identified by the high school faculty partner and the high school liaison prior to registering for the class. The high school faculty partner and the high school liaison should be aware that modifications in an IEP provided in K-12 under the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act are not permitted in college courses (see attached document, *“Important Differences Between High School & College Support for Students With Disabilities”*). Any questions about accommodations should be forwarded directly to the college’s faculty partner and Disabilities Coordinator.
10. There will be a minimum of four (4) Running Start students registered in a class for it to run as a course in the Running Start program. Exceptions can be made at the discretion of WMCC. In addition, the high school is under no obligation to run a course in the Running Start program if it deems the enrollments are insufficient.
11. In a case where non-Running Start and Running Start students are mixed in a class, the course will, nevertheless, use the college’s approved syllabus and curriculum for the course.
12. Some Advanced Placement (AP) courses may also be compatible with the Running Start program. However, the course must be demonstrably the college’s course and use the college’s syllabus. The high school partner has discretion in determining how the AP course requirements may be met above and beyond those required by the college’s course.
13. Students must register for a course in the Running Start program by the designated deadline. Retroactive registration will not be permitted.
14. The cost of a course offered in the Running Start program will be established by the Board of Trustees annually (currently \$150.00).
15. CCSNH will be the sole provider of a concurrent credit course in a given class.

THE HIGH SCHOOL AGREES TO:

1. Inform high school students and parents about the dual credit program and identify from the list provided by the college those courses available in the Running Start program.
2. Recruit high school faculty for the Running Start program.
3. Screen students for Junior/Senior eligibility in the Running Start program.
4. Identify an individual at the high school to be the Running Start liaison with WMCC’s Running Start Coordinator (see attached liaison expectations).

5. Provide the opportunity for high school students to register for courses in the Running Start Program by the registration deadline.
6. Ensure that the high school RS faculty member completes the course approval process by August 1st for the Fall semester and December 1st for the Spring semester. Exceptions can be made for a late faculty replacement or new hire.
7. In the event that a previously credentialed instructor is no longer available to teach the course in the Running Start program at the start of a semester, the WMCC Running Start coordinator will be informed immediately, and the high school will forward the resume and transcripts of the new instructor to the office of Academic Affairs at WMCC for review. A course may not begin in the Running Start program unless the high school faculty member's background has been reviewed by CCSNH to meet academic and experiential standards set by the college. However, at the discretion of the college, a high school instructor may be approved who does not meet credentialing standards. Such appointment will be for one time only.
8. In the event that a previously credentialed instructor begins a course in the Running Start program but must be replaced during the semester, or will be absent for an extended period of time, the WMCC Running Start Coordinator will be informed immediately, and the new instructor's resume and transcripts will be forwarded to the office of Academic Affairs at WMCC for review. If the new instructor does not meet minimum standards for a WMCC college faculty member, the college, at its discretion, may approve a high school instructor who does not meet credentialing standards. Such appointment will be one time only and may not exceed two individual or two consecutive semesters.
9. Provide academic counseling services for students enrolled in or seeking enrollment in dual credit courses. (See related item #7 under General Provisions).
10. Ensure that grades are submitted to the college in a timely manner so that students are ensured ready access to their grades.
11. Have textbooks and course materials paid for by the student unless provided by the school district.
12. Provide the opportunity, where feasible, for students to visit WMCC at least once during the course to observe other WMCC classes and take part in other WMCC related matters jointly agreed upon by the college and high school faculty partners.
13. Support high school Running Start faculty in attending college sponsored Running Start professional development activities.

It Is Mutually Agreed That:

1. Representatives of both parties will meet as necessary for the purpose of planning for and evaluating academic and administrative aspects of this cooperative program and discussing any problems and matters regarding the relationship of the parties to this agreement.
2. This agreement shall become effective the date it is signed, and shall continue for a period of one year. The agreement may be terminated at any time by mutual consent of both parties. Either party may terminate the agreement by giving six months written notice.