Purpose: The School-Based Scholars Program (SBS) is accepting applications for credentialed school district personnel who would like to teach SBS classes at their respective high schools.

Qualifications: School district personnel who wish to teach SBS courses go through an application process to demonstrate that they meet the qualifications set by the NKU academic department in which they wish to teach. Schools with prospective SBS teachers must submit an application and supporting documents. If accepted, teachers are appointed as adjunct faculty members at Northern Kentucky University who teach in-load at their school districts.

Expectations:
School-District Personnel:
- Will meet the credentials required of the individual NKU academic department in which he/she will teach. A master’s degree is required with 18 hours of coursework in the appropriate content area. Appropriate coursework is determined by each individual academic department. (For example, in order to teach CMST 101-Public Speaking, a PhD or master’s degree in communication is preferred, but at a minimum, candidates must have a master’s degree with 18 hours of coursework in graduate level COM or equivalent classes. Theater and English credits do not count.)
- Will teach the NKU course and follow the same learning outcomes, content, and syllabus as used by NKU.
- Will meet/converse regularly with a faculty liaison from the respective NKU academic department.

High school:
- Will provide a dedicated class with students who strictly meet the admission requirements for the SBS program, which are:
  - Must have completed the sophomore year of high school at the time classes are taken.
  - Must have an ACT composite of 20; or equivalent SAT/PSAT Score. Students who may not have taken an ACT/SAT may participate in SBS with the approval of their Guidance Counselor.
  - Must have a cumulative high school GPA of at least 3.00 on a 4.0 scale.
  - Must maintain a “C” or higher in each NKU class in order to continue taking NKU college classes prior to high school graduation.
  - Must meet any prerequisites for the specific NKU courses in which the student intends to enroll. For some courses, prerequisites include minimum ACT sub scores in English, math, or reading.

Questions: Questions may be directed to James Catchen, Associate Director, SBS Program; (859) 572-5498 or catchenj1@nku.edu.
Application Process: Below, please find the “Application of Interest”. Completion of the Application of Interest does not guarantee credentialing at the collegiate level to teach dual-credit course work. All applications will be received by the SBS office, then relayed to the appropriate academic department to verify credentials and determine eligibility. Once a departmental assessment has been completed, the applicant and his/her school will be notified and the school can commence discussion regarding offering dual-credit coursework with the SBS office.

High School: ______________________________________

Guidance Counselor Contact:
Name: ______________________________________

School Personnel Wishing to Teach SBS Class:
Name: ______________________________________
Phone: ______________________________________
Email: ______________________________________

Please attach a copy of the credentials/qualifications (graduate transcripts) that you believe qualify you to teach dual-credit courses. Graduate transcripts from every institution attended and resume/vitae must be submitted. Please list your graduate-level degrees below:

__________________________________________________________________________________
__________________________________________________________________________________

Requested starting semester (Term, Year): ______________________________

As record of your application, please complete the following signatures:

_________________________________ Applying HS Faculty

_________________________________ Principal

_________________________________ Guidance Counselor

Application Submission: Please submit completed application and attachments to catchenj1@nku.edu.

-------------------- FOR INTERNAL USE ONLY ---------------------

Date Received: __________________ Date Sent to Department: ______________
Determination: _________ Approve _________ Deny
Courses Eligible to Teach: __________________________________________
Department Chair Signature: ________________________________________