



## High School Teacher Credentialing Application

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 both SACSCOC and the NKU academic department in which they wish to teach.

Prospective SBS instructors must submit an application and supporting documentation. If accepted, teachers are appointed as adjunct faculty members at NKU but teach as a part of their regular course load at their high school.

### Expectations:

#### *School-District Personnel:*

- Will meet the credentials required by SACSCOC and the NKU academic department in which they will teach. A master's degree is required with 18 hours of course work in the appropriate content area. Appropriate coursework is determined by each individual academic department. (For example, CMST 101 Public Speaking, requires a minimum of a master's degree with 18 hours of coursework in graduate level COM or equivalent classes. Theatre and English credits do not count.)
- Will follow the learning outcomes, content, and syllabus as used by NKU departments.
- Will meet/converse regularly with a faculty liaison from the respective NKU academic department.
- Will complete SBS Faculty Orientation, NKU New Hire Training, and attend the annual SBS Faculty Development Event held by the SBS program each school year or the proposed dual-credit course(s) may be cancelled.

#### *High school:*

- Will provide a dedicated class with students who **strictly** meet the admission requirements for the SBS program (unless the high school sets higher standards), which are:
  - Must have at least completed the freshman year of high school at the time classes are taken.
  - Must have an unweighted cumulative high school GPA of at least 3.0 on a 4.0 scale.
  - Must maintain a cumulative that meets or exceeds a 2.0 GPA in order to remain in good standing and 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.

### Application Process:

Completed applications will be submitted to the SBS office and reviewed by the appropriate academic department to 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. Departments may have additional requirements for approval (e.g. interviews). If approved by the high school and department, departments will reach out to complete additional "new hire."

### Application Submission & Deadline:

All applications (and supporting documentation) must be submitted to [nkusbs@nku.edu](mailto:nkusbs@nku.edu) by February 15 for a fall start or September 15 for a spring start. Please contact [nkusbs@nku.edu](mailto:nkusbs@nku.edu) with any questions.



## School-Based Scholars

### High School Teacher Credentialing Application

PERSONAL INFORMATION	
First Name	Last Name
Email Address	Phone Number

REQUEST	
Course/Subject Area Applying for	
Requested Start Term	Requested Start Year

HIGH SCHOOL INFORMATION	
School Name	Phone Number
Counselor Name	Counselor Email Address
Principal Name	Principal Email Address

POSTGRADUATE QUALIFICATIONS	
School Name	Degree/Certificate Earned
School Name	Degree/Certificate Earned
School Name	Degree/Certificate Earned
School Name	Degree/Certificate Earned

*Graduate transcripts from every institution attended and resume/vitae must be submitted with this application. Official transcripts will be required at a later point if approved to teach dual-credit courses.*

By signing below, the principal and counselor (or other dual-credit point of contact) attest that they support this offering should the application be approved. By signing below, the applicant attests that the information provided here and in any supporting documentation is true and accurate to the best of their knowledge.

SIGNATURES	
Applicant	Date
Counselor	Date
Principal	Date

FOR INTERNAL USE ONLY		
Date Received	Date Sent to Dept.	Date of Determination
Determination	Approved	Conditional
Eligible Courses	Denied	
Conditions		