



Duplin County Schools Career and College Promise Student/Parent Agreement

Duplin County Schools is proud to identify students eligible to enroll in college courses under Career and College Promise (CCP) guidelines. Students who have met these rigorous eligibility requirements have shown the potential to be successful at the college level and earned the opportunity to register for a variety of courses offered by James Sprunt Community College (JSCC).

Career and College Promise offers North Carolina high school students a clear path to college or career success. Through a partnership of the Department of Public Instruction, the NC Community College System, the University of North Carolina system, and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college while enrolled in high school. This program is tuition-free to all Duplin County Schools students who qualify under district operating procedures. There are several points that parents and students should be aware of and agree upon before enrolling in college courses.

Duplin County Schools Eligibility Requirements:

College Transfer Course Enrollment Requirements:

Freshman and Sophomore:

OPTION I:

- Be a 9/10 grader
- Be gifted in Reading **and** Math as defined by local policy
- Must be college-ready by showing a demonstration of readiness in English, Reading, **and** Mathematics by meeting benchmarks on diagnostic assessment tests that have been approved by the State Board of Community Colleges
- Have the recommendation of the principal, AIG coordinator, and College President attesting to student maturity
- Have consent of the child's Parent/Guardian
- Must participate in an academic advising meeting with the counselor and college advisors

OPTION II:

- Be a 9/10 grader
- Be gifted in Reading **and** Math as shown on an approved aptitude or achievement test. Must have a score in the 92ndile or higher from a test in the Mental Measurements yearbook.
- Must be college-ready by showing a demonstration of readiness in English, Reading, **and** Mathematics by meeting benchmarks on diagnostic assessment tests that have been approved by the State Board of Community Colleges
- Have the recommendation of the principal, AIG coordinator, and College President attesting to student maturity
- Have consent of the child's Parent/Guardian
- Must participate in an academic advising meeting with the counselor and college advisors

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Junior Requirements:

- Be in 11th Grade
- Have a 2.8 unweighted GPA OR
- Qualifying Test Score as defined by the NCCC System

Senior Requirements:

- Be in 12th Grade
- Have a 2.8 unweighted GPA OR
- Qualifying Test Score as defined by the NCCC System

Contact your school counselor for a list of approved assessments.

CTE Course Enrollment Requirements:

Enrollment in CCP CTE courses must follow a pathway or academy course of study, and students must have taken the high school prerequisites before enrollment if applicable.

Freshmen and Sophomore CTE Requirements -

- Recommendation of the HS Principal AND,
- Recommendation of the Community College Chief Academic Officer AND,
- C or better and EOC score of 3, 4, or 5, for NC Math 1 AND EOG score of 3, 4, or 5 for 8th Grade ELA Assessment.
- Students are only allowed to enroll in pathways that are not offered through the HS CTE programs at their school.
 - Accounting
 - Welding- Must be 16 years of age
 - Business Administration

Junior CTE Requirements -

- Must have a 2.8 unweighted GPA **OR**
- Recommendation of the HS Principal **AND** Recommendation of the Community College Chief Academic Officer

Senior CTE Requirements -

- Must have a 2.8 unweighted GPA **OR**
 - Recommendation of the HS Principal **AND** Recommendation of the Community College Chief Academic Officer
-

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To remain eligible to take college courses through Career and College Promise, students will be required to meet and maintain the following performance criteria:

- Students must maintain a **minimum 2.8 unweighted high school GPA** by the end of each high school semester after enrolling in college courses. Additionally, students will be required to **maintain a minimum 2.0 GPA in college coursework** upon completion of two college courses.
- Upon enrollment at James Sprunt Community College (JSCC), students must continue to make progress toward a high school diploma.
- Eligibility for college coursework may be rescinded at any time based on performance, attendance, behavior, and/or school/district policy or procedures.
- Students and parents must sign a Duplin County Schools Career and College Promise Student/Parent Agreement EACH semester a student wishes to enroll in college coursework.

General Information Concerning College Courses and Enrollment:

1. Students who take college courses while in high school are creating their college as well as high school transcripts that will follow them throughout life. Therefore, all college courses taken will be held to the standards that the community college requires, and students must follow all JSCC and individual class policies.
2. The high school staff will develop the most appropriate course schedule for each student based on their academic needs and performance. The principal will consult with the School Counselor, Career and College Liaison at JSCC, and other staff to make final decisions for student course selections when issues arise.
3. All courses in which a student enrolls at the high school (High School Courses and College Courses) will be assigned final grades. Grades will be documented on report cards and transcripts (high school and college) and factored into the calculation of Grade Point Averages (high school and college). Successful completion of college courses will result in dual credit for the student, meaning they will receive both high school and college credit for the completed coursework.
4. College courses that result in college transfer credit yield additional weight on the student's high school Grade Point Average (GPA). College courses not resulting in college transfer credit yield standard high school credit.
5. **Students DO NOT have permission from Duplin County Schools to drop or withdraw from any college course beyond the first 5 public school calendar days of the course beginning at JSCC.**
 - a. Students who are dropped or withdraw from a course after the 5-day drop period will receive a 0 on their HS transcript, and the course will count in the GPA calculation.
 - b. Students who are dropped or withdraw from a course after the 5-day drop period will not be allowed to enroll in a college course the next semester and must have approval from the principal to take additional college courses after the one-semester waiting period.
 - c. If a student who is dropped or withdraws from a course after the 5-day drop period is allowed to enroll in college courses after the waiting period, the student will be responsible for the purchase of all textbooks and course materials for any future CCP courses.

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- d. Under extenuating circumstances, students may be allowed to drop without any penalty:
 - i. The death of immediate family that affects long-term participation in the course
 - ii. Disability
 - iii. Serious illness
 - iv. Other situations will be reviewed by the principal and a district committee.
 - v. In the event that a student is permitted to drop after the 5-day drop period, the student will be expected to drop **ALL** CCP courses for the semester and be enrolled in high school courses.
- Students who struggle academically or face adversity in college courses are expected to show positive self-initiative in maintaining good academic standing by:
 - Seeking help from the JSCC course instructor,
 - Scheduling a tutor through the JSCC Student Support Services,
 - Frequently meeting with the high school Counselor, online facilitator, and/or Principal,
 - And/Or Seeking academic help from high school teachers.

Failure to do so could limit the number of courses a student can take in the subsequent semester (per principal's discretion).

6. **College courses may begin before the start date for each semester in Duplin County Schools.** It is the responsibility of the student to log in or attend class before school begins to avoid being dropped from their community college courses. If students are dropped from community college courses due to non-attendance, they will be required to take other courses at the high school and will receive a failing grade of zero on their high school transcript for the original course.
7. **Students are responsible for technological considerations related to college courses.** The high school will schedule a time for computer access and assistance for each online course; however, the ultimate responsibility for access and participation falls on the student. For instance, the high school will do everything possible to provide necessary access and programs to complete a course, but if the Internet is down at the high school or there is no school due to inclement weather, holiday, etc on a due date, the high school is not responsible for an assignment being late. Students are still bound to all community college course expectations.
 - Students taking online classes must log in and submit coursework to be counted as attending the class. Otherwise, the instructor may drop them. Students are instructed to check their JSCC email **daily** for notes and updates from their instructors.
 - If students have problems logging in to their online course:
 - Students may contact the JSCC technology support desk, and someone will walk them through any problems. The number to tech support can be found on the JSCC website.
 - Students may contact their instructor via email with concerns about how to log in or complete assignments.
 - Students may also contact their high school counselor for additional guidance.
 - Duplin County Schools will provide textbooks for students enrolled in JSCC courses as funding is available. Students are to contact the high school counselor at their school to receive their textbook(s). Textbook(s) must be returned to the school in a reusable condition at the end of the college semester. If the book is unusable upon return or not returned by the established deadline, students/parents will be expected to pay for the cost of the textbook(s) in full. Failure to return textbooks as stated may result in a student not being able to enroll in future college coursework. **See *Academic Probation Procedures* below for details of other situations in which students are required to purchase college textbooks.**

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Summer and Holiday Bridge Session Enrollment

- Students may be enrolled in summer and holiday session community college courses IF these courses align with a student's pathway.
- Students who enroll in summer session community college courses during the summer after their graduation from high school will be required to purchase their own textbooks and course materials for all courses.

Duplin County Schools CCP Academic Probation Procedures

- Students will be identified by JSCC and/or Duplin County Schools and listed on CCP academic probation at their high school when their college academic progress is unsatisfactory. The student will be placed on academic probation under any of the following circumstances:
 - If the student's cumulative college Grade Point Average (GPA) falls under 2.0, the student will not be eligible to take college classes the following semester. If the student is allowed to enroll in college courses after the waiting period, the student will be responsible for the purchase of all textbooks and course materials.
 - If the student fails one or more college courses in a semester, the student will not be allowed to enroll in a college course the next semester and must have approval from the principal to take additional college courses after the one-semester waiting period. If the student is allowed to enroll in college courses after the waiting period, the student will be responsible for the purchase of all textbooks and course materials.
 - If the student earns one or more "D's" in college courses, the student will be restricted to one college course the following semester and will be responsible for the purchase of textbooks and materials for that course. The student will be removed from academic probation if a grade of "C" or higher is earned in the course.
- Summer and holiday sessions do not cover the one-semester mandatory waiting period for students who earn one or more Ds, fail one or more courses, or are dropped/withdrawn from courses.
- James Sprunt Community College utilizes a two-step academic warning and suspension process. Any students whose cumulative college GPA falls below 2.0 after completing two courses will be placed on Academic Warning for the following semester. Any student whose cumulative college GPA remains below 2.0 for two semesters will be placed on Academic Suspension, dismissed from the CCP program, and will only be allowed to enroll again as a CCP student after a JSCC appeals process.
- Duplin County Schools has no input into college course content, materials, or student expectations. Students are bound to the college instructor's expectations, course syllabus, and JSCC's student handbook while participating in collegiate coursework or classes.
- Privacy laws prevent college instructors from speaking to parents regarding student performance, attendance, or behavior. Should parents have questions, they should contact the high school counselor directly.
- Students are responsible for transportation to and from courses that are on-site at JSCC and for maintaining attendance requirements for on-site and/or online courses.

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- College courses taken while in high school affect a student's course completion rate and future financial aid status.
 - To be eligible for and receive financial aid upon completion of high school, students must have a minimum GPA of 2.0 in all college courses taken **and**
 - Students must have a 67% course completion rate. The completion rate is calculated using the following equation: **Courses Completed / Courses Attempted**
 - Students not meeting these minimum requirements upon college enrollment would begin on probation as far as financial aid is concerned. Federal financial aid will only pay for a single class to be taken twice.

Process for requesting JSCC accommodations for students with disabilities:

- Submit an accommodation request to the JSCC Career and College Promise Liaison, who will facilitate the process.

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Duplin County Schools Career and College Promise Student/Parent Agreement

Acknowledgement Form

By signing below, I have read and understand the requirements and expectations outlined in the Career and College Promise Student/Parent Agreement. I understand that the guidelines will determine the handling of college enrollment.

_____ I understand that all issued course materials (textbooks, access cards, lab kits, etc.) used for my college classes are the property of Duplin County Schools and must be returned in reasonable condition, or I will be financially responsible.

_____ I understand that if I am placed on academic probation, I will have a one-semester waiting period **(not including summer or holiday sessions)** and will only be allowed to enroll in additional courses with the approval of the principal. **Furthermore, I understand that it will be my responsibility to purchase any additional textbooks needed for courses I am allowed to take after being placed on academic probation.**

_____ I understand that if I drop this class past the first 5 days of the course beginning or am dropped/withdrawn by the instructor, I will receive a grade of zero on my high school transcript. Furthermore, I understand that if I drop or am dropped/withdrawn from a course past the 5-day drop period, I will be required to wait one full semester **(not including summer or holiday sessions)** before enrolling in any other college-level classes and will be responsible for purchasing my own textbooks. If I am dropped/withdrawn from a course past the 5-day drop period, I will be enrolled in an available face-to-face or online course at the high school.

Parent Signature

Date

Student Signature

Date

Staff Signature

Date

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