

**EXECUTIVE SUMMARY**

**Title:** Operating Procedures for the Enrollment of High School Students in Community College Courses

**Type of Executive Summary:**

- Action
- Action on First Reading
- Discussion
- Information

**Policy Implications:**

- Constitution \_\_\_\_\_
- General Statute # \_\_\_\_\_
- SBE Policy # \_\_\_\_\_
- SBE Policy Amendment
- SBE Policy (New)
- APA # \_\_\_\_\_
- APA Amendment
- APA (New)
- Other \_\_\_\_\_

**Presenter(s):** Dr. Delores A. Parker (Vice President for Academic and Student Services, North Carolina Community College System)

**Description:**

This is the culmination of an initiative that began in 2003 when the community colleges and the North Carolina Department of Public Instruction began work on developing a manual that described resources and opportunities for high school students who wanted to enroll in community college courses. The revised manual is presented for your information.

**Resources:**

NCDPI staff, NC Community Colleges staff, public high schools

**Input Process:**

Virtual statewide meetings, committees and subcommittee work

**Stakeholders:**

North Carolina Community College System and Department of Public Instruction

**Timeline For Action:**

N/A

**Recommendations:**

This item is presented for information.

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**Audiovisual equipment requested for the presentation:**

- Data Projector/Video (Videotape/DVD and/or Computer Data, Internet, Presentations-PowerPoint preferred)  
Specify: \_\_\_\_\_
- Audio Requirements (computer or other, except for PA system which is provided)  
Specify: \_\_\_\_\_
- Document Camera (for transparencies or paper documents – white paper preferred)  
\_\_\_\_\_

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 Motion By: \_\_\_\_\_ Seconded By: \_\_\_\_\_  
 Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_  
 Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Postponed \_\_\_\_\_ Revised \_\_\_\_\_  
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\*Person responsible for SBE agenda materials and SBE policy updates: Rick Klein, 919-807-3761



# **Summary of major revisions to the Operating Procedures Manual for the “Enrollment of High School Students in Community College Courses” (OPM)**

Note: This list does not include revisions such as grammar or minor wording changes.

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## **General Changes**

- 1) Title of Manual changed from “Operating Procedures Manual: Enrollment of High School and Intellectually Gifted and Mature Students in Community College Courses and Programs” to “Operating Procedures for the Enrollment of High School Students in Community College Courses” (January 2008)
- 2) Editorial formatting and language changed to be consistent throughout all sections
- 3) References to the “LEA”, or “Local Education Agency”, have been changed to “LSAU”, or “Local School Administrative Unit”.
- 4) Continuing Education Credit: language changed to reflect ‘may’ instead of ‘shall’.

## **Section I: Huskins Bill**

- 1) Process for Agreement Approval, item 3: Corrected mailing address. (November 2007); Items 5 & 6: Reverted back to original: Original approval letter and agreement to President, copy to Chief Academic Officer of requesting college (January 2008); replaced revised “System Office Approval to send original approval letter and agreement to the Chief Academic Officer and copy of letter to the President of requesting college. (November 2007)”
- 2) Deadlines: Agreement and amendment submission procedures and deadlines were clarified and expanded. (November 2007)
- 3) Student Eligibility, item 2: co-requisite requirements added to language. (January 2008)
- 4) Language regarding “special needs students” was expanded to add protection for the schools and clarification of responsibilities of the High Schools and Colleges.
- 5) Language regarding “special needs students” further clarified. (November 2007)
- 6) Language added regarding the transferability of courses to UNC institutions;
- 7) Language regarding transferability of courses revised to “satisfactory completion grade “C” required,” reflecting current policy. (January 2008)

## **Section II: Concurrent Enrollment**

- 1) Under student eligibility, language was changed from “The student must be recommended by the chief administrative officer of the high school and approved by the President of the College.” to “The student must be recommended by the chief administrative officer of the high school and approved by the President of the College or the president’s designee.”
- 2) Language in Student Eligibility modified to match general statutes. (November 2007)
- 3) Student Eligibility, item 2: co-requisite requirements added to language. (January 2008)
- 4) Course Eligibility: include continuing education courses as follows: “and/or Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.”
- 5) Language regarding “special needs students” was added.

- 6) Language regarding “special needs students” further clarified. (November 2007)
- 7) Language added regarding the transferability of courses to UNC institutions.
- 8) Language regarding transferability of courses revised to “satisfactory completion grade “C” required,” reflecting current policy. (January 2008)

### **Section III: Intellectually Gifted and Mature Students under 16 Years Old**

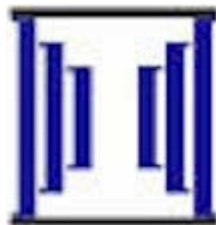
- 1) Student Eligibility, item 2: co-requisite requirements added to language. (January 2008)
- 2) Course Eligibility: include continuing education courses as follows: “and/or Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.” (January 2008)
- 3) Language regarding eligibility criteria was updated to reflect official language.
- 4) Language regarding developmental courses added. (January 2008)
- 5) Language regarding “special needs students” was added.
- 6) Language regarding “special needs students” further clarified. (November 2007)
- 7) Language added regarding the transferability of courses to UNC institutions.
- 8) Language regarding transferability of courses revised to “satisfactory completion grade “C” required,” reflecting current policy. (January 2008)
- 9) Language regarding aptitude testing scores clarified. (November 2007)

### **Appendices:**

- 1) Appendix A: CAA information added; CCL clarified; COE revised; language for FTE clarified by System Office auditor’s office. Occupational Extension Courses deleted.
- 2) Appendix B: Relevant Statutes were updated with the latest legislation.
- 3) Appendix D: Agreement Template was updated for ease of use.
- 4) Appendix E: Approved Tests for under 16 Year Old Intellectually Gifted Students was added to the manual.
- 5) Appendix F was updated to reflect latest information.
- 6) Appendix G was updated, “Community College president approval required” revised to reflect designee. (November 2007)
- 7) Appendix G was updated to reflect revisions within the document. (January 2008)

**Operating Procedures for the Enrollment of High School Students in  
Community College Courses**

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**Issued Jointly by**

**North Carolina  
Community College System  
H. Martin Lancaster, President**

**North Carolina  
Department Of Public Instruction  
June St. Clair Atkinson, Superintendent**

**2008**

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## **Role Statement**

The community colleges and public schools of North Carolina will collaborate to provide flexible, seamless, student-centered educational opportunities for all North Carolina high school students, which maximize the use of resources and educational opportunities not otherwise accessible.

## **Purpose and Objectives**

These procedures have been prepared cooperatively by the North Carolina Community College System (NCCCS) and the North Carolina Department of Public Instruction to facilitate effective planning for cooperative programs between community colleges and high schools in North Carolina. These procedures replace previous procedures for Huskins, concurrent enrollment, and intellectually gifted students programs. This document is effective with the planning cycle for cooperative programs between community colleges and high schools for the 2008-2009 high school and college academic year.

Cooperative programming efforts between public and non-public agencies responsible for providing educational programs and services are intended to foster the effective utilization of available resources and to provide for more comprehensive educational opportunities. Such programming is intended to enhance educational choices for high school students. Cooperative program agreements between community colleges and high schools must be developed in accordance with this premise, and the resulting plans for offering courses must reflect this philosophy.

Cooperative programming may be accomplished through a wide array of articulation initiatives; however, these procedures have been developed to facilitate effective and appropriate planning for the enrollment of high school students authorized initially by the *Huskins Bill*, the *State Board of Community Colleges' concurrent enrollment policies*, and *Intellectually Gifted and Mature Students policies and procedures*.

The objectives of these programs are:

- (1) to provide an opportunity for high school students to participate in college courses not otherwise available;
- (2) to enhance the motivation and achievement of high school students;
- (3) to encourage high school students to utilize post secondary opportunities as a means for pursuing lifelong educational and training goals; and,
- (4) to maximize the use of State resources while not duplicating course offerings.

## **I. Huskins Bill:**

### **Community College Courses Specifically for High School Students**

The Huskins Bill creates a powerful tool for improving articulation and for increasing a student's college participation rate without blurring or diminishing the distinctive roles of high schools or community colleges. In 1988, the State Boards of Education and Community Colleges each adopted an official statement of the purpose of Huskins Bill cooperative programs:

*“The purpose of Huskins Bill cooperative programs is to make available for the enrichment of high school students, college level academic, technical and advanced vocational courses not otherwise available to them.”*

In part, the aforementioned Huskins Bill [G.S. 115D-20(4)] states,

*“...local administrative boards and local school boards may establish cooperative programs in the areas they serve to provide for college courses to be offered to qualified high school students with college credits to be awarded to those high school students upon successful completion of the courses.”*

#### **A. Huskins Cooperative Agreement/System Office Approval**

Prior to the implementation of courses, an agreement must be executed between the superintendent of the local school administrative unit (LSAU) and the president of the local community college and approved by the North Carolina Community College System Office (NCCCS). This agreement must be developed and approved at least annually. The agreement must follow the template included in appendix D (page 18) of this manual, and include the following as a minimum:

- The name and telephone number of the appropriate contact person at the college;
- Statement of purpose;
- Criteria for selecting students;
- List of courses to be offered by the college, all of which must be listed on one of the college's approved, electronic programs of study;
- Class location;
- Agreement year (beginning and ending date);
- Process for planning and conducting an annual evaluation (to be maintained at the college);
- Statement concerning who is responsible for the cost of college textbooks and other fees;
- Provisions for termination and/or revision; and,

- signatures on the agreement that certify:
  - The agreement has been developed in accordance with the operating procedures for enrollment of high school students in community college courses;
  - The agreement has been developed in accordance with the established student and course eligibility for enrollment of high school students in community colleges;
  - The agreement has been developed in accordance with General Statute 115-D-20(4), 23 NCAC 2C. 0305, North Carolina State Board of Community Colleges (NCSBCC) approved policies and procedures, and applicable NCCCS guidelines and numbered memoranda.

### **1) Process for Agreement Approval**

1. All agreements shall be completed by the college following the given template on page 18, Appendix D of this manual.
2. The college will obtain all appropriate original signatures of local parties as listed on the application.
3. The completed, signed, agreement will then be submitted by the college to the Vice President of Academic and Student Services at the System Office at the follow address:
  - Vice President of Academic and Student Services
  - North Carolina Community College System Office
  - 200 West Jones Street
  - 5016 Mail Service Center
  - Raleigh, NC 27699-5016
4. The agreement shall be reviewed by NCCCS office staff to ensure compliance with General Statute 115-D-20(4), 23 NCAC 2C. 0305, and NCSBCC approved policies and procedures and applicable NCCCS guidelines and numbered memoranda. NCCCS office staff will contact the college if elements of the agreement are not in accordance with stated guidelines.
5. Upon approval, System Office Staff will send the original agreement, signed by the Vice President of Academic and Student Services, along with the original approval letter to the President of the requesting college.
6. System Office Staff will send a copy of the approval letter to the Chief Academic Officer at the requesting college.
7. System Office Staff will retain a copy of the agreement and approval letter for five years.

### **2) Process for Amending Agreements**

If it is necessary to amend a previously-filed agreement, the college must follow all procedures outlined above for filing a new agreement.

This updated agreement will supplant the previously filed agreement.

### **3) Deadlines**

1. Agreements must be submitted to the System Office at least annually.
2. **Fall implementation:** agreements are due no later than **July 15**.
3. **Spring implementation:** agreements are due no later than **December 5**.
4. **Mid-semester amendments:** must be on file at the System Office no later than thirty (30) days prior to the implementation date.

### **B. Student Eligibility**

Local boards of trustees and local school boards, (public, private, home school) may establish cooperative programs in areas they serve to provide college level courses to high school students under the following conditions:

1. High school students must be in grades 9-12;
2. Students must meet the same prerequisite, co-requisite, and course admission requirements as adult college students; and,
3. Students must be recommended by the chief administrative officer of the high school for enrollment.

### **C. Costs**

1. Students shall be exempt from applicable tuition.
2. Local boards of education may pay for the cost of textbooks and fees for high school students enrolled in community colleges.

### **D. Course Eligibility**

1. Courses must be curriculum courses available in the Combined Course Library (CCL), numbered 100 and above;
2. Courses must be listed on one of the college's approved, electronic programs of study;
3. Courses with the following prefixes **may not** be offered as Huskins: Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) prefixes;
4. Developmental courses **shall not** be offered as Huskins courses;
5. Courses shall not supplant any high school courses offered in the LSAU;
6. Sections for Huskins Bill courses are scheduled for the primary purpose of enrolling high school students;
7. All courses delivered, as part of this agreement, shall be the same academic rigor as those delivered to adult college students using college level textbooks and college level course material;
8. When a high school course is terminated by a high school, the college may offer that course as a college course within the local school administrative unit under the Huskins Bill after a period of one academic year.

## E. Other Operating Procedures

1. **Coding:** Huskins students shall be coded by the college as T90970.
2. **College Credit:** College credits shall be awarded to high school students upon successful completion of courses.
3. **Course Duplication:** All Huskins Cooperative Agreements between a community college and a LSAU must certify that courses offered by the college do not duplicate or substitute for high school courses that are currently being offered by any high school in the LSAU or have not been terminated for a period of less than one academic year.
4. **FTE:** A NCCCS approved agreement authorizes the college to report for budget full-time equivalent (FTE) student membership hours generated from courses delivered through this agreement, provided all appropriate regulations are followed.
5. **Home School Students:** Home school students must apply for classes through the LSAU or non-public governing body; the agreement will be between the LSAU or non-public governing body and the college.
6. **Program Completion:** If students meet the curriculum program admission requirements set forth by the local community college and successfully complete the program; they may be awarded a certificate or diploma.
7. **Reporting Periods:** Colleges shall operate their curriculum academic calendars consistent with the reporting periods as noted in 23 NCAC 2D. 0327(a); however, due to extenuating circumstances which may result from offering courses at high schools, the college may need to schedule some individual curriculum courses that overlap the reporting periods as noted in 23 NCAC 2D. 0327(a).
8. **Special Needs Students:** Students who are identified by the high school, or self-identify as needing special accommodations must meet the disability eligibility standards for the college, as set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Chapter 1, Part 104, Subpart E. It is the responsibility of the college to liaise with the LSAU or individual school to decide what accommodations are needed, while maintaining the integrity of the course, to provide the student proper access to the course. The college and LSAU/school will collaborate to determine who will provide necessary services.
9. **Transfer of Huskins courses on a course-by-course basis:** Per the Comprehensive Articulation Agreement (CAA), upon admission to another public two-year institution or to a public university, a community college student, who was enrolled in a community college course and who satisfactorily completed the course with a grade of "C" or better in the courses that are designated for college transfer, will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit.

## II. Concurrent Enrollment

While cooperative programs provide the opportunity for community colleges to schedule college credit courses for high school students, qualified high school students have been permitted to enroll in curriculum or continuing education, except for adult basic skills, for many years through the concurrent enrollment policy of the North Carolina State Board of Community Colleges (NCSBCC).

The North Carolina State Board of Community Colleges requires no written agreement between the Local School Administrative Unit (LSAU) and the local community college for concurrent enrollment.

### A. Student Eligibility

The NCSBCC's policy regarding concurrent enrollment, as cited in 23 NCAC 2C.0305, permits high school students to enroll in a community college course under the following conditions:

1. The student must be at least 16 years of age;
2. The student must be recommended by the chief administrative officer of the high school and approved by the appropriate community college personnel;
3. The chief administrative officer of the high school must certify that the student is taking the equivalent of one-half of a full-time schedule and is making progress toward graduation, *or (in the case of courses offered in the summer) must certify that the student took the equivalent of one-half of a full-time schedule during the preceding year and is making appropriate progress toward graduation (2C.0305 (3)(c));*
4. Enrollment of high school students in any section cannot displace adult college students;
5. Students may be admitted for any semester on a space available basis; and,
6. Students must meet the same prerequisite, co-requisite, and course admission requirements as adult college students.

### B. Costs

1. Students enrolling under this provision, taking eligible curriculum courses from the NCCCS Combined Course Library (CCL) **shall be** exempt from applicable tuition.
2. Students enrolling under this provision, taking continuing education courses from the Continuing Education Master Course List **shall not be** exempt from applicable registration fees.

### C. Course Eligibility

1. Courses must be curriculum courses available in the Combined Course Library, numbered 100 and above; and/or Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.
2. Courses with the following prefixes **may not** be offered as Concurrent Enrollment: Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) prefixes.
3. Curriculum courses must be listed on one of the college's approved, electronic programs of study
4. Developmental courses **shall not** be offered to concurrently enrolled students.

### D. Other Operating Procedures

1. **Coding:** Concurrently enrolled students shall be coded by the college as T90980.
2. **College Credit:** College credits shall be awarded to high school students upon successful completion of curriculum courses.
3. **Continuing Education Credit:** Continuing Education credits may be awarded to high school students upon successful completion of continuing education courses.
4. **Program Completion:** If students meet the curriculum program admission requirements set forth by the local community college and successfully complete the program; they may be awarded a certificate or diploma.
5. **Registration:** Student concurrent enrollment registrations are to be reported to the North Carolina Community College System Office (NCCCS) using the regular student registration process.
6. **Special Needs Students:** Concurrently enrolled students must abide by the college's disability eligibility standards for the college, as set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Chapter 1, Part 104, Subchapter E.
7. **Transfer of courses on a course-by-course basis:** Per the Comprehensive Articulation Agreement (CAA), upon admission to another public two-year institution or to a public university, a community college student, who was enrolled in a community college course and who satisfactorily completed the course with a grade of "C" or better in the courses that are designated for college transfer, will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit.

### III. Intellectually Gifted and Mature Students

The 2001 Session of the NC General Assembly enacted House Bill 1246 that amended G.S. 115D by adding a new section 115D-1.1 to allow a student under the age of 16 to enroll in a community college if the president of the college or the president's designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. This was renewed at the 2005 session of the NC General Assembly by House Bill 583. The State Board adopted the following criteria for the administration and implementation of the program.

#### A. Student Eligibility

1. The student must be identified as intellectually gifted and having the maturity to justify admission to the community college.
2. The student must receive approval of the appropriate person designated in paragraph D(3).
3. The student must meet course prerequisite, co-requisite, and placement testing requirements.

#### B. Course Eligibility

1. Courses must be curriculum courses available in the Combined Course Library, numbered 100 and above; and/or Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.
2. Courses must be listed on one of the college's approved, electronic programs of study.
3. Developmental courses **shall not** be offered to intellectually gifted and mature enrolled students.

#### C. Other Operating Procedures

1. **Registration:** Registrations of students under 16 years old are to be reported to the System Office using the regular curriculum student reporting information system.
2. **Course Status and Grade Reporting:** When the student completes the course or withdraws therefrom, that fact and the grade received are to be reported to the System Office. *This information is collected by the System Office to evaluate a state supported education program in compliance with the Family Educational Rights and Privacy Act of 1974 sect. 99.31(a)(3)(iii).*
3. **Special Needs Students:** Enrolled students must abide by the college's disability eligibility standards for the college, as set forth by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Chapter 1, Part 104, Subpart E.

4. **Student Accompaniment:** Any student under the age of 15 years shall be accompanied at all times when on the community college campus by a parent or another adult consented to and designated by the parent in writing.
5. **Tuition and Fees:** Students enrolled under this section will pay appropriate tuition and fees.
6. **Transfer of courses on a course-by-course basis:** Per the Comprehensive Articulation Agreement (CAA), upon admission to another public two-year institution or to a public university, a community college student, who was enrolled in a community college course and who satisfactorily completed the course with a grade of “C” or better in the courses that are designated for college transfer, will receive credit for those courses. The receiving institution will determine whether the course will count as general education, major, or elective credit.

#### **D. Required Documentation**

1. Aptitude test scores from a System Office approved list of tests taken within three years before the date of admission with all composite and sub-test scores documenting percentile ranges from 92% through 99%, **and**
2. Achievement test scores from a System Office approved list of tests taken within three years before the date of admission with all composite and sub-test scores documenting percentile ranges from 92% through 99%, **and**
3. A completed recommendation and approval form from **one** of the following:
  - (a) The local board of education, or the board’s designee, for the public school administrative unit in which the student is domiciled or enrolled.
  - (b) The administrator, or administrator’s designee, of the non-public school in which the student is enrolled.
  - (c) The person who provides the academic instruction in the home school in which the student is enrolled.
  - (d) The designee of the board of directors of the charter school in which the student is enrolled.
  - (e) The administrator of the college or university where the student is enrolled.
4. In addition to the recommendation and approval form, the college president (or his/her designee) may conduct an interview of the potential student to assess the maturity level of the applicant.

**Please note:**

**Any costs associated with aptitude and achievement testings are the responsibility of the student.**

## **Appendix A: Definitions**

The following definitions of terms and phrases are important in the coordination between the community colleges and high schools when providing additional higher education opportunities for qualified high school or intellectually gifted and mature students.

### **College Course:**

Any unit of study listed in either the North Carolina Community College System (NCCCS) Combined Course Library (CCL) or the Continuing Education Master Course List

### **College Level Course:**

Any unit of study numbered 100 and above as listed in the NCCCS CCL

### **Combined Course Library (CCL):**

A comprehensive listing of curriculum, developmental, and continuing education courses approved by the State Board of Community Colleges.

### **Comprehensive Articulation Agreement (CAA):**

The agreement between the University of North Carolina (UNC) and the North Carolina Community College System (NCCCS) that fulfills the provisions of House Bill 739 and Senate Bill 1161 (1995 Session of the General Assembly).

### **Concurrent Enrollment:**

The enrollment of a high school student, 16 years or older, in a community college curriculum or continuing education course, except adult basic skills, under conditions stipulated in 23 NCAC 2C. 0305(c)

### **Continuing Education:**

Short-term occupational skills training courses designed to train, retrain and upgrade individuals for current or future job skills, and courses that focus on an individual's personal or leisure needs.

### **Cooperative Education (COE):**

Work experience includes cooperative education, practicum, and internships

### **Curriculum Course:**

A college unit of study numbered 100 and above, as listed in the NCCCS CCL, for which academic credit is awarded upon successful completion

### **Developmental Course:**

Any unit of study numbered 050-099 and listed in the NCCCS CCL

Fee:

Any cost above tuition and/or registration fees for taking a community college course; for example, lab fees, textbooks, or technology fees

Full-time Equivalent (FTE):

One curriculum student who takes 16 hours of class work for one semester (or 16 weeks) generates 256 hours. If this same student attends classes for two semesters, the student will generate 512 hours, which is equivalent to one annual curriculum FTE.

One fall and spring semester curriculum FTE = 16 hours x 16 weeks x 2 semesters = 512 hours.

Huskins Bill:

An amendment to North Carolina General Statute 115D-20(4) enacted in 1983 which provides for the availability of community college courses for high school students

Huskins Cooperative Program Agreement:

A written document between a local community college president and a local superintendent of a LSAU or a non-public education governing body, detailing plans for providing college level courses to qualified high school student

Intellectually Gifted and Mature Student:

A student under 16 years of age who can demonstrate academic achievement and aptitude at or above the 92nd percentile on North Carolina State Board of Community Colleges approved tests and deemed mature enough to benefit from academic programs of the NCCCS

Local School Administrative Unit (LSAU):

A local governing body that is responsible for the provision of elementary and secondary education in a specified geographic area of North Carolina

Master Course List:

A comprehensive listing of continuing education (non-credit) courses approved by the State Board of Community Colleges

Program of Study:

A list of courses required for an associate degree, diploma or certificate at a community college as approved by the NCCCS

Selected Topics (SEL):

Courses that are content-driven and contain topics that do not appear in other courses in the program of study

Seminar Topics (SEM):

Courses that do not introduce new topics; courses used to complement existing courses for which critical analysis, formation of opinions, or presentation of results of analysis are key components

Student Costs:

Expenses incurred by a high school student who is enrolled in a cooperative program in a community college above those incurred in high school, such as tuition, textbooks, and laboratory fees

Supplanting:

Replacing or duplicating existing instruction, which may take place without the college's involvement

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## **Appendix B: Relevant General Statutes**

### **G.S. 115D-20(4) – (House Bill 1044 “Huskins Bill” ratified in 1983)**

“...Provided, notwithstanding any law or administrative rule to the contrary, local administrative boards and local school boards may establish cooperative programs in the areas they serve to provide for college courses, to be offered to qualified high school students with college credits to be awarded to those high school students upon the successful completion of the courses...”.

### **G.S. 115D-20(4) – (House Bill 577 ratified in 1985)**

“Provided, further, that during the summer quarter, persons less than 16 years old may be permitted to take noncredit courses on a self-supporting basis, subject to rules of the State Board of Community Colleges.”

### **G.S. 115D-5(b) – (Senate Bill 44 ratified in 1989)**

“Provided further, tuition shall also be waived for all courses taken by high school students at community colleges in accordance with G.S. 115D-20(4) and this section.”

### **G. S. 115D-1.1. - (Expires September 1, 2008, ratified by House Bill 583 in 2005)**

#### **"§ 115D-1.1. Discretion in admissions.**

(a) Notwithstanding G.S. 115D-1, a student under the age of 16 may enroll in a community college if the following conditions are met:

- (1) The president of the community college or the president's designee finds, based on criteria established by the State Board of Community Colleges, that the student is intellectually gifted and that the student has the maturity to justify admission to the community college; and
- (2) One of the following persons approves the student's enrollment in a community college:

- a. The local board of education, or the board's designee, for the local school administrative unit in which the student is domiciled or is enrolled.
- b. The administrator, or the administrator's designee, of the nonpublic school in which the student is enrolled.
- c. The person who provides the academic instruction in the home school in which the student is enrolled.
- d. The designee of the board of directors of the charter school in which the student is enrolled.
- e. The administrator of the college or university where the student is enrolled.

(b) The State Board of Community Colleges, in consultation with the department of Public Instruction, shall adopt rules to implement this section."

## **Appendix C: Education Services for Minors: NC Administrative Code**

### **2C.0305**

- (a) The state board shall encourage individuals to complete high school before seeking admission to a college.
- (b) A minor, 16 years old or older, may be considered a student with special needs and may be admitted to an appropriate program at a college if the local public or private educational agency determines that admission to the program is the best educational option for the student and the admission of the student to the program is approved by the college. This requirement may be waived if the student has been out of school at least six months and the application is supported by a notarized petition of the student's parent, legal guardian, or other person or agency having legal custody and control. The petition shall certify the student's residence, date of birth, date of leaving school, and the petitioner's legal relationship to the student.
- (c) A high school student, 16 years or older, based upon policies approved by the local public or private board of education and board of trustees, may be admitted to any curriculum course one hundred level and above or any continuing education course, except adult basic skills, concurrently under the following conditions:
  - (1) upon recommendation of the chief administrative school officer and approval of the president of the college;
  - (2) upon approval of the student's program by the chief administrative school officer and the president of the college; and,
  - (3) upon certification by the chief administrative school officer that the student is taking the-equivalent of one-half of a full time schedule and is making appropriate progress toward graduation.
- (d) High school students, taking courses pursuant to Paragraphs (b) and (c) of this Rule, shall not displace adults but may be admitted any term on a space available basis to any curriculum course one hundred level and above or any continuing education course, except adult basic skills. Once admitted, they shall be treated the same as all other students.
- (e) Local boards of trustees and local school boards may establish cooperative programs in areas they serve in order to provide college courses to high school students. College credits shall be awarded to those high school students upon successful completion of the courses. Cooperative programs shall be approved, prior to implementation, by the State Board or its designee.
- (f) Students less than 16 years old who are mature enough to function well in an adult education setting and are intellectually gifted as evidenced by a score in the range between the 92<sup>nd</sup> percentile and the 99<sup>th</sup> percentile on an aptitude and an achievement test selected from a list of tests approved by the System Office may be admitted to community colleges. Tests included on the System Office approved list shall be selected from the Mental Measurements Year Book published by the Buros Institute of Mental Measurements. The student shall be ranked by an official of the student's school in the top 10 percent on the following behavioral characteristics: mature, observant, inquisitive, persistent, innovative,

analytical, adaptable, leadership, desire to achieve, self-confidence and communication skills. Students less than 16 years old shall not displace adults but may be admitted any term on a space-available basis to any curriculum course one hundred level and above. Students admitted to community colleges under this paragraph shall pay the same tuition and fees as other curriculum students.

- (g) Except as authorized by G.S. 115D-20(4), colleges shall not start classes, offer summer school courses, or offer regular high school courses for high school students.
- (h) A college may make available to persons of any age non-credit, non-remedial, enrichment courses during the summer period. These courses shall be self-supporting and shall not earn credit toward a diploma, certificate, or degree at the college or high school.
- (i) At the request of the director of a youth development center having custody of juveniles committed to the Department of Juvenile Justice and Delinquency Prevention, a college may make available to these juveniles any course offered by that college if they meet the course admission requirements. The director's request shall include the director's approval for each juvenile to enroll in the course.

History Note: Authority G.S. 115D-1; 115D-5; 15D-20; S.L. 1995, c. 625;  
Eff. January 1, 1987;  
Amended Eff. September 1, 1993;  
Temporary Amendment Eff. June 1, 1997;  
Amended Eff. July 1, 1998;  
Temporary Amendment Eff. August 22, 2001;  
Amended Eff. April, 2003.

**Appendix D: Agreement Template**

**College Name and Contact Person:**  
**LSAU or High School and Contact Person:**  
**Agreement Year:**

**HUSKINS COOPERATIVE PROGRAM AGREEMENT**

This agreement between the Board of Trustees of a North Carolina Community College and a Board of Education of a North Carolina Public or Private School System or High School is to establish a joint program of college credit courses for qualified high school students in accordance with NC General Statutes 115D-20(4), 23 NCAC 2C. 0305 and, NC Community College State Board approved policies and procedures, and applicable North Carolina Community College System Office numbered memoranda.

**Statement of Purpose(s)**

**Criteria for selecting students**

**Courses to be offered**

<b>Prefix/No.</b>	<b>Course title</b>	<b>Class</b>	<b>Lab</b>	<b>Credit</b>	<b>Est. Enrollment</b>	<b>Class Location</b>



**Approval:**

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Superintendent of LSAU or Non-public Governing Body

Date

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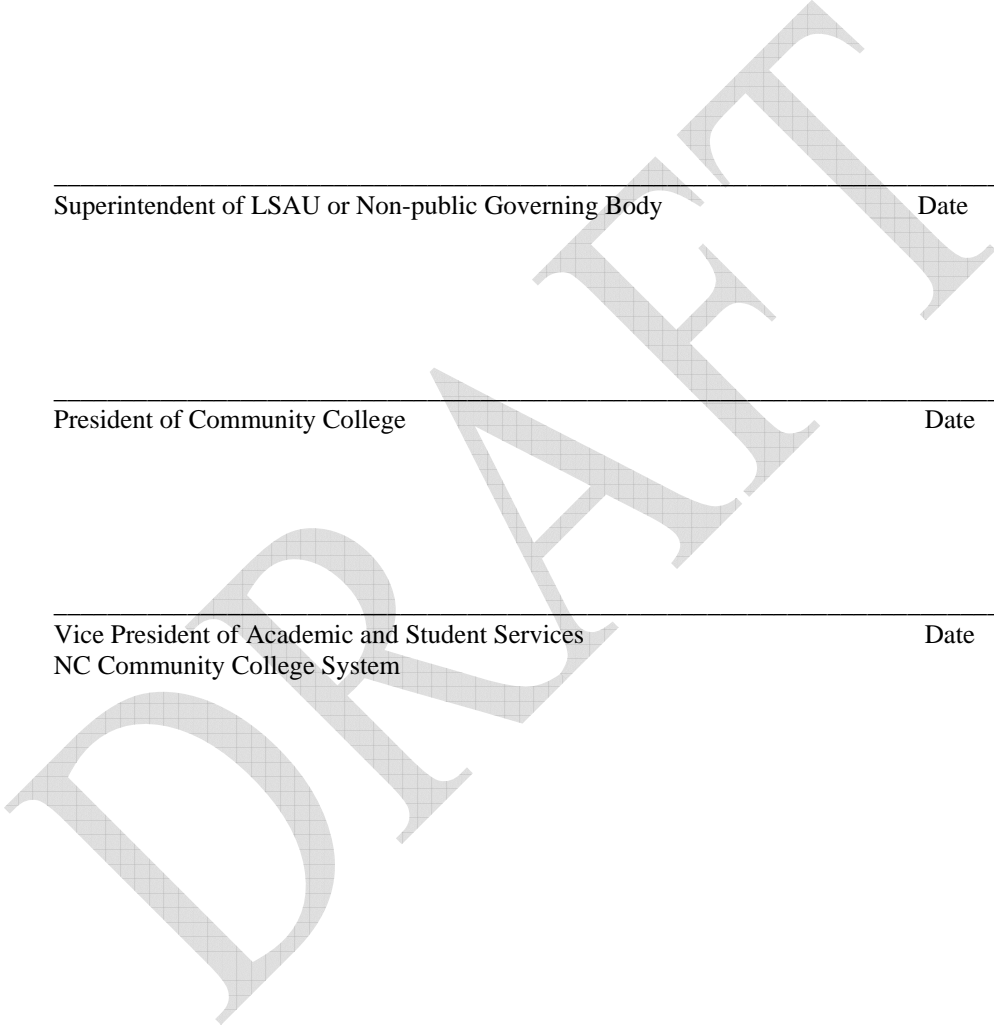
President of Community College

Date

---

Vice President of Academic and Student Services  
NC Community College System

Date



## **Appendix E: Currently Approved Tests for Under 16 Years Old Intellectually Gifted Students\***

### **APTITUDE**

Cognitive Abilities Test  
Culture Fair Series: Scales 1, 2, 3  
Developing Cognitive Abilities Test, 2nd Ed.  
Differential Aptitude Test, Forms V & W  
Henmon-Nelson Test of Mental Ability  
Kaufman Adolescent and Adult Intelligence Test  
Kuhlmann-Anderson Test Test of Cognitive Skills  
Matrix Analogies Test Test of Non-Verbal Intelligence  
Otis-Lennon Mental Ability Test  
Otis-Lennon School Ability Test  
Ravens' Progressive Matrices  
Scholastic Abilities Test for Adults  
Scholastic Aptitude Scale  
Short Form Test of Academic Aptitudes  
SOI Learning Abilities Test: Screen Form for Atypical Gifted  
Stanford-Binet, Fourth Edition  
Universal Non-Verbal Intelligence Test  
Wechsler Scales (WISC III, WAIS-III)  
Woodcock Johnson Tests of Cognitive Ability

### **ACHIEVEMENT**

American College Testing Program  
California Achievement Test  
Comprehensive Test of Basic Skills  
Comprehensive Testing Program\ERB  
End-of-Course (SDPI)  
Iowa Test of Basic Skills, Forms 7&\* and G, H, J & K  
Iowa Test of Educational Development  
Kaufman Test of Educational Achievement  
National Education Development Test  
Metropolitan Achievement Test  
Otis-Lennon School Ability Test  
Scholastic Abilities Test for Adults  
Scholastic Aptitude Test  
SRA Achievement Series, Forms 1 and 2  
Stanford Achievement Test: 7th & 8th Edition  
Stanford Test of Academic Skills: 2nd Edition  
Survey of Basic Skills, Forms P and Q  
Test of Achievement & Proficiency  
Tests of Reading Comprehension  
Wechsler Individual Achievement Test  
Woodcock Reading Mastery Tests-Revised  
Woodcock-Johnson Psychoeducational Battery- Revised

Reference Source: NC Department of Public Instruction

**Appendix F: Cooperative-Innovative Programs Review Committee**

<b>Name</b>	<b>Position/Email</b>	<b>School/Agency</b>	<b>Phone Number</b>
<b>CHAIR</b>			
Dr. Lawrence Rouse	President, <a href="mailto:lrouse@jamesprunt.edu">lrouse@jamesprunt.edu</a>	James Sprunt Community College	(910) 296-2414
<b>COMMITTEE MEMBERS</b>			
Ms. Pam Bello	Career-Technical Administrator <a href="mailto:pbello@mail.vcs.k12.nc.us">pbello@mail.vcs.k12.nc.us</a>	Vance County Schools	(252) 492-2127 ext. 311
Ms. Barbara Boyce	Director of Continuing Education <a href="mailto:boyceb@ncccommunitycolleges.edu">boyceb@ncccommunitycolleges.edu</a>	NCCCS	(919) 807-7158
Dr. Shirley Dove	Vice President of Academic and Student Services <a href="mailto:sdove@lenoircc.edu">sdove@lenoircc.edu</a>	Lenoir Community College	(252) 527-6223 ext. 344
Dr. Rick Garrett	Vice President of Instructional Services, <a href="mailto:rgarrett@mayland.edu">rgarrett@mayland.edu</a>	Mayland Community College	(828) 765-7351
Ms. Jamie Gibbs	Dean of Student Services <a href="mailto:jgibbs@pamlicocc.edu">jgibbs@pamlicocc.edu</a>	Pamlico Community College	(252) 249-1851 ext. 3021
Ms. Valerie Hargett	Secondary ELA & SS Section Chief <a href="mailto:vhargett@dpi.state.nc.us">vhargett@dpi.state.nc.us</a>	DPI	(919) 807-3834
Dr. Arnold Hence	Executive Vice President <a href="mailto:ahence@forsythtech.edu">ahence@forsythtech.edu</a>	Forsyth Technical Community College	(336) 734-7204
Mr. Antonio Jordan	Director Joint High School Programs <a href="mailto:jordana@ncccommunitycolleges.edu">jordana@ncccommunitycolleges.edu</a>	NCCCS	(919) 807-7133
Dr. Vince Revels	Interim Executive Director, Audit Services <a href="mailto:revelsv@ncccommunitycolleges.edu">revelsv@ncccommunitycolleges.edu</a>	NCCCS	(919) 807-7224

Dr. Judith Mann	Associate Vice President Programs <a href="mailto:mannj@nccommunitycolleges.edu">mannj@nccommunitycolleges.edu</a>	NCCCS	(919) 807-7108
Dr. Linda Nelms	Vice President of Student Services <a href="mailto:lnelms@waynecc.edu">lnelms@waynecc.edu</a>	Wayne Community College	(919) 735-5151 ext. 362
Dr. Delores A. Parker (Ex-Officio Member)	Vice President, Academic and Student Affairs <a href="mailto:parkerd@nccommunitycolleges.edu">parkerd@nccommunitycolleges.edu</a>	NCCCS	(919) 807-7096
Ms. Rebecca Payne	Director, CTE <a href="mailto:rpayne@dpi.state.nc.us">rpayne@dpi.state.nc.us</a>	DPI	(919) 807.3879
Dr. Wandra Polk	Director, Middle School Education <a href="mailto:wpolk@dpi.state.nc.us">wpolk@dpi.state.nc.us</a>	DPI	(919) 807-3817
Ms. Victoria Richard	Social Research Assistant <a href="mailto:@nccommunitycolleges.edu">@nccommunitycolleges.edu</a>	NCCCS	(919) 807-7227
Mr. Keith Smith	Dean of Continuing Education <a href="mailto:ksmith@nashcc.edu">ksmith@nashcc.edu</a>	Nash Community College	(252) 451-8264
Mr. James Washington	Director of Admissions and Counseling Services <a href="mailto:washingtonb@coastal.cc.nc.us">washingtonb@coastal.cc.nc.us</a>	Coastal Carolina Community College	(910) 938-6246
Ms. Tabitha Grossman	Director, Learn and Earn <a href="mailto:grossmant@dpi.state.nc.us">grossmant@dpi.state.nc.us</a>	DPI	(919) 277-3766
Ms. Wanda White	Director, Student Development Services <a href="mailto:whitew@nccommunitycolleges.edu">whitew@nccommunitycolleges.edu</a>	NCCCS	(919) 807-7104
Dr. Randy Whitfield	Associate Vice President, Adult Basic Skills <a href="mailto:randyw@nccommunitycolleges.edu">randyw@nccommunitycolleges.edu</a>	NCCCS	(919) 807-7132

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**Appendix G: Comparison of Criteria And Eligibility Requirements**

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Gifted and Mature
<p><b>Program agreements</b></p>	<p>Prior to implementation an agreement must be executed between the local board of education and the board of trustees of the community college</p> <p>The agreement must be developed in accordance with all the operating procedures for enrollment of high school students in community colleges.</p>	<p>The North Carolina State Board of Community Colleges does not require a written agreement between the Local School Administrative Unit (LSAU) and the local community college.</p>	<p>The North Carolina State Board of Community Colleges does not require a written agreement between the Local School Administrative Unit (LSAU) and the local community college. Students are eligible to enroll in degree, diploma and certificate programs.</p>
<p><b>The North Carolina Community College System (NCCCS) approval requirement</b></p>	<p>Approval by the NCCCS is required prior to implementation. The agreement must be submitted at least annually, and shall be filed by July 15 for fall; or by December 5 for spring implementation. A new agreement must be submitted whenever a revision is necessary. Revised agreements must be filed in the system office at least 30 days prior to implementation.</p>	<p>Approval from the NCCCS is not required.</p> <p>The local community college president or his/her designee must approve the enrollment of students.</p>	<p>Approval from the NCCCS is not required.</p> <p>The local community college president or his/her designee must approve the enrollment of students.</p>

<b>Criteria/Eligibility</b>	<b>Huskins Bill</b>	<b>Concurrent Enrollment</b>	<b>Gifted and Mature</b>
<b>Age/grade level requirement</b>	High school students grade 9-12.  No age requirement	High school students must be at least 16 years of age.  No grade level requirement.	Students must be under 16 years of age.  No grade level requirement.
<b>Student recommendations</b>	The chief administrative officer of the high school must recommend the student.	The chief administrative officer of the high school must recommend the student and must certify that the student is taking the equivalent of one-half of a full-time schedule and is making appropriate progress toward graduation.  For students taking courses in the summer term the chief administrative officer must certify that the student took the equivalent of one-half of a full-time schedule during the preceding year and is making appropriate progress toward graduation.	One of the following:  The local board of education's' designee;  The administrator or designee of the non-public school;  The person who provides academic instruction in the home school; or,  The designee of the board of directors of the charter school.

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Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Gifted and Mature
<p><b>Course academic level</b></p>	<p>Courses shall be taught at the college level using college level textbooks and college level course material.</p> <p>Students must meet the same prerequisite and co-requisite and course admission requirements as adult students.</p>	<p>Courses shall be taught at the college level using college level textbooks and college level course material.</p> <p>Students must meet the same prerequisite and co-requisite and course admission requirements as adult students.</p>	<p>Courses shall be taught at the college level using college level textbooks and college level course material.</p> <p>Students must meet the same prerequisite and co-requisite and course admission requirements as adult students.</p>
<p><b>Course eligibility</b></p>	<p>NCCCS Combined Course Library (CCL) courses numbered 100 and above (except for COE, SEL, and SEM course prefixes). Courses must be on an approved electronic program of study.</p> <p>Courses <b>shall not</b> supplant or duplicate any high school courses offered in the LSAU.</p> <p>Courses terminated by the high school will not be eligible for offering under Huskins for a period of one academic year.</p> <p><u>Developmental courses <b>shall not</b> be offered to students currently enrolled in Huskins programs.</u></p>	<p>NCCCS Combined Course Library (CCL) curriculum courses numbered 100 and above (except for COE, SEL, and SEM course prefixes) and listed on one of the college's approved, electronic programs of study.</p> <p>Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List</p> <p>Developmental courses <b>shall not</b> be offered to concurrently enrolled students.</p>	<p>NCCCS Combined Course Library (CCL) curriculum courses numbered 100 and above and listed on one of the college's approved, electronic programs of study.</p> <p>Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.</p> <p>Developmental courses <b>shall not</b> be offered to intellectually gifted and mature enrolled students.</p>

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Gifted and Mature
<p><b>Credits awarded</b></p>	<p>College credits shall be awarded upon successful completion of the course.</p>	<p>College credits shall be awarded upon successful completion of a curriculum course.</p> <p>Continuing Education Unit(s) may be awarded upon successful completion of an occupational course.</p>	<p>College credits shall be awarded upon successful completion of a curriculum course.</p> <p>The credits awarded <b>will not</b> be counted toward the required credits for high school graduation as defined by the NC State Board of Education (<b>not applicable to home school or private school students</b>).</p> <p>Continuing Education Unit(s) may be awarded upon successful completion of an occupational course.</p>
<p><b>Course scheduling</b></p>	<p>Courses are scheduled for the primary purpose of enrolling <b>high school</b> students.</p> <p>Courses may be offered any semester.</p>	<p>Courses are scheduled for the primary purpose of enrolling <b>college</b> students.</p> <p>Enrollment of high school students cannot displace adult college students.</p> <p>Students may be admitted for any semester on a space available basis.</p>	<p>Courses are scheduled for the primary purpose of enrolling <b>college</b> students.</p> <p>Students may be admitted for any semester on a space available basis.</p>

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Gifted and Mature
<b>Tuition/Registration fees</b>	Students taking eligible courses from the <b>NCCCS CCL shall be</b> exempt from applicable tuition costs.	Students taking eligible courses from the <b>NCCCS CCL shall be</b> exempt from applicable tuition costs.  Students taking <b>Continuing Education courses</b> from the Continuing Education Master Course List <b>shall not be</b> exempt from applicable registration fees.	Students taking eligible courses from the <b>NCCCS CCL shall not be</b> exempt from applicable tuition costs.  Students are <u>not</u> eligible to enroll in occupational courses.
<b>Applicable N.C. General Statutes and N.C. Administrative Codes</b>	G.S. 115-D-20(4)  G.S. 115-D-5(b)  N.C. Administrative Code “Education Services for Minors” 2C.0305(e)	G.S. 115-D-20(4)  G.S. 115-D-5(b)  N.C. Administrative Code “Education Services for Minors” 2C.0305(c)	G.S. 115-D-1.1  N.C. Administrative Code “Education Services for Minors” 2C.0305(f)

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## Appendix H: Summary of major revisions to the OPM

Note: This list does not include revisions such as grammar or minor wording changes.

<u>2003 Manual</u>	<u>2008 Revisions</u>	<u>Rationale</u>
<u>Title: Operating Procedures Manual: Enrollment of High School and Intellectually Gifted and Mature Students in Community College Courses and Programs</u>	<u>Operating Procedures for the Enrollment of High School Students in Community College Courses</u>	<u>More appropriate title to accommodate expanded high school programs</u>
<u>References to LEA, Local Education Agency – All sections</u>	<u>Language changed to LSAU, Local School Administrative Unit</u>	<u>To bring terminology in line with legislative language</u>
	<u>Agreement and amendment submission procedures and deadlines were clarified and expanded.</u>	<u>More orderly process</u>
<u>Student Eligibility prerequisite requirements – All sections</u>	<u>Added “co-requisite” to language</u>	<u>Reflect current policy</u>
<u>Special Needs Students – All sections</u>	<u>Language was expanded to add protection for the schools and clarification of the responsibilities of the High Schools and Colleges.</u>	<u>Bring into compliance with the ADA requirements</u>
	<u>Language added regarding the transferability of courses to UNC institutions</u>	<u>Reflect current policy</u>
	<u>Language regarding transferability of courses revised to “satisfactory completion grade “C” required.”</u>	<u>Reflect current policy</u>
<u>Student Eligibility - Concurrent Enrollment</u>	<u>Language was expanded to include “designee” for President of College to grant approval. Other language modified to match general statutes.</u>	<u>Clarification</u>
<u>Course Eligibility - Concurrent Enrollment and Intellectually Gifted and Mature</u>	<u>Include continuing education courses as follows: “and/or Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.”</u>	<u>Reflect current policy</u>
<u>Course Eligibility - Intellectually Gifted and Mature</u>	<u>Language added regarding eligibility criteria was updated to reflect official language; language added regarding developmental courses.</u>	<u>To make consistent with other high school partnership programs course eligibility section;</u>
<u>Intellectually Gifted and Mature - Required Documentation</u>	<u>Language regarding aptitude testing scores clarified.</u>	

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<u>2003 Manual</u>	<u>2008 Revisions</u>	<u>Rationale</u>
<u>All sections</u>	<u>Editorial formatting and language changed to be consistent throughout all sections.</u> <u>Corrected mailing address for submission of agreements and amendments.</u>	
<u>Appendices – All sections</u>	<u>Updated to reflect latest information and revisions.</u> <u>Relevant statutes updated with latest legislation.</u> <u>Agreement template updated for ease of use.</u>	
<u>Full Time Equivalent – Appendix A</u>	<u>One curriculum student who takes 16 hours of class work for one semester (or 16 weeks) generates 256 hours. If this same student attends classes for two semesters, the student will generate 512 hours, which is equivalent to one annual curriculum FTE.</u>	<u>In compliance with Audit Services definition</u>
	<u>Appendix E: Approved Tests for Under 16 Year-old Intellectually Gifted and Mature Students added to the manual.</u>	<u>Provide reference source</u>

Appendix H-2

Revised 2/22/08