

OPERATING PROCEDURES MANUAL
ENROLLMENT OF HIGH SCHOOL AND INTELLECTUALLY
GIFTED AND MATURE STUDENTS
IN COMMUNITY COLLEGE COURSES AND PROGRAMS



Issued Jointly by

**North Carolina
Community College System**

**North Carolina
Department Of Public Instruction**

2003

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ENROLLMENT OF HIGH SCHOOL AND INTELLECTUALLY GIFTED AND MATURE STUDENTS IN COMMUNITY COLLEGE COURSES AND PROGRAMS

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Enrollment of High School Students in Community Colleges

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 2004-2005 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;

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- (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.

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OPERATING PROCEDURES for ENROLLMENT of HIGH SCHOOL STUDENTS

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 educational agency and the president of the local community college and approved by the NCCCS. This agreement must be developed and approved at least annually and whenever the agreement is revised. The agreement must include the following as a minimum.

- statement of purpose;
- criteria for selecting students;
- list of courses to be offered by the college;
- courses must be listed on the college's approved, electronic program 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,

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- 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; **and**,
 - 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.

Process for Agreement Approval

- All agreements shall be submitted by the college to the Vice President of Academic and Student Services.
- Appropriate original signatures of local parties to the agreement must be affixed prior to submission for approval by NCCCS. Appropriate signatures include superintendent of the LEA or non-public governing body and president of the community college.
- 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 agreement are not in accordance with stated guidelines.
- Amended agreements, to include all elements listed in initial agreement, must be re-submitted to the Vice President of Academic and Student Services and colleges must receive approval prior to implementation.
- All agreements shall be filed by the college thirty days prior to implementation and receive approval by NCCCS prior to implementation.

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 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.

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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

Courses in the NCCCS Common Course Library (CCL) numbered 100 and above (except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) prefixes) are eligible for inclusion in Huskins Cooperative Agreements between local boards of education and community college boards of trustees. Courses shall not supplant any high school courses and eligible courses must meet the following criteria:

1. Courses numbered 100 and above (*except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) course prefixes*) that are listed on the college's approved, electronic program of study.
2. Sections for Huskins Bill courses are scheduled for the primary purpose of enrolling high school students.
3. 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.
4. When a high school course is terminated by a high school, it will be eligible for offering under the Huskins Bill in that LEA after a period of one academic year.

E. Other Operating Procedures

1. 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.
2. All Huskins Cooperative Agreements between a community college and a LEA 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 LEA or have not been terminated for a period of less than one academic year. (Appendix F, Waiver Request Form must be submitted to request an exception).
3. College credits shall be awarded to high school students upon successful completion of course/s.
4. Huskins students shall be coded by the college as T90970.
5. 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.

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6. Developmental courses **shall not** be offered as Huskins courses.
7. Home school students must apply for classes through the LEA or non-public governing body; the agreement will be between the LEA or non-public governing body and the college.
8. If the student has special needs, the LEA or non-public governing body and the community college will collaboratively determine the accommodation to be provided by each entity.
9. 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).

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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 NCSBCC.

The North Carolina State Board of Community Colleges requires no written agreement between the LEA 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 president of the community college;
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 progress toward graduation;*
4. enrollment of high school students 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 and course admission requirements as adult college students.

B. Costs

1. Students enrolling under this provision, taking eligible courses from the NCCCS 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.

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C. Course Eligibility

Courses in the NCCCS CCL numbered 100 and above (except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) prefixes) and/or any continuing education courses from the Continuing Education Master Course List are eligible for concurrent enrollment. Eligible courses must meet the following criteria:

1. Courses numbered 100 and above (*except for Cooperative Education (COE), Selected Topics (SEL), and Seminar Topics (SEM) course prefixes*) listed in the college's approved, electronic program of study.
2. Continuing Education courses, except for adult basic skills, listed in the NCCCS Continuing Education Master Course List.

D. Other Operating Procedures

1. Student concurrent enrollment registrations are to be reported to the NCCCS using the regular student registration process.
2. College credits shall be awarded to high school students upon successful completion of curriculum courses.
3. Continuing Education credits shall be awarded to high school students upon successful completion of continuing education courses.
4. Developmental courses **shall not** be offered to concurrently enrolled students.
5. 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-
6. Concurrently enrolled students shall be coded by the college as T90980.

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III. Intellectually Gifted and Mature Students Under 16 Years Old

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. 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 prerequisites and placement testing requirements.
4. Students may be admitted to curriculum courses any semester on a space-available basis.

B. Course Eligibility

Courses numbered 100 and above from the NC Community College Common Course Library are eligible for the enrollment of intellectually gifted and mature students.

C. Other Operating Procedures

1. Registrations of students under 16 years old are to be reported to the System Office using the regular curriculum student reporting information system.
2. 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. 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.
4. Students enrolled under this section will pay appropriate tuition and fees.
5. In addition to the recommendation and approval form in D (3) below, the college president (or his/her designee) may conduct an interview of the under 16 years old person to assess the maturity level of the applicant.

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D. Required Documentation*:

1. Aptitude test scores from a System Office approved list of tests taken within three years before the date of admission that include 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 that include 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 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.

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

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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) Common 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

Common Course Library: the NCCCS listing of all curriculum and developmental units of study approved by the NCCCS Curriculum Review Committee and the North Carolina State Board of Community Colleges

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

Continuing Education: short-term courses that include 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, practicums, clinical practices, and internships

Curriculum Course: a college unit of study numbered 100 and above, as listed in the NCCCS CCL, and upon successful completion, academic credit is awarded

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 full-time equivalent (FTE) student or 256 student membership hours per semester

Huskies 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

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Huskins Cooperative Program Agreement: a written document between a local community college president and a local superintendent of a LEA 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 Educational Agency (LEA): 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 list of NC State Board of Community Colleges approved Continuing Education and Occupational Extension courses

Occupational Extension: short-term occupational skills training courses designed to train, retrain and upgrade individuals for current or future job skills

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 which 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 A

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, 2004) 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 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.
- (b) The State Board of Community Colleges, in consultation with the Department of Public Instruction, shall adopt rules to implement this section. (2001-312, s. 2; 2001-487, s. 76)”

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APPENDIX B

Education Services for Minors North Carolina 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 92nd percentile and the 99th 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 YearBook 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

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- 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.

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APPENDIX C

College Name and Contact Person: _____
School System 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), 23NCAC 2C.0305 and, NC Community College State Board approved policies and procedures, and applicable North Carolina Community College System Office numbered memoranda. Please submit one signed original and two signed copies of this agreement to the Vice President of Academic and Student Services, North Carolina Community College System.

Statement of Purpose(s)

Criteria for selecting students

Courses to be offered

Curriculum Courses

<u>Prefix/No.</u>	<u>Course title</u>	<u>Class</u>	<u>Lab</u>	<u>Credit</u>	<u>Est. Enrollment</u>	<u>Class Location</u>
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I certify that all courses delivered, as part of this agreement do not duplicate or substitute for high school courses that are currently being offered at any high school in the LEA, or have not been terminated for a period of less than one academic year.

_____ Date _____

Superintendent of LEA

Cost for college textbooks and other fees: (Statement must include who is responsible for these costs/fees)

Evaluation methods and measures: (Statement must include the process for planning and conducting the annual evaluation)

Stated provisions for termination and/or renewal of this agreement:

This is to certify that this Huskins Cooperative Agreement has been developed in accordance with the operating procedures for enrollment of high school students in community college courses; and, all student and course eligibility criteria have been met in accordance with General Statute 115-D-20(4), 23NCAC 2C.0305, North Carolina State Board of Community Colleges approved policies and procedures, applicable North Carolina Community College System guidelines and numbered memoranda. Furthermore, this is to certify that all courses shall be taught at the college level, using college level textbooks and course materials.

This the _____ day of _____ 20_____

Date _____
Superintendent of LEA or Non-public
Governing Body

Date _____
President of Community College

Approved this _____ day of _____ 20_____

Vice President of Academic and Student Services
NC Community College System

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APPENDIX D

Cooperative Programs in North Carolina High Schools and Community Colleges

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APPENDIX E

**Comparison of The Criteria And Eligibility Requirements For
Huskins Bill, Concurrent Enrollment and Gifted and Mature Students**

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Under 16 Years Old Gifted and Mature
Program agreements	<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 Education Agency (LEA) and the local community college.</p>	<p>The North Carolina State Board of Community Colleges does not require a written agreement between the Local Education Agency (LEA) and the local community college. Students are eligible to enroll in degree, diploma and certificate programs.</p>
The North Carolina Community College System (NCCCS) approval requirement	<p>Approval by the NCCCS is required prior to implementation.</p> <p>All agreements shall be filed by the college thirty days prior to implementation and must receive approval prior to implementation.</p> <p>The agreement must be submitted at least annually and whenever the agreement is revised.</p>	<p>Approval from the NCCCS is not required.</p> <p>The local community college president must approve the enrollment of students.</p>	<p>Approval from the NCCCS is not required.</p> <p>The local community college president must approve the enrollment of students.</p>

PROPOSED

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Under 16 Years Old Gifted and Mature
Age/grade level requirement	<p>High school students grade 9-12.</p> <p>No age requirement</p>	<p>High school students must be at least 16 years of age.</p> <p>No grade level requirement.</p>	<p>Students must be under 16 years of age.</p> <p>No grade level requirement.</p>
Student recommendations	<p>The chief administrative officer of the high school must recommend the student.</p>	<p>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.</p> <p>For students taking course 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.</p>	<ol style="list-style-type: none"> 1. The local board of education's designee; 2. The administrator or designee of the non-public school; 3. The person who provides academic instruction in the home school; or, 4. The designee of the board of directors of the charter school.
Course academic level	<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 course admission</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 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 course admission requirements as adult students.</p>

PROPOSED

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Under 16 Years Old Gifted and Mature
	requirements as adult students.		
Course eligibility	<p>NCCCS Common Course Library (CCL) courses numbered 100 and above (except for COE, SEL, and SEM course prefixes).</p> <p>Courses shall not supplant or duplicate any high school courses offered in the LEA.</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>NCCCS Common Course Library (CCL) courses numbered 100 and above (except for COE, SEL, and SEM course prefixes).</p> <p><u>Occupational Extension courses listed in the NCCCS Continuing Education Master Course List.</u></p>	<p>NCCCS Common Course Library (CCL) courses numbered 100 and above*.</p> <p>Students are not eligible to enroll in occupational extension courses.</p> <p>*Some courses may be exempt for occupational safety reasons.</p>
Credits awarded	<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) shall be awarded upon successful completion of an occupational extension course.</p>	<p>College credits shall be awarded upon successful completion of a curriculum course.</p> <p>The credits awarded will not be counted toward the required credits for high school graduation as defined by the NC State Board of Education (not applicable to home school or private school students).</p>

PROPOSED

Criteria/Eligibility	Huskins Bill	Concurrent Enrollment	Under 16 Years Old Gifted and Mature
Course scheduling	<p>Courses are scheduled for the primary purpose of enrolling high school students.</p> <p>Courses may be offered any semester.</p>	<p>Courses are scheduled for the primary purpose of enrolling college 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 college students.</p> <p>Students may be admitted for any semester on a space available basis.</p>
Tuition/Registration fees	<p>Students taking eligible courses from the <u>NCCCS CCL shall be</u> exempt from applicable tuition costs.</p>	<p>Students taking eligible courses from the <u>NCCCS CCL shall be</u> exempt from applicable tuition costs.</p> <p>Students taking <u>Continuing Education courses</u> from the Continuing Education Master Course List <u>shall not be</u> exempt from applicable registration fees.</p>	<p>Students taking eligible courses from the <u>NCCCS CCL shall be</u> exempt from applicable tuition costs.</p> <p>Students are <u>not</u> eligible to enroll in occupational courses.</p>
Applicable N.C. General Statutes and N.C. Administrative Codes	<p>G.S. 115-D-20(4)</p> <p>G.S. 115-D-5(b)</p> <p>N.C. Administrative Code “Education Services for Minors” 2C.0305(e)</p>	<p>G.S. 115-D-20(4)</p> <p>G.S. 115-D-5(b)</p> <p>N.C. Administrative Code “Education Services for Minors” 2C.0305(c)</p>	<p>G.S. 115-D-1.1</p> <p>N.C. Administrative Code “Education Services for Minors” 2C.0305(f)</p>

PROPOSED

APPENDIX F

APPROVAL PROCESS FOR COOPERATIVE PROGRAM AGREEMENT WAIVER REQUEST SUPPLANTING OF COURSE OFFERING

- I. The college and the LEA must discuss and JOINTLY determine the rationale for the need to supplant high school course offerings. This rationale must be detailed, course by course, on the Agreement Waiver Request.
- II. The Agreement then must be signed by all parties shown. Signature on the Agreement signifies that all parties acknowledge the issue of supplanting, and thus, violating T23 NCAC 2C.0305.
- III. The signed Agreement must then be submitted to the Vice-President for Academic and Student Services of the North Carolina Community College System Office.
- IV. The Agreement will then be forwarded to the Policy Committee of the State Board of Community Colleges for action.
- V. The Agreement must be approved prior to the community college offering or delivering any instruction to high school students where such instruction is supplanting the offering of a LEA.
- VI. After such approvals are secured, the college may offer and deliver only the courses listed on the Agreement. Student membership hours in such approved courses may then be reported for budget FTE.

PROPOSED

COOPERATIVE PROGRAM AGREEMENT WAIVER REQUEST FORM SUPPLANTING OF COURSE OFFERING

PURSUANT TO 115D-5(b), 115D-20(4) AND T23 NCAC 2C.0305(e), THE _____ COMMUNITY COLLEGE DESIRES TO ENTER INTO A COOPERATIVE PROGRAM AGREEMENT WITH THE _____ FOR THE PURPOSE OF PROVIDING COLLEGE LEVEL ACADEMIC, TECHNICAL, AND VOCATIONAL COURSES NOT OTHERWISE AVAILABLE TO HIGH SCHOOL STUDENTS.

Through cooperative planning for the scheduling and delivery of Huskins course offerings for the enrichment of high school students, certain circumstances may exist which may lead to the request for the delivery of college level courses that may not be available throughout the local educational agency (LEA). The Community College and the LEA shown above are acknowledging that policies and procedures for Cooperative Programs between Community Colleges and an LEA do not permit the scheduling and delivery of any college course that may be available within an LEA. Further, both parties acknowledge that each agency must certify that any course delivered must not duplicate or substitute for any high school course that is currently being offered by any high school in the LEA.

However, both agencies party to this Agreement have explored all options available for the delivery of instruction and find that it is in the best interest of and for the enrichment of high school students in the above mentioned LEA for the above mentioned community college to supplant the courses listed below. Further, the rationale for the need to supplant the offering of a LEA is detailed below.

In addition, in this situation neither concurrent enrollment nor distance education of students in the LEA in community college courses is an option. The rationale is detailed below.

Both parties to this Agreement acknowledge that the issue of supplanting of courses is of concern to both parties. However, the issue of access and equity of service to high school students is paramount to supplanting and, therefore, request an exception to these procedures.

Course: _____ Rationale: _____

Course: _____ Rationale: _____

Course: _____ Rationale: _____

Course: _____ Rationale: _____

Pursuant to the aforementioned rationale, we hereby request permission to offer such community college courses under this Cooperative Program Agreement Waiver.

Chair, Board of Education Date

Chair, Board of Trustees Date

Superintendent, LEA Date

President, Community College Date