North Carolina
Community College System
Adult High School Diploma Program

AGREEMENT

OF

AFFILIATION

Adult High School Programs Office
Basic Skills
Program Services
North Carolina Department of Community Colleges
Raleigh, NC 27603-1379
AGREEMENT OF AFFILIATION

PURPOSE OF AFFILIATION

The purpose of the cooperative Adult High School Diploma Program is to provide the testing, guidance and instruction which will enable adult students and minor dropouts to complete the requirements and be awarded an Adult High School Diploma.

AGREEMENT

It is mutually agreed between Southwestern Community College and the Jackson County Board of Education that the policies and regulations of the State Board of Community Colleges and the regulations of the State Board of Education which follow in this document shall govern the administration and supervision of the cooperative adult high school diploma program and of the student and teaching personnel in the program.

If either party to the agreement wished to withdraw or alter in any way the cooperative agreement, it is understood that notice of at least four months shall be given to the cooperating agency, and that students enrolled in the program at the time of notice shall be given the opportunity to complete the courses for which they are currently registered.

[Signatures]

Signature of Superintendent
11-4-98

Signature of Community College President
11/4/98

Date

DISTRIBUTION

One copy to each of the following:

1. Cooperating Board of Education
2. Cooperating Board of Trustee
3. Department of Community Colleges
4. Department of Public Instruction
The State Board of Community Colleges and the State Board of Education encourage local boards of trustees and education to enter into cooperative agreements to provide educational programs for students leading to the Adult High School Diploma.

The State Board of Community Colleges gives approval for an agreement of affiliation to establish an adult High School (AHS) Diploma Program cooperatively between a local board of education and the trustees of the local community college.

**FINANCES**

1. Community colleges may use state and federal funds to support the AHS Program where cooperative agreements are made between local boards of trustees and local boards of education.

2. Community colleges may charge, as appropriate, costs for student textbooks, student activity fees and other fees including parking and graduation.

**JOINT RESPONSIBILITIES OF THE PARTIES TO THE AGREEMENT**

1. Any additional agreement shall be cited as an addendum and signed by both parties.

2. The parties to the agreement shall cooperatively design a suitable diploma equivalent in stature to the local high school diploma.

3. The parties shall review the agreement for policy and procedural compliance every three years or when changes occur.

**FURTHER RESPONSIBILITIES OF Southwestern Community College.**

1. Develop the AHS program curriculum using the North Carolina Community College System Competency-Based Adult High School Curriculum Standard and Curriculum Guide.

2. Administer the AHS program in accordance with the Adult High School Diploma Program Procedures Manual.
3. Provide for the costs of instructional services and faculty salaries.

4. Select the instructional and administrative staff and supervise the program.

5. Provide student textbooks for sale, rent or loan.

6. Provide instructional materials and equipment as available.

7. Evaluate transcripts to determine the acceptance of credit to meet course requirements for graduation.

8. Assess students to determine appropriate level of placement.

9. Certify to the superintendent those students who have satisfactorily completed the program and who qualify for the Adult High School Diploma.

10. Provide for an appropriate graduation ceremony.

FURTHER RESPONSIBILITIES OF Jackson County Board of Education.

1. Provide a record transcript for course work completed and complete educational records on students referred to the AHS program.

2. Determine the appropriateness to refer minor student dropouts, under 18 years of age, for admission to the AHS program.

PROGRAM PROCEDURES

1. The AHS program shall not supplant the presently approved High School Diploma Equivalency program.

2. The minimum number of students required in order to begin a class shall be determined by the local community college.

3. The program of instruction shall be at the secondary level.

4. The design for the AHS program shall be competency-based consisting of the core units required for high school graduation as determined by the North Carolina Standard Course of Study adopted by the State Board of Education.

5. Electives shall be selected from a variety of program offerings and structured so that students develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs offered by the local community colleges.
6. Students may be granted elective credit for selected post-secondary continuing education and/or curriculum courses, training sponsored by business and industry, registered apprenticeship program, military training, and other learning experiences from which competencies can be documented and evaluated.

7. Students shall earn credit based on mastery of established competencies rather than a certain number of hours of instruction. Mastery shall be demonstrated by using appropriated assessment techniques. Vocational Competency Achievement Tracking System (VoCATS) may be used where appropriate.

8. The number of units of credit and specified courses shall be the same as those adopted by the State Board of Education as the requirement for graduation from the public high school.

9. While requirements for graduation shall be standardized, methods of instruction should be flexible and shall be determined by the local community colleges.

10. Minors enrolled in the AHS program who have completed their course work shall not be issued a diploma prior to graduation date of the high school class unless they have reached their eighteenth birthday. The local superintendent may waive this requirement in writing.

11. Faculty who teach AHS program courses shall, as a minimum, hold a bachelor’s degree and should have attributes and/or experiences which help the relate to the particular needs of the adults they teach (as required by the Southern Association of Colleges and Schools).

12. Local community colleges shall maintain permanent records and provide transcript service to students enrolled in the AHS program. Local educational agencies shall provide comprehensive school records on students referred to the AHS program.

GENERAL STUDENT ELIGIBILITY REQUIREMENTS

1. There shall be no residency requirement. All adults and minors who need or wish to participate in the AHS program shall be given the opportunity to do so regardless of their residency in a service area where the program is not offered.

2. Admission to the AHS program shall be in accordance with the admission policies of the State Board of Community Colleges.
3. Minors who are 16 or 17, coming from out of state and who took up residence in the state, may be admitted to the AHS program under the State Board of Community College admission policy for minors.

**ADMISSION AND GRADUATION REQUIREMENTS**

1. Each student applying for admission shall be assessed by the community college to determine the appropriate level of placement in one or more of the following ways:

   a. Appropriate placement tests with standards of reliability and validity;

   b. Official transcript from a state or regionally accredited secondary school or post-secondary institution showing course work completed; and

   c. Records of performance on academic course work, training received, or other tests.

2. Satisfactory completion of each course in the program shall be determined by the student’s mastery of the course competencies or for any credit awarded that equates to at least a D or S grade as appropriate.

3. Students enrolled in the AHS program shall be required to meet exit measures, such as the current North Carolina Competency Test, as established by the North Carolina Board of Education.

Inquires about these programs should be addressed to:

Adult High School Programs Office  
Department of Community Colleges  
200 West Jones Street  
Raleigh, NC 27603-1379

Revised April 1994