

CURRICULUM PROCEDURES REFERENCE MANUAL

Section 14

Career and College Promise

Operating Procedures approved by State Board of Community Colleges on 10/12/11; SBCC revised 03/16/12; SBCC revised 07/19/13; SBCC revised 11/15/13; SBCC revised 03/21/14; SBCC revised 07/18/14

Career and College Promise Outline

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Section 14

Career and College Promise

I. Overview

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012. The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills.

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is free to all students who maintain a "B" average and meet other eligibility requirements. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families. The three pathways include:

- 1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
- 2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.
- 3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

	Career and College Promise - Pathways				
	College Transfer	Career Technical	Cooperative Innovation High School Programs		
Definition		Career Technical Education Pathways Tuition free course credits toward an entry level job credential, certificate or diploma for eligible high school students. Be a high school Junior or Senior and: 1. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee (PLAN scores should be considered); and 2. Meet the prerequisites for the career pathway. Be a high school Freshman and: 1. Passed Math I with a grade of C or better; 2. Scored a 3 or 4 on the EOC for Math I; 3. Meet the college ready	Cooperative Innovation High School Programs Leads to the completion of a high school diploma and associate degree or provides up to two years of college credit within five years. High School students in grades 9 to 12 with access to an approved CIHS. Eligibility requirements for Cooperative Innovative High School programs are established jointly by local boards of trustees in accordance with G.S. 115C-238.50. Special emphasis and preference given to firstgeneration college students.		
		 Passed Math I with a grade of C or better; Scored a 3 or 4 on the EOC for Math I; 			

	Career and College Promise - Pathways					
	College Transfer	Career Technical	Cooperative Innovation			
	Pathways	Education Pathways	High School Programs			
Hours	32 – 35 SHC Pathway	12 – 18 SHC Certificate	64 – 76 SHC AAS degrees			
		36 – 48 SHC Diploma	64 – 65 SHC AA/AS			
Program of	Must be in compliance with	Must be in compliance with	CIHSP requirements are			
Study	pathway curriculum standards	current curriculum standard;	established jointly by local			
Requirements	(see Attachment B).		boards of education and local			
_		Must contain a minimum of 12	boards of trustees in			
	Must have approval for the	SHC derived from core of	accordance with			
	Associate in Arts to offer the	curriculum standard;	G.S. 115C-238.50.			
	CCP CTP leading to the					
	Associate in Arts.	Must be approved to offer the				
	Navet have a paragraph for the	traditional program.				
	Must have approval for the Associate in Science to offer the	No course picklists				
	CCP CTP leading to the	No course picklists.				
	Associate in Science.	Must have System Office				
	Associate in Science.	approval prior to				
	Must have System Office	implementation.				
	approval prior to	implementation.				
	implementation.					
Maintaining	Continue to make	Continue to make	Eligibility for remaining in CIHSP			
Eligibility	progress toward high	progress toward high	is established jointly by local			
2228202220	school graduation, and	school graduation, and	boards of education and local			
	2. Maintain a 2.0 GPA in	2. Maintain a 2.0 GPA in	boards of trustees in			
	college coursework	college coursework	accordance with			
	after completing two	after completing two	G.S. 115C-238.50.			
	courses.	courses.				
	3. A student who falls	3. A student who falls				
	below a 2.0 GPA after	below a 2.0 GPA after				
	completing two college	completing two college				
	courses will be subject	courses will be subject				
	to the college's policy	to the college's policy				
	for satisfactory	for satisfactory				
	academic progress.	academic progress.				

II. Operating Procedures

Session Law 2011-145, the Appropriations Act of 2011, authorized the State Board of Education and the State Board of Community Colleges to establish the Career and College Promise program, effective January 1, 2012.

Career and College Promise provides seamless dual enrollment educational opportunities for eligible North Carolina high school students in order to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. North Carolina community colleges may offer the following Career and College Promise pathways aligned with the K-12 curriculum and career and college ready standards adopted by the State Board of Education:

- 1. College Transfer Pathway leading to a minimum of 30 hours of college transfer credit;
- 2. A Career and Technical Education Pathway leading to a certificate, diploma or degree;
- 3. A Cooperative Innovative High School Pathway approved under Part 9 of Article 16 of Chapter 115D of the General Statutes.

College Transfer Pathway

- 1. The Career and College Promise Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success
- 2. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school junior or senior;
 - b. Have a weighted GPA of 3.0 on high school courses; and
 - Demonstrate college readiness on an assessment or placement test (see attachment A).
 A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.
- 3. A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
 - a. Have a cumulative weighted GPA of 3.5;
 - b. Have completed two years of high school English with a grade of 'C' or higher;
 - c. Have completed high school Algebra II (or a higher level math class) with a grade of 'C' of higher;
 - d. Obtain the written approval of the high school principal or his/her designee; and,
 - e. Obtain the written approval of the community college president or his/her designee.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

- 4. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation, and
 - b. Maintain a 2.0 GPA in college coursework after completing two courses.
 - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- 5. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
- 6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
- 7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school,

- may continue to earn college transfer credits leading to the completion of the Associate in Arts or Associate in Science.
- 8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

Career Technical Education Pathway (Juniors and Seniors)

- 1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
- 2. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school junior or senior;
 - b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
 - c. Meet the prerequisites for the career pathway.
- 3. High school counselors should consider students' PLAN scores in making pathway recommendations.
- 4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
- 5. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation, and
 - b. Maintain a 2.0 in college coursework after completing two courses.
 - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- 6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Career Technical Education Pathway (Freshmen and Sophomores)

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow "academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies."

- 1. The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.
- 2. The college may enroll high school freshmen and sophomores only in Industrial Technologies (Program Code 50xxx) and Engineering Technologies (Program Code 40xxx) certificate and diploma programs.
- 3. To be eligible for enrollment, a high school student must meet the following criteria:
 - a. Be a high school freshman or sophomore;
 - b. A qualified freshmen must:
 - i. have passed Math I with a grade of "C" or better;
 - ii. scored a 3 or 4 on the EOC for Math I;
 - iii. meet the college ready reading score of 16 on the 8th grade Explore test;
 - iv. meet prerequisites for the career pathway; and
 - v. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
 - c. A qualified sophomore must:
 - i. have passed Math I with a grade of "C" or better;
 - ii. scored a 3 or 4 on the EOC for Math I;
 - iii. meet the college ready reading score of 16 on the 8th grade Explore test;
 - iv. have a weighted GPA of 3.0 on high school courses:
 - v. meet prerequisites for the career pathway; and
 - vi. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
- 4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
- 5. To maintain eligibility for continued enrollment, a student must
 - a. Continue to make progress toward high school graduation, and
 - b. Maintain a 2.0 in college coursework after completing two courses.
 - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
- 6. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee.

Cooperative Innovative High School Programs

- 1. Cooperative Innovative High School Programs are located on college campuses, enroll 100 or fewer students per grade level, and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years are defined as Cooperative Innovative High School Programs.
- 2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50.
- 3. The State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

Student Application Procedures

- 1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
- 2. Students must complete a college application to be admitted into a Career and College Promise pathway.

College Program of Study Approval Procedures

- 1. A college must submit a program of study for each Career and College Promise program it plans to offer, using templates and program codes provided by the North Carolina Community College System Office.
- 2. Career and Technical Education programs of study must be in compliance with the State Board approved curriculum standard and must include a minimum of twelve (12) semester hours of credit from core courses. General education courses for career and technical education programs of study must be directly related to student success in the selected major.
- 3. Programs of study must be approved before students can be enrolled.
- 4. By submitting and requesting approval for a Career and College Promise program of study, a college is verifying its capacity to teach all courses in the program of study.

Program Accountability Plan

- 1. Colleges will assign student codes provided by the North Carolina Community College System Office.
- 2. The North Carolina Community College System Office and the Department of Public Instruction will report annually to the two governing boards on the following outcomes:
 - a. The impact of dual enrollment on high school completion.
 - b. The academic achievement and performance of dually enrolled high school students.
 - c. The number of students who successfully complete college pathways or certificates while dually enrolled.
 - d. The persistence, completion rates, and academic achievement of students who continue into college programs after high school graduation.

III. Program of Study (POS) Filing Process

College Program of Study Approval Procedures

- 1. A college must submit an electronic program of study through Colleague for each Career and College Promise program it plans to offer.
- 2. Programs of study must be approved before students can be enrolled.
- 3. By submitting and requesting approval for a Career and College Promise program of study, a college is verifying its capacity to teach all courses in the program of study.

Information Specific to Career Technical Education (CTE) Pathway Programs of Study

- The college must already have received State Board approval to offer the traditional program in order to file a POS for a Career Technical Education pathway (i.e. the college must be approved for Welding in order to file a POS to offer a Welding CTE pathway.)
- The college must utilize the current curriculum standard as the guideline for CTE Pathways. The curriculum standards are located at: http://www.nccommunitycolleges.edu/Programs/index.html
- The program of study must consist of specific course requirements and may <u>not</u> include elective options (pick lists) for students.
- The CTE certificate or diploma program of study must include a minimum of 12 semester hours credit derived from the core of the curriculum standard.
- The college may submit more than one CTE certificate/diploma for a specific program in order to accommodate the needs of various high school districts. The college must file each as a separate certificate/diploma(s).

Information Specific to College Transfer Pathway Programs of Study

- Colleges must utilize the College Transfer Pathways for college transfer pathway program(s) of study.
- The college must already have approval to offer the Associate in Arts (A10100) in order to file a POS to offer P1012C.
- The college must already have approval to offer the Associate in Science (A10400) in order to file a POS to offer P1042C.

IV. Student Coding

Session Law 2011-145 (section 7.1A.(d) requires the establishment and implementation of a program accountability plan to evaluate the short-term and long-term outcomes for CCP. Therefore, it is crucial that students be correctly coded.

Student Codes are available on the XNC2 screen in Colleague:

CTP College Transfer Pathway

CTE Career and Technical Education

CIH Other Cooperative Innovative High School Programs

CIE Early College High Schools

CIM Middle College High Schools are available on the XNC2 screen in Colleague

Previous programs codes ('T' codes) are no longer valid. Cooperative Innovative High School students should be placed in the Program of Study designated for the school. Colleges are required to enter the Student Type (CCPP).

V. Program Coding

College Transfer Pathway Program Codes

Career and College Promise College Transfer Pathway Leading to an Associate in Arts - P1012C Career and College Promise College Transfer Pathway Leading to an Associate in Science - P1042C

CTE Program Codes

CTE program codes are designated based on the curriculum standard. However, colleges may add two characters to the CTE program code to indicate that the program is intended for CTE students. (i.e. C55220HS – Early Childhood Education – CTE Certificate)

VI. References

Memorandum #1 State Board Action on October 21, 2011: Career and College Promise Operating Procedures, College Transfer Pathways (CC11-026)

Memorandum #2 Instructions for Filing Programs of Study for Spring 2012 (CC11-029)

Memorandum #3 Instructions for Registering Students for Spring 2012 (CC11-030)

Senate Bill - http://www.ncleg.net/sessions/2011/bills/house/pdf/h200v9.pdf

FAQ - http://nccommunitycolleges.edu/Programs/docs/ccpFAQ_%2011-23-2011.pdf

CC14-011 - Career and College Promise Operating Procedures Revisions (SBCC 03/21/14) Revised College Transfer Pathways – Associate in Arts and Science

CC14-xxx – Career and College Promise Operating Procedures Revisions (SBCC 07/18/14)
Revised College Transfer Pathways – Associate in Arts and Science

College Readiness* Benchmarks on Approved Diagnostic Assessment Tests

Test	PLAN**	PSAT**	Asset (NCCCS Cut Score)	COMPASS (NCCCS Cut Score)	Accuplacer (NCCCS Cut Score)	NC DAP (NCCCS Cut Score)
English	15	45	41 Writing	70 Writing	86 Sentence Skills	Composite score of 151
Reading	18	47	41 Reading	81 Reading	80 Reading	or higher ***
Mathematics	19	47	41 Numerical Skills and 41 Int. Algebra	47 Pre- Algebra and 66 Algebra	55 Arithmetic and 75 Elem. Algebra	7 on each assessment for DMA 010 thru 060

In addition to the diagnostic assessments, colleges may use the following SAT and ACT scores recommended by the testing companies as benchmarks for college readiness:*

SAT			ACT		
English	500		English	18	
Critical Reading	500		Reading	22	
Mathematics	500		Mathematics	22	

^{*}To be eligible for enrollment in a College Transfer Pathway, students must demonstrate college readiness in English, reading, and mathematics on an approved test or tests. Eligibility may be demonstrated by achieving the required scores on a single test or by combining test scores from any of the approved assessments. For example, a student may combine a 19 on PLAN math with an 86 and an 80 on Accuplacer sentence skills and reading to demonstrate college readiness.

^{**}PLAN and PSAT scores recommended by ACT and College Board as indicators of college readiness.

^{***}The Reading & English part of the NC DAP is an integrated assessment of reading and English skills; meeting the composite cut score score for placement into ENG 111 is one way to demonstrate college readiness in order to participate in the College Transfer Pathway.

Career & College Promise College Transfer Pathway Leading to the Associate in Arts (P1012C)

The CCP College Transfer Pathway Leading to the Associate in Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

GENERAL EDUCATION (31-32 SHC)

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

English Composition (6 SHC)

The following two English composition courses are required.

ENG 111 Writing & Inquiry (3 SHC)

ENG 112 Writing/Research in the Disciplines (3 SHC)

Select three courses from the following from at least two different disciplines (9 SHC)

Communication

COM 231	Public Speaking	(3 SHC)
Humanities/Fin	e Arts	
ART 111	Art Appreciation	(3 SHC)
	* *	

AKIIII	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)

PHI 240 Introduction to Ethics (3 SHC)

Social/Behavioral Sciences (9 SHC)

Select three courses from the following from at least two different disciplines:

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (3-4 SHC)

Select one course from the following:

MAT 143 Quantitative Literacy (3 SHC)
MAT 152 Statistical Methods I (4 SHC)
MAT 171 Precalculus Algebra (4 SHC)

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST 111 Descriptive Astronomy (3 SHC) and AST 111A Descriptive Astronomy Lab (1SHC)

AST 151 General Astronomy I (3 SHC) and AST 151A General Astronomy Lab I (1SHC)

BIO 110 Principles of Biology
BIO 111 General Biology I (4 SHC)
CHM 151 General Chemistry I (4 SHC)
GEL 111 Introductory Geology (4 SHC)

PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)

Academic Transition (1 SHC)

The following course is required:

ACA 122 College Transfer Success (1 SHC)

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Program: 32 - 41*

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts degree.

Career & College Promise College Transfer Pathway Leading to the Associate in Science (P1042C)

The CCP College Transfer Pathway Leading to the Associate in Science is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

GENERAL EDUCATION (34 SHC) The general education requirement includes study in courses selected from the Universal General				
Education Transfer Component (UGETC).				
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ferent disciplines (6 SHC)				
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(3 SHC)				

Math (8 SHC)

Select two courses from the following:

MAT 171Precalculus Algebra (4 SHC)
MAT 172 Pre-calculus Trigonometry (4 SHC)
MAT 263 Brief Calculus (4 SHC)
MAT 271 Calculus I (4 SHC)

Natural Sciences (8 SHC)

Select 8 SHC from the following course(s):

AST 151 General Astronomy I (3 SHC) and AST 151A General Astronomy Lab I (1SHC)

BIO 110 Principles of Biology (4 SHC)

BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II (4 SHC)

CHM 151 General Chemistry I (4 SHC) and CHM 152 General Chemistry II (4 SHC)

GEL 111 Introductory Geology (4 SHC)

PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)

PHY 151 College Physics I (4 SHC) and PHY 152 College Physics II (4 SHC)

PHY 251 General Physics I (4 SHC) and PHY 252 General Physics II (4 SHC)

Total General Education Hours Required: 34

Academic Transition (1 SHC)

The following course is required:

ACA 122 College Transfer Success (1 SHC)

*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Total Semester Hours Credit (SHC) in Pathway: 35-43*

High school students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science degree.