

## ECPPS Career and College Promise Guidelines

Elizabeth City Pasquotank Public Schools is proud to identify students that are eligible to enroll in college courses under Career and College Promise (CCP) guidelines. Students that have met these rigorous eligibility requirements have shown the potential to be successful at the college level and earned the opportunity to register for a variety of courses offered by College of the Albemarle (COA). Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. Through a partnership of the Department of Public Instruction, the NC Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college while enrolled in high school. This program is tuition-free to all students who maintain a 2.8 unweighted GPA and meet other eligibility requirements. There are several points that parents and students should be aware of and agree upon before enrolling in college courses.

### General information concerning college courses and enrollment:

- Students who take college courses while in high school are creating their college as well as high school transcripts that will follow them throughout life.
- Therefore, all college courses taken will be held to the standards that the community college requires and students must follow all COA and individual class policies.
- The high school staff will develop the most appropriate course schedule for each student based on their academic needs and performance.
- The principal will consult with the Career and College Promise Coordinator, Counselor, and other staff to make final decisions for student course selections when issues arise.
- All CCP courses in which a student enrolls will be assigned final grades. Grades will be documented on report cards and transcripts (high school and college) and factored in the calculation of Grade Point Averages (high school and college). Successful completion of college courses will result in dual credit for the student, meaning they will receive both high school and college credit for the completed coursework.

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

- Students must maintain a **minimum 2.8 unweighted high school GPA** by the end of each high school semester after enrolling in college courses.
- Additionally, students will be required to **maintain a minimum 2.0 GPA in college coursework** upon completion of two college courses.
- Upon enrollment at COA, students must continue to make progress toward a high school diploma.
- Eligibility for college coursework may be rescinded at any time based on performance, attendance, behavior, and/or school/district policy or procedures.

**Students who must drop or withdraw from any college course must do so *within 10 days* after the college course officially begins. Students withdrawing from a college course *within the 10 day* window may be enrolled in another high school course by their school's counselor. Students **DO NOT** have permission from Elizabeth City Pasquotank Public Schools to drop or withdraw from any course 10 days after the college course officially begins.** Students who drop or withdraw from a college course 10 days after the course begins will receive a Withdrawal Passing (WP) or a Withdrawal Failing (WF) reported on their high school transcript for the course affected, except in cases of extenuating circumstances (such as disability, serious illness, or death in the immediate family that affects the long-term participation in the course). Failure to complete assigned work and poor performance on tests/exams are not extenuating circumstances that warrant a student being allowed to drop or withdraw from a college course. Students who are voluntarily or involuntarily dropped from or withdrawn from a COA course by an instructor will receive a WP or a WF for those courses on their high school transcript.

If this occurs, the principal will determine whether the student can resume taking college courses the following semester. **If permission is granted, students will assume all costs for textbooks for that semester.** Students who struggle academically or face adversity in college courses are expected to show positive self-initiative in maintaining good academic standing by:

- Seeking help from the COA course instructor,
- Scheduling a tutor through the COA Student Support Services,
- Seeking academic help from high school teachers, and
- Frequently meet with the high school Career and College Promise Coordinator, Counselor, and/or Principal.

Students taking college courses will begin their college coursework prior to the start of the Elizabeth City Pasquotank Public Schools start date for each semester. Therefore, it is the responsibility of the student to log in or attend class prior to school beginning in order to avoid being dropped from their community college courses. If students are dropped from their community college courses due to non-attendance, they will be required to take other courses at the high school and will receive a WP or WF on their high school transcript for the original course. Students are responsible for maintaining attendance requirements for on-site and/or online courses.

Students are responsible for technological considerations related to college courses. The high school will schedule a time for computer access and assistance for each online course; however, ultimate responsibility for access and participation falls on the student. For instance, the high school will do everything possible to provide the necessary access and programs to complete a course, but if the Internet is down at the high school on a due date, the high school is not responsible for an assignment being late – students are still bound to course expectations. Students taking online classes must log in in order to be counted as attending the class. Otherwise, the instructor may drop them. Students are instructed to check their COA email daily for notes and updates from their instructors.

If students have problems logging in to their online course, there are several ways they can receive help.

- Students may contact the COA technology support desk and someone will walk them through any problems. The number to tech support can be found on the COA website.
- Students may contact their instructor via e-mail with concerns on how to log in or complete assignments.
- Students may also contact their high school Career and College Promise Coordinator or Counselor

Although the minimum GPA admission criteria for COA is 2.80 for students enrolling in a college transfer pathway and for most students enrolling in a CTE pathway, ECPPS will only provide textbooks for students enrolling in a college transfer pathway who have a high school GPA of 3.0 and for students enrolling in a CTE pathway who have a high school GPA of 2.8. ***Students who do not meet the minimum GPA during the time of admission will have to pay for their own textbooks.*** Students are to contact the Textbook coordinator or the Career and College Promise Coordinator at their school to receive their textbook(s). Textbook(s) must be returned to the school in a reusable condition at the end of the college semester. If the book is unusable upon return, or not returned by the established deadline, students/parents will be expected to pay for the cost of the textbook(s) in full. Failure to return textbooks as stated may result in a student not being able to enroll in future college coursework. See ***Academic Probation Procedures*** for details of other situations in which students are required to purchase college textbooks.

**College courses taken while in high school affect a student's course completion rate and future financial aid status. In order to be eligible for and receive financial aid upon completion of high school, students must have:**

- a minimum GPA of 2.0 in all college courses taken **and**
- Students must have a 67% course completion rate. The completion rate is calculated using the following equation: **Courses Completed / Courses Attempted**

- Students not meeting these minimum requirements upon enrollment in college would begin on probation as far as financial aid is concerned. **Federal financial aid will only pay for a single class to be taken twice.**

Elizabeth City Pasquotank Public Schools has no input into college course content, materials, or student expectations. Privacy laws prevent college instructors from speaking to parents regarding student performance, attendance, or behavior. Should parents have questions, they should contact the high school Career and College Promise Coordinator directly.

Letter grades from COA will be converted to numerical grades and reported in the following manner:

GRADE REPORTING	
COA Grade	ECPPS Conversion
A	95
B	85
C	75
D	65
F	55

**Academic Probation:**

Students will be placed on academic probation at their high school when their college academic progress is unsatisfactory. The student will be placed on academic probation under the following circumstances:

- Failure to maintain a 2.0 in college coursework after completing two courses.
- In addition, if the student ever has to repeat the failed course, the student must assume all costs for the textbook.
- If the student earns one or more “D’s” in college courses, the student will be restricted in the number of college classes he/she can take. In addition, if the student has to repeat the course, he/she will assume all costs for the textbook(s) for that specific course.

**The Elizabeth City-Pasquotank Public Schools does not discriminate against any person on the basis of race, sex, pregnancy, color, national origin, religion, citizenship, status, age, or disability in any of its educational programs or activities.**



**Elizabeth City Pasquotank Public Schools  
Career and College Promise  
Student/Parent Agreement**

***Acknowledgement Form***

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

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**