



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

January 8, 2001

MEMORANDUM

TO: Basic Skills Directors/Adult High School Coordinators

FROM: Randy Whitfield, Ed.D.
Director of Basic Skills

SUBJECT: Adult High School Units

All Basic Skills students, including Adult High School students, should be pre-tested with a standardized assessment upon entering the program and placed into low adult secondary or high adult secondary based on the assessment score. Students who score below 9.0 or its equivalent must be placed in the appropriate ABE level until a post-test score shows movement into adult secondary.

Movement from low adult secondary to high adult secondary may be determined by two methods: (1) post-test scores or (2) completion of 50% of the requirements for the Adult High School program. (For example, a college that requires students to complete 20 units may move students from low adult secondary to high adult secondary upon the completion of 10 units.) Students who score 10.9 or below (or the equivalent) and have completed 50% or more of the requirements for the Adult High School program should be placed in low adult secondary until successful completion of at least one Adult High School credit.

Colleges were given the opportunity to vote on whether the movement from low adult secondary to high adult secondary should be made by the number of core units completed or the number of total courses completed. The majority of votes were for the number of total courses, not core units.

If you have questions, please contact me at (919) 733-7051, ext. 721.

cc: Presidents
Senior Continuing Education Administrators
Dr. Delores Parker
Terry Shelwood

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