



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Dr. R. Scott Ralls, President*

July 30, 2013

### Memorandum

**To:** Presidents  
Chief Academic Officers  
Student Development Administrators

**From:** Sharon Morrissey, NCCCS Executive VP for Programs & Chief Academic Officer

**Subject:** Dual Enrollment of 9<sup>th</sup> and 10<sup>th</sup> Graders

The Appropriations Act of 2013, S.B. 402, amends 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.” Further, the legislation requires the System Office to report on the number of and budget FTE for freshmen and sophomore students served.

Pending revision of the *Career and College Promise Operating Procedures* to include definitions and procedures for enrolling freshmen and sophomore high school students, colleges may collaborate with local education agencies to dual enroll 9<sup>th</sup> and 10<sup>th</sup> grade students beginning fall semester 2013 using the following temporary criteria:

- The college and LEA will determine “qualified.”
- The college must submit a CTE Program of Study (POS) for each certificate or diploma program to be offered (unless there is already an approved CTE POS on file).
- 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.
- The college must track and report the number of freshmen students and hours enrolled, and the number of sophomore students and hours enrolled, until functionality for coding this population of students is created in Colleague.

NCCCS will work with the Department of Public Instruction to recommend operating procedures for dual enrollment of freshmen and sophomores in industrial and engineering technologies programs. Until the State Board of Community Colleges and the State Board of Education approve the recommended rules and procedures, colleges may continue to dual enroll these students using the temporary criteria described above.

If you have questions about dual enrollment of high school freshmen and sophomores, please contact Jennifer Frazelle at 919-807-7120 or Wesley Beddard at 919-807-7098.

C: President R. Scott Ralls  
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