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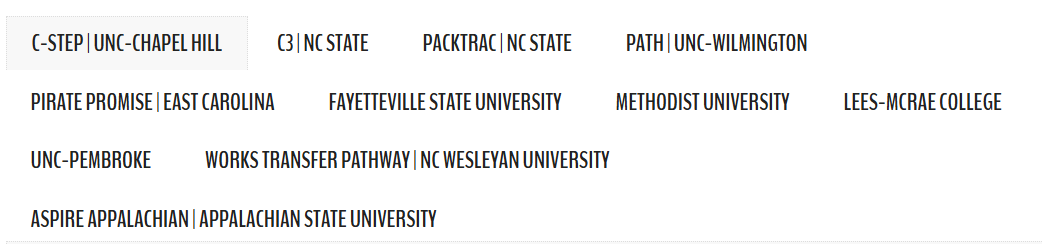
**HANDBOOK**

**ABOUT THE CAREER AND COLLEGE PROMISE (CCP) Program (Color Header)**

Career & College Promise (CCP) is North Carolina’s dual enrollment program for high school students. This program allows eligible NC high school students to enroll in college classes through their high school. Students who complete college courses earn college credits they can take with them after graduation. In many cases, students can also earn dual credit — meeting high school graduation requirements with college courses.

**WHAT ARE THE BENEFITS OF CAREER AND COLLEGE PROMISE (CCP)**

* Tuition is **FREE** so earncollege credits while in high school. Students may be responsible for paying for books, lab fees, testing, or any course-related materials
* Choose a pathway to get you on the way to a career
* Save time and money with dual credit - some courses may be used to fulfill high school graduation requirements, [Dual Credit Allowance Chart](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/www.dpi.nc.gov/documents/advancedlearning/cihs/ccp-dual-credit-allowances-ver9-march-2024/download?attachment)
* Small class sizes to gain that personal college experience
* Courses are offered online, at your school, and Robeson Community College
* Access any resources at Robeson Community College – Bookstore, Library, Tutoring, Advising, Counseling Support, Career Services, Financial Aid Assistance
* Once a student completes a pathway, they have access to take classes in the degree program
* Career and Technical Education Credits may be used to complete a degree at Robeson Community College
* College credits are transferable to the 16 public 4-year universities of North Carolina
* *The course must be at least 3 credit hours*
* *A student must obtain at least a “C” for college transfer credit to a 4-year NC College and to be applied to graduation at Robeson Community College*
* Robeson Community College offers several [transfer partnerships](https://www.robeson.edu/universitytransfer/startwithrcc/) allowing you to earn your associate degree at RCC and then enroll, with junior standing, at one of the four-year colleges and universities listed below to pursue your bachelor’s degree.
* Have access to University Transfer Programs with these partners:



**ELIGIBILITY REQUIREMENTS FOR JUNIORS AND SENIORS (Color Header)**

To Be Eligible for a **College Transfer Pathway**, students must:

* Have an unweighted, cumulative GPA of 2.8 on high school courses ***OR*** demonstrate college readiness in English, reading and mathematics on a state approved assessment (Pre-ACT, ACT, PSAT, SAT, RISE Placement Testing)
* Must maintain a 2.0 GPA after two college courses taken to keep eligibility

To Be Eligible for a **Career and Technical Education Pathway,** students must:

* Have an unweighted, cumulative GPA of 2.8 on high school courses,

***OR*** demonstrate college readiness in English, reading and mathematics on an assessment (See Attachment A for college readiness scores),

***OR*** have the written recommendation of the high school principal or their designee and his/her rationale for recommendation in place of GPA requirement (assessment scores should be considered) ***AND*** have the recommendation of the college’s Chief Academic Officer

*Recommendations will not be allowed for CTE pathways that include UGETC (Universal General Education Transfer Component) course(s) included in the pathways*

* Maintain eligibility to participate by continuing to make progress toward high school graduation and by maintaining a 2.0 grade-point average for all college coursework

**PATHWAY CHOICES**

**College Transfer** Designed for students planning to continue their educational career beyond high school to achieve an Associate’s or Bachelor’s degree at a community college or university.

* Associate of Arts – P1012C

for students planning to major in liberal arts, business, history, communication, or psychology

* Associate of Science – P1042C

for students pursuing a degree in health-related fields, natural science, math, or computer science

* Associate Degree Nursing – P1032C

for students planning a nursing degree at a community college or a four-year university

* Associate of Arts- Teacher Prep – P1012T

for students pursuing the Associate of Arts Teacher Prep degree or a baccalaureate degree in teaching a non-STEM major

**College Transfer Cont.**

* Associate of Science- Teacher Prep – P1042T

for students planning an Associate in Science in Teacher Prep degree and a baccalaureate degree in teaching in a STEM or technical major

**Career & Technical Education** (CTE) Get hands-on training and a competitive edge for a career by earning college credits and industry-recognized certifications in high school

* Air Conditioning, Heating, and Refrigeration Certificate – C35100AC
* Business Administration- General Certificate – C25120PW
* Cosmetology Certificate – C55140HS
* Criminal Justice Technology Certificate – C55180C
* Culinary Arts Certificate – C55150
* Cyber Security Certificate – C25590CP
* Early Childhood Certificate – C55220C
* Electrical Systems Certificate – C35130ES
* Emergency Medical Science Certificate – C45340PW
* Gaming Certificate – C25590GP
* Industrial Systems Technology – C50240IS
* Information Technology Certificate – C25590C
* Mechatronics Engineering Certificate – C40350PW
* Medical Office Administration Certificate – C25310PW
* Networking Certificate – C25590PW
* Nurse Aide Certificate – C45840PW

**Workforce Continuing Education** (WCE) Leads to a state or industry-recognized credential aligned with a high school career cluster.

* Firefighting
* HVAC
* Pharmacy Technician

***Students can pursue up to two CCP pathways. Here are the options***

* 1 College Transfer Pathway ***AND*** 1 Career and Technical Education (CTE) **OR** 1 Workforce Continuing Education Pathway
* 2 Career and Technical Education (CTE) Pathways
* 1 College

**COLLEGE TRANSFER PATHWAY**

|  |  |
| --- | --- |
| **ASSOCIATE IN ARTS – P1012C** | |
|  | |
| **ENGLISH COMPOSITION (2 courses required – 6 credits)** | |
| English 111 Writing Inquiry (3) | English 112 Writing/Research in the Disciplines (3) |
| **MATHEMATICS (choose 1 course – 3 or 4 credits)** | |
| MAT 143 Quantitative Literacy (3) | MAT 171 Pre-Calculus Algebra (4) |
| MAT 152 Statistical Methods (4) |  |
| **NATURAL SCIENCE (4 credits)** | |
| BIO 111 General Biology I (4) |  |
| **HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses from 2 disciplines – 9 credits)** | |
| ART 111 Art Appreciation (3) | ENG 242 British Literature II (3) |
| COM 231 Public Speaking (3) | MUS 110 Music Appreciation (3) |
| ENG 231 American Literature I (3) | MUS 112 Introduction to Jazz (3) |
| ENG232 American Literature II (3) | PHI 215 Philosophical Issues (3) |
| ENG 241 British Literature I (3) | PHI 240 Introduction to Ethics (3) |
| **SOCIAL/BEHAVIORAL SCIENCES (choose 3 courses from 2 disciplines – 9 credits)** | |
| ECO 251 Principles of Microeconomics (3) | HIS 132 American History II (3) |
| ECO 252 Principles of Macroeconomics (3) | POL 120 American Government (3) |
| HIS 111 World Civilizations I (3) | PSY 150 General Psychology (3) |
| HIS 112 World Civilizations II (3) | SOC 210 Introduction to Sociology (3) |
| HIS 131 American History I (3) |  |
| **ACADEMIC SUCCESS (1 credit)** | |
| ACA 122 College Transfer Success (1) |  |

**COLLEGE TRANSFER PATHWAY**

|  |  |
| --- | --- |
| **ASSOCIATE IN SCIENCE – P1042C** | |
|  | |
| **ENGLISH COMPOSITION (2 courses required – 6 credits)** | |
| English 111 Writing Inquiry (3) | English 112 Writing/Research in the Disciplines (3) |
| **MATHEMATICS (2 courses required - 8 credits)** | |
| MAT 171 Pre-Calculus Algebra (4) | MAT 172 Pre-Calculus Trigonometry (4) |
| **NATURAL SCIENCE (2 courses required from one discipline- 8 credits)** | |
| BIO 111 General Biology I (4) | BIO 112 General Biology II (4) |
| CHM 151 General Chemistry I (4) | CHM 152 General Chemistry II (4) |
| PHY 151 College Physics I (4) | PHY 152 College Physics II (4) |
| **HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 2 courses *from 2 disciplines* – 6 credits)** | |
| ART 111 Art Appreciation (3) | ENG 242 British Literature II (3) |
| COM 231 Public Speaking (3) | MUS 110 Music Appreciation (3) |
| ENG 231 American Literature I (3) | MUS 112 Introduction to Jazz (3) |
| ENG232 American Literature II (3) | PHI 215 Philosophical Issues (3) |
| ENG 241 British Literature I (3) | PHI 240 Introduction to Ethics (3) |
| **SOCIAL/BEHAVIORAL SCIENCES (choose 2 courses *from 2 disciplines* – 6 credits)** | |
| ECO 251 Principles of Microeconomics (3) | HIS 132 American History II (3) |
| ECO 252 Principles of Macroeconomics (3) | POL 120 American Government (3) |
| HIS 111 World Civilizations I (3) | PSY 150 General Psychology (3) |
| HIS 112 World Civilizations II (3) | SOC 210 Introduction to Sociology (3) |
| HIS 131 American History I (3) |  |
| **ACADEMIC SUCCESS (1 credit)** | |
| ACA 122 College Transfer Success (1) |  |

**COLLEGE TRANSFER PATHWAY**

|  |  |
| --- | --- |
| **ASSOCIATE DEGREE IN NURSING – P1032C** | |
|  | |
| **ENGLISH COMPOSITION (2 courses required – 6 credits)** | |
| English 111 Writing Inquiry (3) | English 112 Writing/Research in the Disciplines (3) |
| **NATURAL SCIENCE (4 credits)** | |
| BIO 168 Anatomy and Physiology I (4) | BIO 169 Anatomy and Physiology II (4) |
| **HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses – 9 credits)** | |
| PHI 240 Introduction to Ethics (3) |  |
| **SOCIAL/BEHAVIORAL SCIENCES (choose 3 courses – 9 credits)** | |
| PSY 150 General Psychology (3) | PSY 241 Developmental Psychology (3) |
| **ACADEMIC SUCCESS (1 credit)** | |
| ACA 122 College Transfer Success (1) |  |

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**COLLEGE TRANSFER PATHWAY**

|  |  |
| --- | --- |
| **ASSOCIATE OF ARTS - TEACHER PREP – P1012T** | |
|  | |
| **ENGLISH COMPOSITION (2 courses required – 6 credits)** | |
| English 111 Writing Inquiry (3) | English 112 Writing/Research in the Disciplines (3) |
| **MATHEMATICS (choose 1 course – 3 or 4 credits)** | |
| Elective |  |
| **NATURAL SCIENCE (4 credits)** | |
| Elective |  |
| **EDUCATION (2 courses required - 8 credits)** | |
| EDU 187 Teaching and Learning for All (3) | EDU 216 Foundations of Education (3) |
| **HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 3 courses – 9 credits)** | |
| ART 111 Art Appreciation (3) | ENG 242 British Literature II (3) |
| COM 231 Public Speaking (3) | MUS 110 Music Appreciation (3) |
| ENG 231 American Literature I (3) | MUS 112 Introduction to Jazz (3) |
| ENG232 American Literature II (3) | PHI 215 Philosophical Issues (3) |
| ENG 241 British Literature I (3) | PHI 240 Introduction to Ethics (3) |
| **SOCIAL/BEHAVIORAL SCIENCES (choose 2 courses PLUS the required course – 9 credits)** | |
| ECO 251 Principles of Microeconomics (3) | HIS 132 American History II (3) |
| ECO 252 Principles of Macroeconomics (3) | POL 120 American Government (3) |
| HIS 111 World Civilizations I (3) | PSY 150 General Psychology (3) |
| HIS 112 World Civilizations II (3) | SOC 210 Introduction to Sociology (3) |
| HIS 131 American History I (3) | **SOC 225 Social Diversity** **(REQUIRED)** |
| **ACADEMIC SUCCESS (1 credit)** | |
| ACA 122 College Transfer Success (1) |  |

**COLLEGE TRANSFER PATHWAY**

|  |  |
| --- | --- |
| **ASSOCIATE IN SCIENCE – TEACHER PREP – P1042T** | |
|  | |
| **ENGLISH COMPOSITION (2 courses required – 6 credits)** | |
| English 111 Writing Inquiry (3) | English 112 Writing/Research in the Disciplines (3) |
| **MATHEMATICS (courses required – 8 credits)** | |
| MAT 171 Pre-Calculus Algebra (4) | MAT 172 Pre-Calculus Trigonometry (4) |
| **NATURAL SCIENCE (choose 2 courses - 8 credits)** | |
| Elective | Elective |
| **EDUCATION (2 courses required - 8 credits)** | |
| EDU 187 Teaching and Learning for All (3) | EDU 216 Foundations of Education (3) |
| **HUMANITIES/FINE ARTS/COMMUNICATIONS (choose 2 courses – 6 credits)** | |
| ART 111 Art Appreciation (3) | ENG 242 British Literature II (3) |
| COM 231 Public Speaking (3) | MUS 110 Music Appreciation (3) |
| ENG 231 American Literature I (3) | MUS 112 Introduction to Jazz (3) |
| ENG232 American Literature II (3) | PHI 215 Philosophical Issues (3) |
| ENG 241 British Literature I (3) | PHI 240 Introduction to Ethics (3) |
| **SOCIAL/BEHAVIORAL SCIENCES (choose 1 course PLUS the required course – 6 credits)** | |
| ECO 251 Principles of Microeconomics (3) | HIS 132 American History II (3) |
| ECO 252 Principles of Macroeconomics (3) | POL 120 American Government (3) |
| HIS 111 World Civilizations I (3) | PSY 150 General Psychology (3) |
| HIS 112 World Civilizations II (3) | SOC 210 Introduction to Sociology (3) |
| HIS 131 American History I (3) | **SOC 225 Social Diversity** **(REQUIRED)** |
| **ACADEMIC SUCCESS (1 credit)** | |
| ACA 122 College Transfer Success (1) |  |

**CAREER AND TECHNICAL EDUCATION PATHWAYS**

|  |  |
| --- | --- |
| **AIR CONDITIONING, HEATING AND REFRIGERATION - C35100AC CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (8 credits)** | |
| AHR 110 Introduction to Refrigeration (5) | AHR 111 HVACR Electricity (3) |
| **SECOND SEMESTER (8 credits)** | |
| AHR 112 Heating Technology (4) | AHR 113 Comfort Cooling (4) |
| **Total Credit Hours - 16** | |

|  |  |
| --- | --- |
| **BUSINESS ADMINISTRATION - C25102PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| ACC 111 Financial Accounting (3) | BUS 110 Introduction to Business (3) |
| **SECOND SEMESTER (6 credits)** | |
| BUS 125 Personal Finance (3) | CIS 110 Introduction to Computers (3) |
| **Total Credit Hours - 12** | |

**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **COSMETOLOGY - C55140HS CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| COS 111 Cosmetology Concept I/COS 111AB | COS 112 Salon I/COS 112AB |
| *Credits will not be awarded until the completion of the B portion, second semester* | |
| **SECOND SEMESTER (6 credits)** | |
| COS 111 Cosmetology Concepts I/COS 111BB | COS 112 Salon I/COS 112BB |
| **THIRD SEMESTER (6 credits)** | |
| COS 113 Cosmetology Concept II/COS 113AB | COS 114 Salon II/COS 114AB |
| *Credits will not be awarded until the completion of the B portion, fourth semester* | |
| **FOURTH SEMESTER (6 credits)** | |
| COS 113 Cosmetology Concept II/COS 113BB | COS 114 Salon II/COS 114BB |
| **FIFTH SEMESTER (8 credits)** | |
| COS 115 Cosmetology Concepts III (4) | COS 116 Salon III (4) |
| **SIXTH SEMESTER (2 credits)** | |
| COS 223 Contemporary Hair Coloring (2) |  |
| **Total Credit Hours - 34** | |

**CAREER AND TECHNICAL EDUCATION PATHWAYS**

|  |  |
| --- | --- |
| **CRIMINAL JUSTICE TECHNOLOGY - C55180C CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| CJC 111 Introduction to Criminal Justice (3) | CJC 113 Juvenile Justice (3) |
| **SECOND SEMESTER (6 credits)** | |
| CJC 112 Criminology (3) | CJC 131 Criminal Law (3) |
| **Total Credit Hours – 12** | |

|  |  |
| --- | --- |
| **CULINARY ARTS - C55150C CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| CUL 110 Sanitation & Safety (2) | CUL 110A Sanitation & Safety Lab (1) |
| HRM 245 Human Resource Mgmt. Hospitality (3) |  |
| **SECOND SEMESTER (7 credits)** | |
| CUL 135 Food & Beverage Service (2) | CUL 135A Food & Beverage Service Lab (1) |
| CUL 273 Career Development (1) | HRM 220 Cost Control – Food & Beverage (3) |
| **Total Credit Hours – 13** | |

**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **CYBER SECURITY – C25590CP CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (9 credits)** | |
| CCT 110 Introduction to Cyber Crime (3) | NET 125 Introduction to Networks (3) |
| NOS 120 Linux/UNIX Single User (3) |  |
| **SECOND SEMESTER (9 credits)** | |
| CTI 140 Virtualization Concepts (3) | SEC 110 Security Concepts (3) |
| SEC 160 Security Administration I (3) |  |
| **Total Credit Hours – 18** | |

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**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **EARLY CHILDHOOD - C55220C CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (4 credits)** | |
| EDU 119 Intro to Early Childhood Education (4) |  |
| **SECOND SEMESTER (6 credits)** | |
| EDU 131 Child, Family, and Community (3) | EDU 144 Child Development I (3) |
| **THIRD SEMESTER (3 credits)** | |
| EDU 146 Child Guidance (3) |  |
| **FOURTH SEMESTER (3 credits)** | |
| EDU 145 Child Development II (3) |  |
| **Total Credit Hours – 16** | |

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**CAREER AND TECHNICAL EDUCATION PATHWAYS**

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| --- | --- |
| **ELECTRICAL SYSTEMS TECHNOLOGY - C35130ES CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (9 credits)** | |
| ELC 112 DC/AC Electricity (5) | ELC 113 Residential Wiring (4) |
| **SECOND SEMESTER (4 credits)** | |
| ELC 117 Motors and Controls (4) |  |
| **Total Credit Hours – 13** | |

|  |  |
| --- | --- |
| **EMERGENCY MEDICAL SCIENCE – C45340PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (9 credits)** | |
| EMS 110 – EMT (9) |  |
| **SECOND SEMESTER (7 credits)** | |
| BIO 163 Basic Anatomy & Physiology (5) | EMS 131 Advanced Airway Management (2) |
| **Total Credit Hours – 16** | |

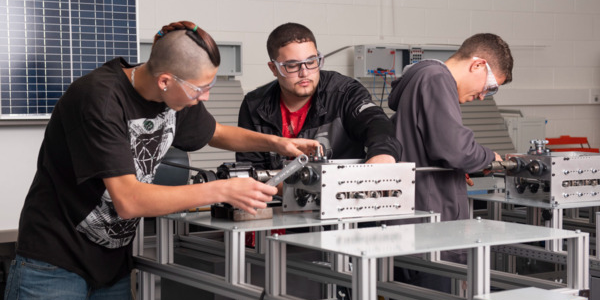
**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **GAMING – C25590GP CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (3 credits)** | |
| SGD 111 Intro to Simulation & Gaming Dev. (3) |  |
| **SECOND SEMESTER (3 credits)** | |
| SGD 112 Simulation & Gaming Dev. Design (3) |  |
| **THIRD SEMESTER (3 credits)** | |
| SGD 114 3D Modeling (3) |  |
| **FOURTH SEMESTER (3 credits)** | |
| SGD 113 Sim. & Gaming Dev. Programming (3) |  |
| **Total Credit Hours – 12** | |

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**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **INDUSTRIAL SYSTEMS TECHNOLOGY – C50240IS CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (4 credits)** | |
| BPR 111 Print Reading (2) | MNT 110 Intro to Maintenance Procedures (2) |
| **SECOND SEMESTER (4 credits)** | |
| HYD 110 Hydraulics/Pneumatics I (3) | ISC 110 Workplace Safety (1) |
| **THIRD SEMESTER (5 credits)** | |
| ELC 112 DC/AC Electricity (5) |  |
| **Total Credit Hours – 13** | |

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**CAREER AND TECHNICAL EDUCATION PATHWAYS**

|  |  |
| --- | --- |
| **INFORMATION TECHNOLOGY – C25590C CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| CTS 120 Hardware/Software Support (3) | NOS 110 Operating Systems Concepts |
| **SECOND SEMESTER (6 credits)** | |
| CTI 110 Web, Program, & Database Found. (3) | SEC 110 Security Concepts (3) |
| **Total Credit Hours – 12** | |

|  |  |
| --- | --- |
| **MECHATRONICS ENGINEERING – C40350PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| DFT 151 CAD I (3) | MEC 130 Mechanisms (3) |
| **SECOND SEMESTER (7 credits)** | |
| ELC 112 DC/AC Electricity (5) | ISC 112 Industrial Safety (2) |
| **Total Credit Hours – 13** | |

**CAREER AND TECHNICAL EDUCATION PATHWAY**

|  |  |
| --- | --- |
| **MEDICAL OFFICE ADMINISTRATION – C25310PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (9 credits)** | |
| OST 148 Medical Insurance & Billing (3) | OST 141 Medical Office Terms I - 1st 8 wks. (3) |
| OST 142 Medical Office Terms II – 2nd 8 wks. (3) |  |
| **SECOND SEMESTER (3 credits)** | |
| OST 149 Medical Legal Issues (3) |  |
| **THIRD SEMESTER (3 credits)** | |
| OST 136 Word Processing (3) |  |
| **Total Credit Hours – 15** | |

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**CAREER AND TECHNICAL EDUCATION PATHWAYS**

|  |  |
| --- | --- |
| **NETWORKING – C25590PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (3 credits)** | |
| NET 125 Introduction to Networks (3) |  |
| **SECOND SEMESTER (3 credits)** | |
| NET 126 Routing Basics (3) |  |
| **THIRD SEMESTER (6 credits)** | |
| NET 225 Routing & Switching I (3) | SEC 110 Security Concepts (3) |
| **Total Credit Hours – 12** | |

|  |  |
| --- | --- |
| **NURSE AIDE – C45840PW CERTIFICATE** | |
|  | |
| **FIRST SEMESTER (6 credits)** | |
| NAS 101 Nurse Aide I (6) |  |
| **SECOND SEMESTER (6 credits)** | |
| NAS 102 Nurse Aide (6) |  |
| **Total Credit Hours – 12** | |

**ROBESON COMMUNITY COLLEGE (RCC) AND PUBLIC SCHOOLS OF ROBESON COUNTY (PSRC)**

**AGREEMENT**

CCP is an accelerated optional academic opportunity for students. Students and families who desire participation should receive continued academic advisement and support to ensure student success. The priority of our institutions is to support successful, positive student outcomes including program retention and completion. To maintain eligibility for enrollment in CCP, this partnership acknowledges the following criteria:

**Recruitment**

* RCC Educational Partnerships Office will provide a career coach for each high school
* Career Coaches will work with high school counselors to recruit eligible students
* Career Coaches will host CCP information sessions with the PSRC students & parents and send out information to rising 11th graders during the spring of their 10th-grade year and assist students with CCP registration at their assigned high school
* Career Coaches will assist students to get their schedules, ID, and Parking Pass especially for those students attending classes on campus

**Communication and Family Educational Rights Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides certain rights for parents regarding their children’s education records. When a student reaches 18 years of age or attends an institution of postsecondary education at any age, the student becomes an “eligible student,” and all rights under FERPA transfer from the parent to the student.

RCC and PSRC agree that the release of student information will occur through the offices of the PSRC high school principals and/or their designee, the Career Coach(s), and the student's parent/guardian as applicable and when determined as necessary. RCC will not release grades to parents of students over the age of 18 without written permission from the student.

All students enrolled in the CCP will sign for consent for sharing FERPA-protected information for educational purposes only.

**POLICIES AND PROCEDURES**

**Academic Progress**

* Grades and academic progress will be reported to high school counselors, principals, and career coaches for each student each month for courses taught on the high school campus.
* CCP classes are college classes. The grades are college grades and credits. They are permanent on a college transcript. The grades remain with the student throughout their college years.
* Students must maintain a 2.0 GPA after completion of 2 courses to remain eligible for CCP

**Course Repeat Options:**

* If eligible (maintain a 2.0 GPA), students may repeat a course for credit following the term they are eligible to enroll. *THE STUDENT WILL PAY FOR RETAKING THE COURSE*

**Withdrawing or Dropping Classes:**

* If a student withdraws from 2 courses, *they will not be allowed to continue in the CCP program.*
* If the student drops/withdraws from a course, *the student will need to pay for the course and any materials to take that course again.*
* If the student drops a class and adds a class of equal or more credit hours, the drop will not count against the student.

**Grade Appeals:**

* A student who disagrees with an instructor’s professional judgment in grading, should attempt to resolve the matter with that instructor.
* Appeals will not be considered unless one or more of the following conditions apply:   
  1. An error was made in the calculation of the final grade.  
  2. The final grade assigned was based on different from those applied to other students in the same course and section.  
  3. The instructor deviated from grading standards as stated in the course syllabus, without notifying students.

**Discipline/Suspensions**

* PSRC will collaborate with RCC to ensure discipline is consistent with RCC and PSRC student code of conduct**.**
* All students must adhere to the Student Code of Conduct for PSRC and the College’s Student Code of Conduct and Academic Honor Code. A discipline report should be submitted to the principal or designee by the instructor.
* A student suspended from high school will also be suspended from the College’s courses if taught on the high school campus for the same period. The student may make up work at the discretion of the instructor.
* If a student is expelled from high school for the remainder of the semester, the student will be withdrawn from all college classes.

**Continued Eligibility for Student Participants:**

* A student must comply with RCC's Student Code of Conduct and the PSRC Student Handbook in addition to the PSRC Code of Conduct.
* A student must continue to make timely progress toward high school graduation within their four-year graduation cohort.
* A student must maintain a cumulative 2.0 or higher academic grade point average on college (RCC) coursework after completing two classes.
* If a student fails to maintain a cumulative 2.0 or higher academic grade point average at RCC, the student will not be allowed to continue in the CCP program while in high school

*For further information regarding specific policies and procedures, please see the current* [Catalog and Student Handbook](https://catalog.robeson.edu/content.php?catoid=13&navoid=1436)