



TO: NC Community College Presidents and CAOs
LEA Superintendents and CAOs
Charter School Principals
Career and College Promise Contacts
Career and Technical Education Directors

FROM: **Kimberly Gold**, Senior Vice President, NC Community College System Office
Sneha Shah-Coltrane, Director Advanced Learning and Gifted Education, NC Department of Public Instruction
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DATE: March 27, 2020

RE: COVID-19 Guidance for Career and College Promise with the NC Community College System, including Cooperative Innovative High School programs (i.e. early college, middle college), College Transfer and CTE Pathways

GUIDANCE FOR NC COMMUNITY COLLEGES and NC PUBLIC SCHOOLS

Recognizing the need to support student academic success, the NC Department of Public Instruction (NCDPI) and the NC Community College System (NCCCS) seek to ensure high school students participating in the Career and College Promise program are not negatively impacted by the disruption of learning caused by the current COVID-19 pandemic.

If possible, our goal is for students to complete CCP courses within the current term.

However, high school students who are dually enrolled may not be able to complete courses due to, but not limited to, the following reasons:

- Access to a Wi-Fi connected device or broadband in order to complete courses offered online may not be available;
- Community college course content may not be able to be completed in an online format;
- Community colleges may not have the capacity to offer remote learning;



- High schools may be closed resulting in no access to community college course; or
- Students/family may have health or other personal reasons to not be able to complete the course due to the pandemic.

The following guidance to LEAs, charter schools, and community colleges is to ensure the academic integrity of learning, while also mitigating the long-term impact for dually enrolled students. Attention to the documentation of course learning outcomes should be emphasized.

If dually enrolled students are unable to complete a currently enrolled college course, the following guidance is provided:

If a high school SENIOR is unable to complete a college course for any reason indicated above, NCDPI and NCCCS recommend:

- Community College:
 - Withdraw the student from the community college course.
- LEA/Charter School will:
 - Verify that the student is enrolled in the corresponding approved high school course code from the DPI Master List and give the student a grade of Pass using “PC19” based on progress as of March 13.
 - If the community college course is not needed to satisfy a graduation requirement, give the student a grade of Withdraw “WC19”.
 - NCDPI will provide additional guidance for PowerSchool entry.

If a high school student is a FRESHMAN, SOPHOMORE, or JUNIOR and is unable to complete a community college course, NCDPI and NCCCS recommend:

- Community College:
 - Withdraw the student from the community college course; or
 - Assign an Incomplete for the community college course with the understanding that the student may be able to complete the course during the summer term or the next academic year at no additional future cost. NCDPI and NCCCS recommend a clear statement on the transcript that this Incomplete is due to COVID-19.
 - These decisions should be made in conjunction with the student and LEA/Charter.
- LEA/Charter School will:
 - Verify that the student is enrolled in the corresponding approved high school course code from the DPI Master List and give the student a grade of Pass using “PC19” based on progress as of March 13.



- If the community college course is not needed to satisfy a graduation requirement and the student is assigned an Incomplete on the community college transcript, indicate on the high school transcript a Withdraw “WC19”.
- NCDPI will provide additional guidance for PowerSchool entry.

We strongly encourage all college and district/school partners to work closely together to consider methods for supporting student success. Career and College Promise remains one of the most successful collaborative programs between NC K-12 public schools and community colleges. Thank you for your continued collaboration and hard work to ensure our students are supported during these unprecedented times.

NCDPI and NCCCS will be facilitating joint webinars to address questions. Please contact any of us, if we can be of further service to you.

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