

Policies and Procedures Guidelines
Huskins Bill Programs
(Programs taught on a CCCC Campus)
Student Copy 08-13-08

The policy and procedure statements contained in this document do not take the place of any existing policies of either the student's current school system or CCCC. The policy statements are for clarification purposes only and are intended to support existing policies presently in effect.

I. School Calendar

All courses will follow the county's public school schedule in the case of holidays, teacher workdays, make-up days, and inclement weather closings. If the high school is in session, the college's classes are also in session. If the high school is NOT in session, the college classes will NOT meet. (Possible exception: Good Friday, and Winter Holiday.)

II. Class Schedule

- A. The courses will normally meet during the 4th high school block which typically begins around 1:30-1:45 and ends around 3:00 – 3:15 p.m. Some classes may meet during the 1st high school block that typically begins around 7:45-8:00 a.m. and ends around 9:15-9:30 a.m. Specific times may vary according to the required hours of the course(s).
- B. Class meeting times are based on the number of contact hours required for the college class.
1. Some classes require more than the 90-minute block provided by the high school. For this reason, not all Huskins classes begin and end at the same time. Your instructor has a sheet with the specific meeting dates and times.
 2. Some classes may not require an entire 90-minute block every day as provided for by the high school, but students must remain in class for the specified block of time. Your instructor has a sheet with the specific meeting dates and times.
- C. Specific exceptions in the class schedule include the following programs:
1. Automotive – (The time factor for this program is determined by the public school systems.)
 2. Cosmetology – (The time factor for this program is dictated by the State Board of Cosmetic Arts.)

III. Attendance Policy

Student Absences: A direct relationship exists between academic success and good school attendance. Acknowledging this fact, the following attendance policy is adopted:

- A. All Huskins students will follow the CCCC Attendance Policy.
- B. Students are expected to attend all scheduled classes for which they are registered. Although special circumstances may cause students to be absent, regular attendance is essential to satisfy required course objectives.
- C. Students must attend a specified percentage of class, lab, and shop hours to receive college credit for the course. (Example: If a course is scheduled for a total of 48 hours, a student may miss only 8 hours. This means that if a class meets for 90 minutes, a student may miss only 5 classes.) If special circumstances exist, the instructor, with approval of the dean, may make an exception to the 80% rule.
- D. Students who anticipate an absence should contact their instructor before the class meets. Should this prior notice to the instructor be impossible, the student should expect to explain his/her absence upon return to the class. In all cases, any work missed during absences must be made up to the satisfaction of the instructor. Failure to make up work that is missed will adversely affect the student's final grade.
- E. Excessive tardiness will be dealt with in a manner similar to that of absences. Three tardies equal one (1) absence.
- F. The College does not designate an absence as excused or unexcused. If a student chooses to attend high school extracurricular events, i.e., pep rallies, that student will be counted absent in the College class.
- G. If a student must leave a class early to participate in a school athletic or other competition, the instructor will work with that student on a one-to-one basis. In all cases, students must communicate with the instructor in advance when special circumstances exist. The instructor will require documentation of school-related activities before allowing the student to leave early.
- H. College instructors teaching a Huskins course will submit an attendance report each day to the CCCC campus office. A designated person will fax the attendance report to the appropriate high school.

IV. Huskins Student Discipline Procedures

2008-2009 Academic Year

Students, you are enrolled in a college level course. The grade you earn in this class will become part of your permanent college transcript. The opportunity to participate in a college level course while still attending high school is a privilege, not a right. This opportunity may be retracted if you do not do your part.

Consequences for disciplinary problems
For classes meeting on the CCCC campus: **

- First Offense* The student is asked to correct the behavior.
Second Offense Instructor student conference.
Third Offense Notify the Provost (Chatham or Harnett classes) or the Curriculum Dean, and he/she will contact the principal.
Fourth Offense The campus Provost or the Curriculum Dean will communicate with the high school about the problem, and permanent removal arrangements will be made.

***Special Note: Huskins high school students are not permitted to use tobacco products on the CCCC campus.**

**** If the behavior is severely disruptive, is unsafe, or involves threatening behavior, the student may be suspended from the rest of that class period immediately, and then skip directly to step # 3 above. (Any absences from class due to disciplinary actions are counted as absences, and the student receives a zero for the work missed.)**

V. Parking

- A. Huskins students who drive to a CCCC campus for class must have a valid parking sticker that has been registered in the business office.
- B. Students are only allowed to park on CCCC's campus during the time of their class.
- C. Students must park in the designated parking area for students. These spaces are designated by white lines. Parking spaces marked with yellow lines are for faculty ONLY.
- D. Violations of the above guidelines could result in a ticket and a fine. Additionally, a student's grades may be withheld.

VI. Credits Earned

- A. The public school systems will determine the number of high school units earned for each course or series of courses.
- B. All students will earn the same college semester credits as assigned to each course according to the CCCC catalog.

VII. Costs (Tuition, Books, Supplies, Insurance)

- A. Tuition is waived (free) for all Huskins Bill courses.
- B. With the exception of University Transfer courses, books are paid for by the public school system and remain the property of the public schools. Per public school policy, students may be required to pay for lost or damaged textbooks.

Incidents of lost or damaged books will be reported by the Campus Provost or Huskins Coordinator to the high school guidance department.

- C. University Transfer students must purchase their own books which become their personal property to be resold or traded according to students' preference.
- D. Supplies for technical courses will be paid for by the public school systems, with the exception of the Harnett County Cosmetology students who will be responsible for purchasing a mannequin, stand, and professional scissors (\$65 approximately).
- E. Students in the Cosmetology program must purchase their own uniforms and wear appropriate shoes.
- F. Personal health and accident insurance for students is governed by the policies of the public school system.

VIII. Grades and Reporting

- A. Numerical grades will be reported to the high schools based on the grade-reporting schedule of each school.
- B. In addition to numerical grades reported to the high schools, the community college grades will be reported following the College's regular procedure.
- C. Students are expected to maintain a minimum grade point average (GPA) of 2.0 or a letter grade of "C." The community college policy in respect to academic probation and suspension will apply. If a student is placed on academic probation or suspension while still in high school, that status will be continued until the student graduates from high school and enters CCCC as a freshman. At that time, the student will follow all College policies regarding academic probation and suspension.
- D. At the end of each semester, Huskins students will receive final course grade(s) via US Mail.

IX. Placement Testing and Prerequisites

- A. In order to participate in a CCCC Huskins Bill program, students must have completed all prerequisites specified for each course taken. This information is contained in the course information received and/or in the CCCC catalog.
- B. For all mathematics and English courses, students must have acceptable SAT scores, ACT scores, or CCCC Placement Test Scores. The CCCC Placement Test is available at the high school and/or on all CCCC campuses. Students must make arrangements for taking the placement test and provide proof of acceptable scores upon entering the mathematics/English course(s).

**I have read the Policies and Procedures governing the Huskins (College) classes, and
I understand the guidelines and the expectations of this course.**

Parent/Guardian Signature

Date

Student Signature

Date