



College Career Pathways

High School-College Concurrent Enrollment Program

COLLEGE CAREER PATHWAYS CONCURRENT ENROLLMENT AGREEMENT

for the Alignment of Curricula between
Middlesex Community College and Middletown High School
(adapted from Manchester CC, 2019)

PROGRAM OBJECTIVES

- To encourage high school students to pursue a post-secondary education.
- To reduce repetition of mastered competencies between levels of education.
- To provide a smooth transition from one level of education to the next.
- To build mutual respect and trust between faculty at both educational levels.

PURPOSE

The purpose of this agreement is to provide a procedure whereby a student accepted into the College Career Pathways Program, cooperatively administrated by Middlesex Community College and the High School, may receive college credit for secondary school course work toward an Associate of Science degree in a career/technical program of study.

ARTICULATED COURSE

<u>College Course</u>	<u>Description</u>	<u>Credits</u>
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High School Course Designation: {Name of High School Course}

Course Requirements/Stipulations for Approval:

All teachers for this and all dual enrollment courses must complete the Teacher Certification Application and be approved by the college. Certified teachers are required to attend a program orientation session and annual discipline-specific professional development activities at the college. The High School must maintain alignment with the curriculum of the college. Both parties (Middlesex Community College and the High School) agree that the competencies taught in the high school course(s) are the same as those taught in the above listed College course(s). Only those courses that have been cooperatively developed and have been approved by the College academic departments responsible for the administration of those courses are eligible for College credit.

The Dual Enrollment Agreement remains in force until such time as one or both parties choose to terminate this agreement by written notification. Each articulated course will be reviewed for congruence periodically by College faculty.

Date of next review is: Agreement valid through **June 30, 2023**

PROCEDURES

- 1) Students shall apply for the High School CCP Program by completing the CCP application and submitting it to the college.
- 2) College credit for secondary school course work as part of the program shall only be granted for the specific courses that have been aligned, and no other courses can be substituted.
- 4) Sophomores, juniors and seniors in consortium high schools are eligible to become CCP students and to receive CCP credits if they follow the procedures of the program. All CCP students must complete a Middlesex Community College CCP Admissions application to be enrolled as a CCP student and receive college credit for concurrent enrollment courses. Students must appear on a course roster for a concurrent enrollment course. The high school teacher for the articulated course must submit a grade for the student to the college by **July 1** of the academic year the student completes the course. If a student believes that there has been an error or omission in their CCP grade record, they must notify the college Registrar no later than the **September 1** after their graduation date in order to apply for corrections. If a student has a Middlesex Community College CCP Admissions application on file and applies for corrections within this time period, the college will consider changes/additions to the student's record if accompanied by a high school transcript documenting the student's achievement in the articulated course, and a letter from the CCP Coordinator or a guidance counselor at the high school verifying the student's status as a CCP student. If at any time a CCP student requests a correction to their records and it can be determined by the presence of a Middlesex Community College CCP Admissions application and a roster on file at MxCC from the high school documenting the award of a grade to that student, the record will be immediately corrected.
- 3) The designated representatives of the College and the High School shall meet at least once yearly and as needed to review program progress, mutual concerns, the continuing application of the Agreement, and to review recommendations for strengthening this Agreement and other areas of cooperation. The College and the High School, per this Agreement, shall share jointly the responsibility for coordinating the guidance personnel, including the development and revision of course curricula and in-service activities.
- 4) Support services (counseling, tutoring, academic advising and referrals) will be provided by the College and the High School to assure that members of special populations have access to the CCP Program and that all students have access to programs nontraditional to their gender. Students shall be informed about ways to benefit from support services offered by the College and the High School.
- 5) A comprehensive annual report will be prepared jointly by the designated representatives of the High School and College detailing a quantitative and qualitative review of the Agreement and the goals of the collaborative CCP Program effort. Each high school will submit an individual report to the College CCP Coordinator who will prepare a final comprehensive report.
- 6) Either party may terminate this agreement with written notification on the next July 1 after such notification is received.

It is the policy of the Board of Regents for Higher Education that the educational offerings of the regional community colleges be available to students without regard to the individual's race; color; religious creed; sex; age; national origin; ancestry; present or past history of mental disorder; marital status; mental, learning or physical disability, including, but not limited to, blindness; or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut general statutes are controlling or there is a bona fide educational qualification excluding persons in one of the above protected groups); political beliefs; veteran status; or sexual orientation.

Signature Page of Concurrent Enrollment Agreement

Chief Academic Officer
Middlesex Community College

Date

Principal
High School

Date

College Career Pathways Coordinator
Middlesex Community College

Date

College Career Pathways Coordinator
High School

Date

Program Coordinator
Middlesex Community College

Date