

## **Memorandum of Understanding**

**Effective Date:**

**Thomasville City Schools and Davidson-Davie Community College**

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## MEMORANDUM OF UNDERSTANDING

### THOMASVILLE CITY SCHOOLS

### AND

### DAVIDSON-DAVIE COMMUNITY COLLEGE

#### I. Purpose

- A. The purpose of this agreement is to articulate a systematic student transition process from secondary to post-secondary education. The goal of this agreement is to maximize the use of resources and minimize content duplication.

#### II. Definitions

- A. Advanced Credit Courses: Specific points of agreement determined by program instructors from secondary and community college levels as to any college credit earned through courses taken in high school.
- B. Career and College Promise (CCP): Qualified high-school-age students in North Carolina will have the opportunity to pursue community college courses, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation. CCP has three pathways.
  - 1. College Transfer Pathway - Students are afforded approximately 30 hours of tuition-waived community college course credits that will transfer seamlessly to any public or participating private college or university, saving successful students time and money in pursuing four-year degrees.
  - 2. Career Technical Education Pathway - Students take tuition-waived course credits at a NC Community College toward a job credential, certificate or diploma in a technical career.

3. Cooperative and Innovative High Schools - Students begin earning tuition-free college credits as a high-school student by attending an approved Cooperative Innovative High School. For Thomasville City Schools, the approved Cooperative Innovative High Schools include the Davidson Early College High School and Yadkin Valley Regional Career Academy.
  - a. Davidson County Early College High School: This partnership high school affords students in grades 9-12 the opportunity to complete their high school graduation requirements in an alternative environment while simultaneously earning an Associate degree designed to promote transfer to a university. Students wishing to attend this nontraditional high school must complete an application for admission. Fees for Early College students will be paid by Thomasville City Schools. The Operational Guidelines for the Davidson Early College High School are in Appendix A.
  - b. Yadkin Valley Regional Career Academy: This high school focuses on accelerated opportunities for beginning ninth grade students wishing to complete their high school diploma and a college credential focused on a specific career field over the course of four to five years. Fees for Yadkin Valley Regional Career Academy will be paid by Thomasville City Schools. The Operational Guidelines for Yadkin Valley Regional Career Academy are in Appendix A.

### III. Articulation Committee

- A. Representation: the President of Davidson-Davie Community College and the

Superintendent of Thomasville City Schools will appoint members. Members may include but are not limited to the following administrative personnel:

Davidson-Davie Community College

Executive Vice President, Academic & Student Affairs

Dean, Enrollment Services

Director, High School Partnerships and Initiatives

Coordinator, Cooperative Innovative High Schools

Thomasville City Schools

Assistant Superintendent

Director, CTE

Principal, TSHS

- B. Procedures: The committee reviews points of articulation at least bi-annually or more often if necessary. The committee will make recommendations for revisions to ensure that a systematic transition from secondary to post-secondary education is occurring. In order to develop course offerings and catalog information, review meetings may be held prior to the final joint Davidson-Davie and TCS Memorandum of Understanding Meeting and subsequent approval.

IV. Articulated Credit, Advanced Placement Courses, and Articulated Transfer Classes

- A. Rationale: To help students develop a desire for post-secondary education and to develop career goals. In addition, students are informed that college credit can be earned for identified high school courses.
- B. Articulated CTE Credit Courses: Refer to the following Articulated Matrix in Appendix B for the articulated CTE courses and the criteria for awarding credit.
- C. Procedures for Awarding Articulated CTE Credits:
1. Thomasville City School Responsibilities - Ensure that CTE assessment scale score for articulated courses are on the transcripts of students who have met the requirements for Articulated Credit (B average in the course and post-assessment scale score of at least 93) for all courses listed in the State



Articulation Agreement and those included as locally articulated courses in this agreement.

D. Advanced Placement Courses:

1. Students who are enrolled in a College Board Advanced Placement (AP) course(s), and score level III or higher on the placement test, may be awarded college credit when enrolling in certain colleges or programs. See Appendix C for AP conversions.

E. Articulated Transfer Classes:

1. Refer to Appendix D for a list of articulated college transfer classes for awarding weighted credit for high school GPA.

V. Career and College Promise

A. Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is tuition-waived for all students who meet program eligibility requirements.

B. Student Eligibility – See Career and College Promise Operating Procedures

C. Financial Responsibilities for Program Participation:

1. Textbooks:
  - a. For students enrolled in Career and College Promise Courses, Thomasville City Schools will provide textbooks for college courses.
  - b. For students enrolled in DECHS or YVRCA, Thomasville City Schools will provide textbooks for college courses. The Davidson-Davie Community College designee will provide an invoice to the TCS Chief Academic Officer or designee for the textbooks required

for the semester. Every effort will be made for textbooks to be purchased on a three-year cycle. Davidson-Davie agrees that textbooks will not be changed during the academic year (i.e. between fall and spring semesters). In cases where the publisher makes changes during the academic year without an alternative provided to the College, Davidson-Davie will work with faculty and students so that students can continue to access required materials without an additional purchase.

2. Supplies: Thomasville City Schools will make provisions for purchasing needed instructional supplies and materials for college courses taught on the high school campus.
3. Equipment: Davidson-Davie Community College and Thomasville City Schools will work collaboratively to meet the equipment needs of classes. For classes taught on the campus of Davidson-Davie, the College will provide all required equipment. When classes are offered on the high school campus, TCS will provide equipment required to meet the learning outcomes of the courses.
4. Fees:
  - a. Tuition, technology fees, and student activity fees will be waived for all students enrolled in Cooperative and Innovative High School and Career and College Promise programs.
  - b. Fees associated with specific courses in a Career and College Promise student's pathway or program of study are the responsibility of the student. For Cooperative and Innovative High

School students, TCS assumes responsibility for payment of student course fees.

- c. Certification fees associated with earning a credential are the responsibility of the student if enrolled in a Career and College Promise pathway. For Cooperative and Innovative High School students, TCS assumes responsibility for payment of student certifications or credential fees associated with their primary program of study.
5. Instructors: Davidson-Davie Community College will provide instructors to teach on high school campuses based on student enrollment. High school administrators may provide input into the evaluation of college instructors each semester through the Executive Vice President, Academic & Student Affairs or designee. The Director, High School Partnerships and Initiatives will coordinate a visit to the high school for each instructor prior to the first day of the on-site college class to introduce the instructor to the office staff and receive information pertinent to the class.
6. Instructor Criminal Background Checks: A background check is required prior to employment with the College; therefore, each instructor will have clearance prior to beginning teaching on the high school campus. Thomasville City schools will complete an additional background check that includes, at a minimum, checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry.
7. Future Financial Aid Information: Thomasville City Schools will inform



students and parents that future college financial aid could be jeopardized by unsuccessful completion of community college courses.

8. Course Offerings and Student Enrollment:

- a. Davidson-Davie Community College will collaborate with the high school to align the Davidson-Davie academic schedule with the TCS academic calendar when possible.
- b. A minimum number of students may be required for classes offered at the high school campus. Davidson-Davie and TCS will coordinate to determine appropriate sections based on enrollment. Students must enroll in and attend the assigned course prior to the census date assigned for the class.
- c. Students are responsible for contacting the College's Coordinator, Disability Access Services for any services pertaining to a current Individualized Education Plan (IEP) or 504 Plan. Students must follow the published college procedures for requesting accommodations at the beginning of every semester and provide current, appropriate medical documentation of disabilities. Documentation must identify the nature, extent, and educational impact of the disability and provide a description of the course of treatment, medical side effects, and prognosis for the future. The documentation must come from a professional qualified to make the diagnosis and include the evaluator's name, address, telephone number and professional credentials relevant to the diagnosis. The documentation should be on professional letterhead, signed and

dated. Accommodations and services are determined on an individual, case-by-case basis and are not retroactive.

- d. Student Responsibilities, Conduct/Behavior: The behavior and conduct of students attending TSHS is ultimately the responsibility of the high school administration that reports to the Thomasville City Schools Board of Education. Students are expected to follow the behavior guidelines for TCS and Davidson-Davie. Therefore, high school students shall conduct themselves in accordance with the Student Code of Conduct of TCS as well as those rules and regulations set forth in the Student Code of Conduct section of the College Catalog. Any violation of the Davidson-Davie Code of Conduct by a high school student shall be reported to the student's high school administration for disciplinary action in collaboration with College Student Affairs staff, including the Director, Behavioral & Counseling Services.

9. Other operating procedures:

- a. High school student registrations are to be reported using the regular community college registration process.
- b. High school students may enroll in College courses contained in their CCP pathway during the summer. Students are responsible for payment of textbooks and fees for courses. Students will be exempt from paying tuition for FTE generating classes if allowed by the North Carolina Community College System.
- c. High school students are exempt from paying tuition for courses in

their chosen pathway(s) taken at the community college during the school year; however, they are not exempt from paying continuing education registration and fees that are not a part of the student's CCP pathway.

- d. Courses must be taken in their chosen pathway(s). Students who are enrolled in a College Transfer pathway (CTP) may also choose to take courses in one CTE Pathway. The CTP pathway will be the primary pathway and the CTE pathway will be their secondary pathway.
- e. High school students must maintain an overall 2.0 grade point average in college coursework after completing two college courses or will be subject to the college's policy for satisfactory academic progress.

## VI. Attendance and Discipline

- A. Students enrolled in a College class on a high school campus who are sent to In-School Suspension by the high school administration will be allowed to attend their Davidson-Davie class(es). In the event that the student is not permitted to attend the college course, the student may be counted absent and/or may not be permitted to make up missed work in their College class as a result of the absence.
- B. Students in a College class on a high school campus in Out-of-School Suspension may not attend their college class and will be counted absent. Assignments missed in a College class as a result of an out-of-school suspension sanction imposed by the high school may not be permitted to be

made up, depending on the course syllabus policy.

- C. For students who are based at TSHS and who participate on the College campus for Career and College Promise courses, TCS will not inform Davidson-Davie of short term student suspensions which do not have a recommendation for long term suspension. Students will be advised by their high school administration that they may continue with their College courses during the short term suspension. If a student is suspended for 10 days with a pending long term suspension or a violation that has to be reported to law enforcement, then the TCS administration will inform the appropriate College liaison and the Director, Behavioral and Counseling Services of the action. The Director, Behavioral and Counseling Services will determine if any action is necessary regarding the student's status at the College and will inform both the school's administration and the student of any such decision. If the student chooses to enroll at the alternative high school in lieu of the long term suspension, he or she may continue in the College course with the consent of the Director, Behavioral and Counseling Services. If, however, the student does not enroll at an alternative campus and the long term suspension is activated, he or she may be allowed to complete any College course in which they are currently enrolled but would not be permitted to register for additional College courses in the next semester due to high school enrollment being a requirement for participation in the Career and College Promise. With the permission of the Director, Behavioral and Counseling Services, students who are long term suspended and no longer enrolled in at least one TCS high school class may complete any enrolled Career and College Promise courses. The student may



- enroll in additional Career and College Promise courses in subsequent semesters if the student meets eligibility requirements during those semesters.
- D. A Student expelled from TSHS may not finish the semester in his/her College class(es). In such cases, the Thomasville City Schools Assistant Superintendent or designee will notify the appropriate College liaison.
  - E. Early College student out-of-school suspensions must be immediately reported to the College liaison and the Director, Behavioral and Counseling Services by the high school administrator. The Director, Behavioral and Counseling Services will determine whether or not the College Code of Conduct has been violated and make an appropriate ruling. Early College principals may not suspend students from their college classes. Students attending College classes under these conditions will be the sole responsibility of Davidson-Davie Community College.
  - F. If the Director, Behavioral and Counseling Services dismisses a student from the College, the student may not remain in the Early College. In such cases, the Director, Behavioral and Counseling Services will notify the College liaison, who will notify the high school principal involved and the Assistant Superintendent of Thomasville City Schools.
  - G. If the Director, Behavioral and Counseling Services suspends a student, the College liaison will notify the principal, and the principal will determine whether or not Thomasville City Schools will take action. The Assistant Superintendent of Thomasville City Schools will be notified.
  - H. High school students enrolled in College courses are expected to attend each class session and complete course requirements as indicated in the course




syllabus. In cases where the student is required to be present at their high school to meet an academic requirement, the TCS Chief Academic Officer or designee will notify the College Executive Vice President, Academic & Student Affairs or designee of the high school requirement. This includes mandated state testing in which high school students must participate. Students who miss classes for a high school requirement will not be penalized in their College courses and will be permitted to make up any missed assignments related to the date of required absence. Students are encouraged to discuss the absence with their instructor in advance and make arrangements for completing all work to meet course requirements. Students may not be excused from their college classes for student life activities, such as pep rallies, festivals, or other events not required to meet high school academic standards.

- I. If a student is failing a College course, the student can remain in the course up to the last day allowed to drop without grade penalty according to Davidson-Davie policy (75% of the course). The student may withdraw from the College course with a W, with approval of the high school administrator. When a student is dropped from a college course with a grade of W, the student's high school transcript will reflect a grade as outlined by Thomasville City School's policy. At the college level, when a student withdraws from a class, the grade remains on the college transcript and may affect future financial aid. If a student withdraws or fails to successfully complete a prerequisite for another course in which the student is enrolled in a subsequent term, the student must be removed from the subsequent course prior to the start of the course.
- J. Field Trips in College Classes: For local field trips, the parent must give

approval for the student to participate in the trip in writing then the student participates as a traditional student. For overnight field trips, the parent must have a signed permission from letter on file with the college.

Entered into by and between Thomasville City Schools and Davidson-Davie Community College as of the day and year first above written.


THOMASVILLE CITY SCHOOLS By:  (Signature)  
Dr. Catherine Gentry, Superintendent

DAVIDSON-DAVIE COMMUNITY COLLEGE

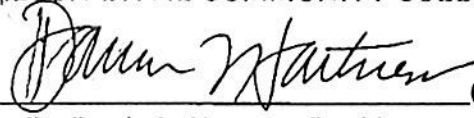
By: \_\_\_\_\_ (Signature)  
Dr. Darrin L. Hartness, President

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DAVIDSON-DAVIE COMMUNITY COLLEGE

By:  (Signature)  
Dr. Darrin L. Hartness, President

## APPENDIX A

Davidson Early College High School (DECHS) and

Yadkin Valley Regional Career Academy (YVRCA)

Davidson County Board of Education/Davidson-Davie Community College

### Operational Guidelines

Davidson County Board of Education and Davidson-Davie Community College agree to the provisions listed below regarding the operation of Davidson Early College High School and Yadkin Valley Regional Career Academy.

Davidson-Davie Community College agrees to:

- Provide classroom and office space, as well as appropriate access to campus facilities, for Early College and dual enrollment instruction for the purpose of educating high school students.
- Provide a College Liaison who will approve College courses, assist with monitoring Starfish Early Alert System, and provide approval for all students wanting to pursue a College Career Pathway. All incoming students will meet with the College Liaison during their first academic semester, and at least once per year for each subsequent academic year. In the event that a student is placed on academic alert, the student will be required to meet with the College Liaison to develop a success plan.
- Provide college placement testing for DECHS and YVRCA students.
- Provide lab facilities to offer science classes.
- Students are required to meet course requisites for College courses.
- The High School principals, Counselors, and College Liaison will review student course requests prior to enrollment to ensure that courses align with the student's program of study. A student may request to pursue a secondary pathway that allows

exploration of the student's interest in career and academic programs.

- Advising and registration guidelines: Advising and registration for DECHS and YVRCA students will occur during the college designated timeline. Entering students will be advised as early as possible following admission into the High School.
- Allow all DECHS and YVRCA students access to college facilities consistent with that provided for all College students, including use of the parking, library, computer labs, food facilities, science labs and student lounges. DECHS and YVRCA students will be allowed to participate in College student clubs and organizations.
- Provide a College-issued ID for DECHS and YVRCA students.

Davidson County Board of Education agrees to:

- Utilize College classrooms to provide high school instruction to students of appropriate grade span for DECHS (grades 9 - 13)
- Provide consumable science lab materials as necessary to accommodate science classes in College labs
- Provide bus transportation for YVRCA students
- Include College Liaisons as part of the respective school improvement teams

Student responsibilities, conduct/behavior:

- Expectations for student behavior and conduct will follow the behavior guidelines provided by DCBOE and the College Code of Conduct policy.



## APPENDIX B

If you have taken any of the CTE high school courses listed in the chart below **AND** you meet the following grade guidelines, you may be eligible for articulated college credit at Davidson-Davie Community College.

1. Receive a **final course average of B or higher** in the course, **AND**;
2. Receive a **final exam grade of 93** on the CTE post-assessment. (COVID-19 exception for 19-20, 20-21 school year)

Students have two years from their high school graduation date to apply for articulated credit.

HIGH SCHOOL COURSE	COLLEGE COURSE	HIGH SCHOOL COURSE	COLLEGE COURSE
AS31 Agricultural Mechanics I	MNT 110 Intro to Maintenance Procedures (local)	BA10 Accounting I AND BA20 Accounting II	ACC 120 Principles of Financial Accounting (local)
BB30 Business Law	BUS 115 Business Law (local)	BM10 Microsoft Word, PowerPoint, and Publisher*	CIS 110 Intro to Computers* (local)
BN20 Network Administration I	NOS 110 Operating System Concepts	HL13 Medical Sciences II	MED 121/MED 122 Medical Terminology I/Med Term II (local)
HU40 Health Science I	MED 121/MED 122 Medical Terminology I/ Med Term II	IC61 Drafting I/IC62 Drafting II-Arch/ IC63 Drafting III-Arch	DFT 151 CAD I (local)
IC61 Drafting I/IV22 Drafting II-Eng	DFT 151 CAD I	II31 Adobe Visual Design	DME 115 Graphic Design Tools (local)
II33 Adobe Video Design	DME 140 Intro to Audio & Video (local)	IM61 Welding Technology I	WLD 110 Cutting Processes
IM62 Welding Technology II	WLD 121 GMAW (MIG) FCAW/Plate (local)	IM63 Welding Technology III	WLD 122 GMAW (MIG) Plate/Pipe (local)
MM51 Marketing	MKT 120 Principles of Marketing	TP21 Digital Electronics	ELN 133 Digital Electronics (local)
TP31 Engineering Design & Dev	EGR 285 Design Project (local)		

**\*In addition to the grade requirements above, any student applying for credit in the Microsoft Word, PowerPoint, and Publisher course must also earn BOTH the Microsoft Word and PowerPoint Credentials to be eligible for articulated college credit in CIS 110 Introduction to Computers.**

College Transfer Articulated Agreements

# APPENDIX C

AP Course	AP Course Title	Min. Score	College Course(s)	College Course Title(s)	Credits
ART HIS	Art History	3	ART-114 & 115	Art History Survey I & II	6
BIO	Biology	3	BIO-111 & 112	General Biology I & II	8
MAT AB	Calculus AB	3	MAT-271	Calculus I	4
MAT BC	Calculus BC	3	MAT-271 & 272	Calculus I & II	8
CHM	Chemistry	3	CHM-151 & 152	General Chemistry I & II	8
CIS	Computer Science	3	CIS-110	Introduction to Computers	3
ECO MAC	Economics: Macro	3	ECO-252	Principles of Macroeconomics	3
ECO MIC	Economics: Micro	3	ECO-251	Principles of Microeconomics	3
ENG LANG	English Language & Comp	3	ENG-111 & 112	Writing & Inquiry, Writing/Research in the Disc	6
ENG LIT	English Literature & Comp	3	ENG-111 & 112	Writing & Inquiry, Writing/Research in the Disc	6
BIO ENV	Environmental Science	3	BIO-140 & 140A	Environmental Biology & Lab	4
HIS EU	European History	3	HIS-121 & 122	Western Civilization I & II	6
FRE	French Language & Culture	3	FRE-111 & 112	Elementary French I & II	6
GER	German Language & Culture	3	GER-111 & 112	Elementary German I & II	6
POL COMP	Govt & Pol: Comparative	3	POL-210	Comparative Government	3
POL US	Govt & Pol: U.S.	3	POL-120	American Government	3
GEO	Human Geography	3	GEO-111	World Regional Geography	3
ITA	Italian Language & Culture	3	ITA-111 & 112	Elementary Italian I & II	6
MUS	Music Theory	3	MUS-121	Music Theory I	4
PHY	Physics 1 & 2	3	PHY-151 & 152	College Physics I & II	8
PSY	Psychology	3	PSY-150	General Psychology	3
SPA	Spanish Language & Culture	3	SPA-111 & 112	Elementary Spanish I & II	6
MAT STAT	Statistics	3	MAT-152	Statistical Methods I	4
HIS US	U.S. History	3	HIS-131 & 132	American History I & II	6
HIS WLD	World History	3	HIS-111 & 112	World Civilizations I & II	6

## APPENDIX D

### Dual Credit Allowances for Career and College Promise

## APPENDIX E

### Career and College Promise Pathways