

Cumberland County Technical Education Center



Early College High School Handbook

Cumberland County Technical Education Center

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Note: The contents of this handbook are subject to change based upon administrative and/or board discretion.

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Early College High School Introduction

The mission of Cumberland County Technical Education Center (CCTEC) is to provide all of our students with a pathway into the global workforce with advanced educational options. One of the methods of providing this is to give students access to college credits while attending high school. The Early College High School (ECHS) program is a partnership that was established between CCTEC and Rowan College of South Jersey (RCSJ). The program allows students to simultaneously earn a high school diploma and up to 60 college credits - tuition free.

As a part of the ECHS program, students have the potential to earn an Associate's Degree in liberal arts education by the time they graduate from high school with all tuition fees and course materials paid for by CCTEC. This opportunity will provide students with the ability to jumpstart their college/career planning in addition to eliminating some of the financial burden that comes with postsecondary education.

It is important to note that although CCTEC provides the financial and counselor support for ECHS, students are still responsible for adhering to the policies and procedures of the college in addition to the course expectations established by the individual professors as if they were college students. One of these requirements involves students taking a college administered examination called the Accuplacer prior to reaching 12 credits to ensure that they are prepared for the course work ahead. More information on these specific requirements is located throughout this guide. Our school's ECHS counselor is meant to provide assistance to CCTEC students as they transition into the college atmosphere.

When taking the time to consider whether or not to enroll in ECHS courses, families should discuss overall goals with potential students in addition to considering their current academic standing in high school and their social and emotional well-being. Other things to consider may include: student motivation, transportation, after school commitments, and course requirements. Additionally, depending on a student's postsecondary goals and the policies of the colleges/universities that he/she is applying to, ECHS may not be the best fit for him/her. CCTEC reserves the right to withdraw any student from the ECHS program based upon administrative discretion and/or concern for the child.

As a disclaimer, we cannot guarantee that every college/university will accept the credits that students complete. Students will need to consult with the specific colleges/universities to which they are applying in order to find out their policies. There is also no guarantee that students will be awarded Dual Credit and/or an Associate's Degree (this is based on the policies of RCSJ).

Earning College Credit - Dual Credit vs. Dual Enrollment

As a part of the ECHS program, students are eligible to earn credits in two different ways. The first way is through Dual Credit. Dual Credits come from courses taught at CCTEC during the school day by TEC teachers. These credits require no additional courses for the students to take or sign-up for. The courses are already those built into the child's regular high school schedule (e.g. History, Science, Math, English, etc.). Students are limited to a maximum of 30 credits that can be earned through this method. Please reference the courses highlighted in yellow within the student's specific ECHS program guide, which can be found at the following website: <https://www.cumberland.tec.nj.us/academics/early-college-high-school/>.

Dual Enrollment credits are earned through courses which students will need to do additional work outside of the high school day. These courses are taught by RCSJ professors and can be taken through various venues (depending on the course and available RCSJ options): online, on the RCSJ-Cumberland campus, or at CCTEC after school hours. Please reference the courses highlighted in blue within the student's specific ECHS program guide, which can be found at the following website: <https://www.cumberland.tec.nj.us/academics/early-college-high-school/>. Prior to students taking Dual Enrollment courses (other than the initial online College Experience course), they must take the Accuplacer exam (see the page of the handbook titled "Accuplacer and Brush Up Course Opportunities" for specific details on the Accuplacer).

Both types of credits (Dual Credit and Dual Enrollment) accumulate on RCSJ's transcript, which enable them to be transferred to various postsecondary institutions. Students must also follow the provided ECHS program guide aligned to their program. These guides help to provide a more streamlined process for students to assist them in their potential to earn an Associate's Degree.

Support Offered by CCTEC

Cumberland County Technical Education Center has counselors on staff who are both specialists in career planning and college admissions requirements. Additionally, CCTEC has a dedicated ECHS counselor who works with students to ensure they follow their provided college course outlines (based upon their CCTEC program).

Cumberland County Technical Education Center's ECHS counselor is Ms. Lauren Muffley. Her contact information is listed below:

Ms. Lauren Muffley
Early College High School Counselor
lmuffley@cctecnj.org
Phone: 856-451-9000 ext. 3305

Important Terms

Throughout participation in the ECHS program, teachers, professors, and counselors will be using terms that may be unfamiliar to you at first. It is important to familiarize yourself with these terms so that you can play an active role in your education:

Dual Credit - Courses taken at CCTEC and taught by CCTEC teachers for college credit in line with RCSJ academic standards (up to 30 college credits).

Dual Enrollment - Courses taken after school hours with RCSJ professors. Courses can be online, at the college campus, or after school hours at CCTEC (approximately 30 college credits).

Transcript - A permanent record that outlines Dual Credit and Dual Enrollment courses taken and the grades a student earned in those courses. Failed courses, course withdrawals (if done after Add/Drop week), and courses that have been retaken are on this document. Should a student wish to transfer their Dual Credit and Dual Enrollment college credits to a 4-year school after graduation, he or she must provide this document to the institution.

Add/Drop Period - Specific time frame at the beginning of each semester in which students may add or drop Dual Enrollment courses with no impact to their transcript/GPA. This time period is dependent on how long the semester is. For example, a 15-week semester has an add/drop period of 5 school days whereas a 7-week semester allows for 2 school days. *If a student wishes to drop a Dual Enrollment course after this window, a "W" (Withdrawal) will show on their official college transcript and the student will be required to retake and pay for the course if he/she chooses to continue with the Dual Enrollment part of the ECHS program.*

Family Education Rights and Privacy Act (FERPA) - This federal law protects the privacy of student education records. Students will be asked to complete a FERPA Consent Form for every academic year that they are completing courses through RCSJ (Dual Credit or Dual Enrollment). Signing this form allows RCSJ and CCTEC to communicate student grades to one another. Students are also able to give consent for their parents to view and access educational records on this form.

BlackBoard - Online platform that professors will use to communicate important information to students. Assignments, discussion boards, and other important documents are available to students on this site. Students who are taking online courses will be utilizing this tool frequently.

Cengage - Online platform that some courses use to enhance learning - students who have courses that use this software will receive a course code for the particular system that they will be using.

WebAdvisor - Online advising system used by students and faculty. Students can access their grades, Dual Enrollment course schedules, and unofficial transcripts on this platform. Transcripts include all Dual Enrollment and Dual Credit courses attempted and completed. Courses dropped during the Add/Drop window will not show on college transcripts. Students may also request their formal transcripts through this platform.

Syllabus - The professor's outline for what will be learned during the semester (due dates, assignments, important policies, accessing information, etc.). The syllabus is provided to students during the first week of class through BlackBoard or email. Students are encouraged to review this document weekly to ensure that they are following along with all aspects of the course.

SAM - Online program used in the general education course CS-101 (Introduction to Microcomputers). SAM assists students in learning Microsoft Office and is used in conjunction with the Cengage online platform.

Accuplacer Exam and Brush Up Course Opportunities

Accuplacer:

Rowan College of South Jersey utilizes the Accuplacer assessment to determine postsecondary readiness of students. The web-based exam was created through the National College Board and assesses a student's proficiency in Math, ELA, and Writing. The Accuplacer is administered on Rowan College of South Jersey's campus and takes approximately 2-3 hours to complete. This assessment is the determinant as to whether or not students receive Dual Credit for their courses at the end of their sophomore year at CCTEC and also determines whether or not students can participate in Dual Enrollment courses with RCSJ.

Students may earn up to 12 Dual Credits (courses taken at CCTEC) before having to pass the Accuplacer. If students do not pass the Accuplacer or the Brush Up Course by the end of their sophomore year, they will be ineligible for ECHS (Dual Credit and Dual Enrollment). In order for students to participate in Dual Enrollment (outside of the FS 101 - College Experience online course), CCTEC requires that they take the Accuplacer exam. All students will be scheduled by CCTEC to take the Accuplacer exam during their sophomore year. Should a student wish to take the exam before their sophomore year, he/she must sign up for a session through the ECHS counselor during the spring semester. These sessions are offered at specific times after school hours at RCSJ-Cumberland. Students choosing to take the Accuplacer on their own time are responsible for transportation to and from the college.

More information on the Accuplacer assessment can be found at the following website:

<https://accuplacer.collegeboard.org/educator/next-generation>.

Brush Up Courses:

Should a student fail to pass the Accuplacer assessment, Rowan College of South Jersey offers Brush Up courses after school hours for the section(s) that the student did not pass. CCTEC will pay for a student to take a Brush Up Course. If the student does not pass the culminating exam at the end of this course, the student will be required to pay \$40.00 to take the course and exam again.

Dual Credit and Dual Enrollment Process

If a student wishes to enroll in Dual Credit and Dual Enrollment courses, he/she must follow the steps below:

First Time Students:

Students must fill out an “ECHS 4 Year Enrollment Permission Form” sheet and “Student Consent Form for Release of Academic Records” (these were already provided to parents/guardians at an initial freshman meeting prior to the students attending school).

Students must also apply to RCSJ using their online application. The ECHS counselor will be visiting classrooms to have students complete these applications. It is important that students have specific pieces of information available (e.g. social security number and birth date) when filling out the application. Specifics on information will be emailed to students prior to the application being completed. You can find a copy of the application at the following website: <https://application.RCSJnj.edu/>

Current ECHS Students:

Annually, RCSJ requires that students fill out an updated FERPA form. These will be distributed to parents/students via email in the beginning of each school year.

For Dual Credit (credit that is earned through CCTEC teachers), students will be automatically enrolled in the courses that are highlighted in yellow on their specific program’s ECHS outline (pending that students have met all college requirements).

For Dual Enrollment (credit earned through RCSJ professors), the ECHS Counselor will send announcements to parents/students indicating when enrollment for the next semester will be held. This announcement will be through email and will include the forms that need to be completed. Students may also pick up physical copies of these forms from the ECHS Counselor’s office.

- Students will complete these forms and return the paper copies to the ECHS Counselor. No email copies of the registration form will be accepted.
- ECHS Counselor will assist students in formally registering for the RCSJ Dual Enrollment course(s).
- The first required Dual Enrollment course that all students must take prior to taking any other Dual Enrollment courses is RCSJ’s College Experience Course (FS 101).

Students should be keeping track of the courses that they take and follow the sequence chart provided for their particular program.

Unsuccessful Dual Enrollment Course Completion:

CCTEC will cover the cost of payment for courses and resources for any student's first attempt at a college course. The school will not cover any costs for second attempts. Students who fail a course, withdraw from one after the add/drop period, or do not attend a course will be responsible for making that course up in addition to paying for the cost of the course and all materials/resources should he/she wish to continue with ECHS Dual Enrollment program. The cost of a Dual Enrollment course is \$85 per credit, with a standard course being 3 credit hours. Students must purchase class materials/resources through the RCSJ-Cumberland bookstore. If a student does not successfully complete a course, they must adhere to the following CCTEC guidelines for payment:

- Students will be notified of unsuccessful completion of course by ECHS counselor and/or RCSJ professor.
- Students will need to submit payment to CCTEC to cover the cost of retaking the course. Please note that students who do not successfully pass a course will be ineligible to take courses for the next semester (the semester following the one in which a course was failed) due to college deadlines and requirements. If a student fails a course and is enrolled in courses for an upcoming semester, he/she will be withdrawn by the college and will need to wait until the next semester to enroll.
- To determine payment amount, students will be required to meet with the ECHS counselor.
- Payments can be handed in the main office. Checks can be made out to CCTEC. A receipt will be provided. Please ensure that details of the payment are given to the main office secretary so that a properly filled out receipt copy can be given back (including that the payment is for ECHS, course information, etc.).

It is important to also note that students who fail two or more Dual Enrollment courses (not including FS101), will be ineligible to continue earning Dual Enrollment credits (courses taken with RCSJ) for the remainder of their time spent in high school.

Dual Enrollment Course Sequence Charts and Flow of Courses

In order to be successful in the ECHS program, students must follow a specific sequence of courses. The following link provides the ECHS course outlines for each program at CCTEC and the classes (Dual Credit and Dual Enrollment) that are accepted for college credit when working towards an Associate's Degree: <https://www.cumberland.tec.nj.us/academics/early-college-high-school/>. At this site, you can find specific information for the Classes of 2020/2021 and the Class of 2022 and beyond.

Dual Enrollment Courses:

Students are permitted to take a certain number of Dual Enrollment courses each semester. Should a student fail to pass a Dual Enrollment course, there is time built into the schedule for him/her to retake and complete the course for credit (Note: CCTEC will not pay for a course that was failed and the financial responsibility will be on the student to retake a course). By the end of a student's senior year, he or she will have had the opportunity to earn approximately 30 Dual Enrollment credits.

Students can take a limited amount of courses each semester according to the list below:

- Freshman Year Spring - 1 course (FS 101 - 1 Credit)

Students must pass both sections of the Accuplacer before continuing to the next course.

- Between Freshman and Sophomore Year Summer - 2 courses
- Sophomore Year Fall - 2 courses
- Sophomore Year Spring - 2 courses
- Between Sophomore and Junior Year Summer - 2 courses
- Junior Year Fall - 2 courses
- Junior Year Spring - 2 courses
- Between Junior and Senior Year Summer - 2 courses
- Senior Year Fall - 2 courses
- Senior Year Spring - 2 courses

It is important to note that there is no guarantee of when or where classes will be offered and in which semesters they will run. The scheduling of courses depends on various factors that can often not be predicted.

Course Materials

CCTEC provides required course materials (e.g. textbooks and course codes) to students in the ECHS program. It is expected that students will treat these materials with care as they are required to return textbooks to the ECHS counselor at the end of each semester. Students who do not return their textbooks will be billed for the cost of the book. Note: If a student does not successfully complete a course, he/she will be responsible for materials and resources if the course is taken a second time.

Materials that will not be returned to CCTEC are:

- Used Course Codes
- Unbound Textbooks
- Used/Opened Art Kits

Course codes are utilized as a replacement for physical textbooks or as a supplement to the course. When logging into a course code for the first time, it is **required** that students use their **Rowan College of South Jersey** email address, indicating that they are students at the college.

Computer Software and Hardware Requirements

The use of online and hybrid courses make this program unique. Many of the Dual Enrollment courses are completed online. In order to succeed in the online and hybrid courses, students in the Dual Enrollment portion of the program will be expected to have access to a computer with a reliable internet connection and access to a computer with Windows. Other requirements include:

- Access to BlackBoard - This can be accessed through the RCSJ main web page or through <http://bblearn.ccnj.edu>
- Access to Google Chrome, Microsoft Edge, or Mozilla Firefox
- Computer installed with Adobe Flash
- All Microsoft Office Programs (Word, Powerpoint, Excel)
- Access to Gmail (RCSJ creates student email accounts through this program)

All students following their specific program sequence to potentially earn an Associate's Degree are required to take RCSJ's Introduction to Microcomputers course (CS101). This course cannot be completed without access to Microsoft Office (which is not available on student Chromebook devices). Students should plan accordingly, prior to signing up for the course, to ensure that they can access a device with this program on it.

Rowan College of South Jersey Open Computer Labs:

There is an open computer lab (Perkins Open Computer Lab) in the Academic Building on campus that has all necessary software available to its students for free. Students may also visit the open library on campus.

Additional Resources and College Supports

Rowan College of South Jersey wants all of its students to excel in their chosen college and career paths. For this reason, there are a number of resources online and on campus available to ECHS students:

On-Campus Library (RCSJ-Cumberland):

The RCSJ-Cumberland on-campus library has books, videos, computers, magazines, and other print information to be used for research. Students may visit the online link to access journal databases, which will be required for research papers and other projects. Information about the On-Campus Library can be found at: <https://www.rcsj.edu/library/cumberland>

Perkins Open Computer Lab:

There is an open computer lab in the academic building on the RCSJ-Cumberland campus. Students may visit this lab to complete homework, projects, or group work.

On-Campus Tutoring (RCSJ):

RCSJ-Cumberland offers on-campus tutoring to students who need additional assistance in their courses. To receive more information on tutoring, please visit the link below: <https://www.rcsj.edu/Tutoring/Cumberland>

Mental Health Services (RCSJ):

RCSJ believes that in order for a student to be fully successful in their college career, they should have academic and social/emotional support. Counseling and mental health services are provided on the Cumberland campus in the student center. More information can be found at the link provided: <https://www.rcsj.edu/CWS-site/Cumberland-site>

Accommodations

If a student receives accommodations/modifications in high school, it is important that the student reaches out to the Office of Disability Services on the RCSJ-Cumberland campus. IEPs and 504 plans do not automatically follow a student to college. Students must follow the college's process for acquiring accommodations. Contact information and other resources can be found at the following link: <https://www.rcsj.edu/AcademicSupport-site/Cumberland-site/Pages/Disability-Support-Services-DSS.aspx>

Expectations

It is important to remember that Dual Enrollment and Dual Credit courses are college level courses and should be treated as such. There are a number of tasks that students should make a habit of in order to be successful in the ECHS program.

Transportation:

Not all Dual Enrollment courses are held online (and there are no guarantees that students will be enrolled in a particular online or face to face course). It is the responsibility of the student to schedule transportation to and from any face to face Dual Enrollment courses at CCTEC or RCSJ-Cumberland. Students are not permitted to walk between CCTEC and RCSJ-Cumberland Campus.

Academic:

In order for students to receive transferable college credit (through Dual Credit or Dual Enrollment), they must successfully complete a course with either an A, B, or C. Regardless of the earned grade (A, B, C, D, F, etc.), it will appear on an official RCSJ transcript, which is considered a permanent student record.

Checking Email:

Instructors and counselors frequently use email to communicate with students. ECHS students should be checking their RCSJ Gmail and CCTEC Gmail accounts daily for updates.

Open Communication:

If a student has a concern about his/her course, it is important that he or she reaches out to the professor and ECHS counselor to voice this. Whether it is through an email, phone call, or face to face conversation, it is a best practice to keep all stakeholders involved and informed. Students should keep an open line of communication with their instructor and counselor.

Organization and Self-Motivation:

It is recommended that students utilize a planner (online calendar, physical agenda book, etc.) along with the course syllabus to lay out their semester. Visualizing exams, due dates, and important semester timelines will help students to be successful in this program. Dual Credit and Dual Enrollment courses come with varying due dates so it is important to keep all items organized. It is also the responsibility of the student to ensure that he/she tracks his/her courses for degree and credit attainment purposes.

Additionally, it is the responsibility of the student to check Webadvisor at the end of each RCSJ semester (fall, spring, and summer) to ensure his/her transcript reflects accurate courses, grades, and GPA.

Important Policies

Below are relevant Rowan College of South Jersey and CCTEC policies and procedures that all ECHS students and parents should be aware of in order to be successful in the ECHS program. It is important that parents and students familiarize themselves with all of the college and school policies. All college policies can be found at: <https://www.rcsj.edu/Policies>. Please note that all paperwork (e.g. course registration, add/drop, etc.) must be completed through the CCTEC ECHS counselor in order for us to properly track payments and course sequences of students. Paperwork that is not completed through CCTEC is subject to potential costs that will be incurred by the student and other possible consequences (e.g. a permanent failing grade on a transcript if a course is not dropped properly).

Impact of Failures on Continuation in ECHS Program

Students who fail two or more Dual Enrollment courses (not including FS101), will be ineligible to continue earning Dual Enrollment credits (courses taken with RCSJ) for the remainder of their time spent in high school. They will still be eligible for Dual Credit courses (those classes taken at CCTEC).

Academic (as stated in college articulation agreement):

In order for students to receive transferable college credit (through Dual Credit or Dual Enrollment), they must successfully complete a course with an A, B, or C.

Dropped Courses:

During Add/Drop

Students who drop a course within the designated Add/Drop period will have the course removed from their transcripts. Dropping a course during this time period will not have an impact on the student's credit completion rate or GPA.

After Add/Drop

Students who drop a course after the designated Add/Drop period will receive a "W" (Withdrawal) on their transcript for that course. This "W" will remain on the transcript, regardless of whether or not the student retakes the course. If a student drops a course after the add/drop period, CCTEC is still billed for the cost of the course. Students who wish to continue with the program after withdrawing from a course must retake the dropped course and provide payment for both the course and any required materials. Withdrawing from a course will impact a student's credit completion rate, which is used to determine academic eligibility.

Failed Courses:

Please note that this section refers to any terminology in which course(s) are not successfully completed by a student, including but not limited to: Withdrawals after Add/Drop time, Dropped by the Instructor, Never Attended, and failure due to grades.

Students who do not successfully complete and pass a Dual Enrollment course will be required to pay and retake that course should they wish to continue with the ECHS program. Failed courses automatically remain on the RCSJ transcript (a permanent document). Students may retake a course and receive a different grade but the grade will not replace the original failure. The new grade will only be refactored into the GPA. Failures may also have a negative impact on financial aid (see FAQ section for further details on financial aid impact).

Additionally, if students fail an ECHS course, they will automatically be dropped from any future courses and ineligible to take Dual Enrollment classes at RCSJ-Cumberland for the upcoming semester in which they were enrolled. Students will need to wait until the following RCSJ semester to be eligible to retake any courses (the semester after the upcoming one in which students may have already enrolled in the next course in their sequence). For example, if a student fails a course in the fall and is signed up to take the next course in his/her sequence for the spring semester, that student will be unenrolled from the spring term and ineligible to take classes until the summer semester. This student will also need to sign up to retake the failed course prior to moving on in the course sequence.

For Dual Credit failures (failure of courses taken at CCTEC), there is no longer any guarantee that any college credit will be awarded to the student.

Academic Probation (Rowan College of South Jersey Policy):

All students must maintain a minimum credit completion rate and a minimum cumulative grade point average (GPA) for satisfactory academic progress. The standards for both of these areas must be achieved by students for satisfactory academic standing. Students who achieve at a level below the standards for credit completion rate or GPA will be placed on academic probation. Students placed on academic probation who do not improve to or above the standards for these areas in their next semester (fall/spring/summer) of enrollment, will be considered to be making unsatisfactory academic progress and will be placed on academic suspension. **The satisfactory credit completion rate is successful completion of 67% or more of all credits attempted.** Successful completion is the receipt of an A, A-, B+, B, B-, C+, C, D, or P grade. Student credit completion rate will be reviewed after students have attempted twelve (12) or

more total credits. The first twelve credits attempted are included in the total credit completion rate calculation. **The minimum GPA standard is 1.8 for students with 12 to 35 degree credits completed and 2.0 for students with 36 or more degree credits completed.** Completed degree credits include all credits that have been calculated in the student's GPA. A minimum GPA standard is not required until the student has completed twelve or more degree credits.

*RCSJ calculates student Academic standing at the conclusion of the Fall (January) and Spring (end of May/beginning of June) semesters. RCSJ will also calculate a student's cumulative credits and GPA. For CCTEC students, Dual Credit grades for the current school year are not yet input into the system at these points and will not end up being integrated into the cumulative credits and GPA until the next official RCSJ calculation period.

Attendance (Rowan College of South Jersey Policy):

Maximum course benefits can accrue only to students with consistent class attendance. Students are expected to attend class on a regular basis. Students are accountable for all work missed because of class absence. Individual instructors will develop an attendance policy for each course. Instructors will notify students, in writing, of this policy during the first week of the course. Students must know and comply with attendance regulations.

Dropped by the Instructor:

An instructor may remove a student from his/her course when a student has not complied with the attendance requirements of the course. An instructor may drop a student up to the fourth week of the semester. Students are not entitled to any refund if dropped from a course. A grade of X is recorded for a course from which a student is dropped. The X grade is not calculated in the GPA, but is considered unsuccessful course completion for satisfactory course completion requirement. The use of an X grade is made at the instructor's discretion.

Course Withdrawal:

A student may withdraw from a course up until the last two weeks of the fall/spring semester. Students should seek consultation from the instructor and/or their advisor before withdrawing from class(es). However, the instructor's signature is not required to withdraw from a course. An Enrollment Change Form must be completed by the student and submitted to the Enrollment Services Office by the student. Students who stop attending classes but do not submit an Enrollment Change Form are not considered withdrawn and are not entitled to a refund. A grade of W is recorded for a course in

which a student withdraws. The W is not calculated in the student's GPA but is considered unsuccessful course completion for satisfactory course completion rate requirements.

*If a student drops a course after the add/drop period, CCTEC is still billed for the cost of the course. Students who wish to continue with the program after withdrawing from a course must retake the dropped course and provide payment.

Never Attended:

Students who never attend the course they are registered for may receive a final grade of NA (Never Attended). An instructor may assign this grade up until the fourth week of the Fall or Spring semester (prorated for other terms). A grade of NA is recorded on the student's transcript and students are not entitled to any refund. The NA grade is not calculated in the GPA, but is considered unsuccessful course completion for satisfactory course completion requirements. The use of an NA grade is made at the instructor's discretion.

*CCTEC is still billed for the cost of the course whether the student attended the class or not. Students who wish to continue with the program after receiving an NA from a course must retake the class and provide payment upon enrollment.

FERPA (Rowan College of South Jersey Policy):

The Family Educational Rights and Privacy Act (FERPA) provides the requirements designed to protect the privacy of students and their records. Students have the right to access and challenge any part of their educational records. Procedures and student rights for access and release of student records are available in the Enrollment Services Office. Rowan College of South Jersey will not release any information other than directory information to an unauthorized person without the student's written consent. At Rowan College of South Jersey, directory information includes the student's name, major field of study, dates of attendance, degrees and awards received, most previous educational institution attended, participation in officially recognized activities and sports, weight, height, hometown and high school, if a member of an athletic team. Students may withhold disclosure of their directory information by written notification to the Director of Admissions and Registration. Students have the right to access and challenge any part of their educational records. Procedures and student rights for access and release of student records are available in the Admissions and Registration Office and the office of the Director of the Office of Judicial Affairs of Student Services.

Important Dates to Remember

Important dates for the current college semester can be found under the Early College High School tab on the CCTEC website: <https://www.cumberland.tec.nj.us/academics/early-college-high-school/>.

Important Documents

The following documents are accessible under the Early College High School tab on the CCTEC website: <https://www.cumberland.tec.nj.us/academics/early-college-high-school/>.

- Course Enrollment Form
- Course Add/Drop Form
- FERPA Form (titled “Student Consent Form for Release of Academic Records”).
Students are required to complete this document annually in order to continue to earn credits
- Important ECHS Dates - An outline of important deadlines for each RCSJ semester

Frequently Asked Questions (FAQs)

How does ECHS impact School Counts?

Rowan College of South Jersey will provide financial assistance to those students who still need to finish an Associate's Degree at the college. Students are also eligible to switch majors under the School Counts program as long as they maintain eligibility. Additionally, in the instance that students earn an Associate's Degree prior to graduating high school, they can earn an additional Associate's Degree upon entering Rowan College of South Jersey. Please note that the guidelines of the School Counts program are subject to change based upon RCSJ administrative discretion.

If a student does not complete the Dual Enrollment portion of the ECHS program before high school graduation, he or she will be able to continue taking classes at RCSJ as long as they maintain eligibility. In the event that a student has less than 12 credits to complete for the Associate's Degree after high school graduation, the student will need to take additional courses in order to maintain School Counts eligibility (12 credits or more per semester).

How does ECHS impact NJ Stars?

Students who have earned college credits during high school will be able to submit those credits for consideration to the community college, and upon meeting the established criteria should have those credits applied to their degree. Those students who have earned an Associate's Degree with a 3.25 grade point average or better, while enrolled in high school, will be eligible to apply directly to a senior New Jersey public college or university for inclusion in NJ STARS II.

How do I know which courses are transferable?

One website that shows college transferability strictly for the state of New Jersey is: <https://www.njtransfer.org/artweb/chgri.cgi?5025021538675274>. For schools outside of the state, students should seek information from specific college/university admissions offices.

When applying to college during senior year, should I apply as a first-year student or as a transfer student?

When applying to college, students should always apply as a first-year student. This will open up opportunities for first-year student scholarships and financial aid. Depending on the institution, students may indicate that they have transfer credits as a part of the application process or after being accepted. Students should consult with the specific institution to learn more about the transfer credit process.

What are the differences between AP courses and ECHS credits?

AP courses offer students the opportunity to take a nationally recognized College Board exam. As a result of the exam, students will earn a score that could potentially offer them any of the following: additional college credit, advanced placement, or both (depending on the college/university policies). The advantage that an AP course may bring is that colleges and universities nationwide may or may not be more willing to accept scores for credit over ECHS credits. However, as previously stated, this is dependent upon the policies of the college/university that the student is applying to.

If my child does not complete all of the Dual Enrollment courses before graduating from CCTEC, does he or she need to attend Rowan College of South Jersey to complete the rest of the courses?

Students are not obligated to attend RCSJ. They will still be able to use the transcript from RCSJ to transfer credits to colleges/universities that will accept the credit even if they do not complete all of the courses on their sequence. If your child wishes to complete the Associate's Degree, but does not finish the courses before their high school graduation, then he or she will need to continue at RCSJ to complete the courses in the sequence.

Do Dual Enrollment courses need to be taken in order or can my child choose the course that he or she wants to take from the list?

Dual Enrollment courses must be taken in the order in which they appear on a child's course sequence chart. This assists with ensuring there are an adequate number of students enrolled in the classes offered.

Are the courses only offered in the summer?

No, these courses are offered (according to RCSJ availability and resources) in the fall, spring, and summer semesters. Courses offered to CCTEC may be traditional 15-week courses, or could also be 10-week or 7-week sessions depending upon availability.

Can my child register through the college or do we need to enroll through CCTEC?

Students must register through CCTEC. All paperwork (e.g. course registration, add/drop, etc.) must be completed through the CCTEC ECHS counselor in order for the school to properly track payments and student grade records. Paperwork that is not completed through CCTEC is subject to potential costs that will be incurred by the student and other possible consequences (e.g. a permanent failing grade on a transcript if a course is not dropped properly).

Does every student receive the same liberal arts degree? If so, why are sequence charts different for each program?

Yes, every child receives the same degree. This was done to ensure that students would be able to obtain as many general education requirement credits as possible upon entering a college/university. Since specific majors from various institutions can sometimes have very particular course requirements, CCTEC wanted to ensure students would be able to earn as many transferable credits as possible. Sequence charts appear slightly different because one of the requirements of the liberal arts degree is to obtain 15 credits in various academic divisions of the college. Therefore, these courses were selected based upon students' interests related to the programs they are enrolled in. For example, for CCTEC engineering students, various electives related to engineering were selected. The same was done for the nine other programs in consultation with college advisors and CCTEC program teachers.

How do failed ECHS courses impact eligibility for financial aid?

Federal guidelines allow a student to receive aid for up to 150% of their degree. This means that if a degree is 60 credits then they are eligible to receive aid for up to 90 credits. This does not mean that students are always eligible for aid until they hit 90 credits. If at any point the student cannot possibly complete a degree in 150%, they will no longer be eligible for aid. For example: If a student seeking a 60 credit degree, attempts 40 credits and only completes 6 credits, they will no longer be eligible for aid because there is no way they can complete a degree in the 150% time frame. **The federal government also requires a student to have a 67% completion rate and a 2.0 GPA to be eligible for aid.**

How do failed ECHS courses impact scholarship opportunities?

There is a chance that a student will become ineligible for scholarships, including NJSTARS and School Counts because of their cumulative GPA.

How do failed ECHS courses impact applications and acceptances into other institutions?

Students who do not wish to attend Rowan College of South Jersey (even after completing a degree at RCSJ) may need to indicate that they completed courses at another institution. They may also be required to submit a transcript whether or not they intend to transfer anything.

What does it mean to be on Academic Probation/Suspension at RCSJ?

To maintain institutional accreditation, the institution must uphold academic standards. All students are held to these established academic standards. Failure to meet these standards will result in academic probation. This warns students that they are at risk of being suspended if they do not successfully pass all of the coursework they are registered for in their next term.

This status will follow the students until it is rectified. Therefore, if a student discontinues their ECHS pathway, it will still impact him/her when he/she enters RCSJ as a matriculated student.