This program allows qualified applicants to begin an Early College Program at Germanna Community College to take college level courses and complete an Associate of Arts and Sciences Degree in General Studies concurrent with a high school diploma.
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SECTION 1 – GENERAL INFORMATION

1.1 - Statement of Purpose
The Early College Program is an academic advancement program in which students can complete a minimum of, 62 credits and graduate with an Associate of Arts and Sciences Degree in General Studies from Germanna Community College while concurrently enrolled in high school. According to the U.S. Department of Education, college credits earned before high school graduation reduce the average time-to-degree and increase the likelihood of graduation. For parents, it’s an opportunity to reduce future college expenses by shortening the time to a college graduation. Students planning to transfer to a four-year college or university are responsible for determining the transfer admission policies and requirements of the department or program at the intended institution.

Germanna Community College has partnered with area school systems to offer the Early College Program. Copies of specific agreements with each school system are available in the Office of Dual Enrollment at Germanna Community College.
The benefits of this program include:

- Access to college resources, facilities, and services such as advising and career counseling,
- Improve student success at the high school and post-secondary levels,
- Opportunity to earn college credit while enrolled in high school,
- And a quality, affordable education close to home.

This handbook provides specific details about the Early College Program, Germanna Community College (GCC) and its partnering school systems.

1.2 - Germanna Community College Mission Statement
As a public, comprehensive community college, Germanna provides accessible, quality education and training opportunities that meet our communities’ changing learning needs. This Mission is achieved through:

- courses, programs, and services that enable students to gain access to and succeed in higher education;
- associate degrees and courses that prepare students to advance to and succeed in four-year colleges and universities;
- training and services to develop successful employees who meet employers’ specific needs;
- training, associate degrees, and certificates for students to enter and succeed in the workplace; and services and support for community and economic development.

1.3 - Early College Mission Statement
The Early College Program provides qualified high school students with the opportunity to get an affordable, quality, college degree, close to home while, concurrently meeting the requirements for high school graduation.

1.4 - Participation Requirements
The Early College Program offers college-level coursework and the workload is more demanding than similarly titled high school courses. Students should set realistic academic goals for themselves, and not assume that previous high school success will
immediately translate to college success. All students must maintain a minimum of a C in each class to continue in the program. Failure to earn a C will result in academic dismissal from the Early College Program. Likewise, depending upon the course, failure to earn a C could negatively impact a student’s progress toward their high school diploma.

The program is restricted to high school juniors and seniors who demonstrate readiness for college coursework. Students who place into developmental courses are not eligible to participate in the Early College Program. Both the partnering school system and Germanna Community College should take appropriate steps to assess the academic potential and readiness of each applicant to the Early College Program. The college will use its established institutional policies and, the applicant’s disciplinary standing with their respective high school to determine their readiness for the program.

Before entering the program, students should have completed Algebra II, or higher math, at their high school. Applicants must be in good disciplinary standing at their high school and should have strong reading and writing skills, necessary for the rigor of college-level courses. Before becoming full participants in the program, students must take the Virginia Placement Test (VPT) in reading, writing, and math and are required to achieve a score qualifying them to enroll in Pre-Calculus and college-level English composition courses. Applicants may qualify for a waiver of the VPT if they meet the college’s waiver criteria. Once the student has completed testing and meets the requisite test scores, the college requires they complete the Permission to Enroll Form.

In the event that a student, or students, needs to leave the program, the respective High School should contact either the Coordinator of Dual Enrollment and Early College Programs at Germanna Community College, as soon as possible. Dependent upon the reasons necessitating a student’s departure from the program, the Dual Enrollment Coordinator will supply the Dual Enrollment Liaison at the high school with all requisite
forms to withdraw the student from classes. Reasons for exiting the program include but, are not limited to, failure to maintain good academic standing, disciplinary reasons, voluntary withdrawal, or other mitigating circumstances. Efforts to withdraw students from the program necessitate close cooperation between the high school and Germanna Community College.

Specific requirements of the Early College Program are located and outlined in the Appendices.

1.5 - Financial Benefits for Participants
In comparison to many four-year colleges and universities here in Virginia, Germanna’s tuition and fees are significantly lower. The college also provides students in the Early College Program access to services such as tutoring (both in-person, at Germanna and online), computer labs, college libraries, and student activities. Also, by offering quality college coursework and services close to home, Germanna can better assist students transitioning from high school to college in a supportive environment. By easing that transition, student success may lessen future college expenses by shortening the time to a college graduation.

1.6 - Program Admission and Application Procedures
School systems will identify potential applicants for the program in the first week of January. Germanna will provide program-specific communication for the high school to distribute to 10th-grade students enrolled in, or have successfully completed, Algebra II. The communication will outline the Early College Program and invite interested students to attend a scheduled information session at the high school.

Application Procedures
Enrolling in the Early College Program coursework is a five-step process. All potential students must achieve qualifying placement test scores to enroll in the program. Students with questions about the process should contact either the Dual Enrollment Liaison or
School Counselors at their respective high schools. The High School Liaison and College should work together, to assist students in completing their applications to the Early College Program. Well qualified staff are available in the College Welcome Center to assist with application questions or difficulties. Students and liaisons can reach them by phone at (540) 891-3020 or, by emailing the College Registrar. The High School Liaison will return completed applications to the Admissions and Records Office at Germanna, for processing.

**Step 1:**

Before your junior year of high school, students should discuss the Early College Program with their school counselor. School Counselors are an excellent resource and are knowledgeable about the concurrent high school graduation requirements.

**Step 2:**

Complete the [VCCS Online Application](https://www.germanna.edu/admissions/admissions-forms/) by the High School’s deadline.

*Students who are under the age of 18 must have their parent or guardian sign the [Parent Certification Form](https://www.germanna.edu/admissions/admissions-forms/) to enroll in courses. This form MUST be submitted to the DE Liaison at the high school, who will then forward the form to Germanna Community College.*

Both forms can be found here: [https://www.germanna.edu/admissions/admissions-forms/](https://www.germanna.edu/admissions/admissions-forms/)

**Step 3:**

Sign up to take the college placement test administered at the student’s respective high school, or submit qualifying SAT or ACT scores to the High School DE Liaison.

*You are required to have your 7-digit Germanna student identification number, to take a placement test. Upon completing the Germanna application for admission, you will receive a student ID number. Please write down that number after completing the application for admission.*

**Step 4:**

Complete the Early College Application Packet and return it to the High School Counselor by the application deadline.
*Meeting all of the requisite deadlines is the individual student's responsibility.

**Step 5:**

Attend the Early College Student Orientation Program at Germanna Community College.

Once selected, participants in the Early College Program are required to sign a release of information form (FERPA) to allow parents and the high school access to their college records.

The Admission and Records Office will process the applications, establish a file for each student, process all registration forms, and class rosters will be prepared. Students accepted into the Early College Program will then receive an official letter of acceptance from the college Registrar’s office which, serves as verification of their status as degree-seeking students. Germanna Community College will record all grades of Early College students on an official college transcript.

The Director of Guidance and/or Dual Enrollment Liaison at the High School is responsible for forwarding any changes in class or program enrollment. High School officials should submit changes to the Coordinator of Dual Enrollment and Early College Programs.

**1.7 - Program Goals**

- Introduce students to the experience of college studies in a supportive environment.
- Encourage high school students to attend college by creating a seamless transition from high school to college.
• Provide an opportunity for high school students to earn an affordable degree in Associate of Arts and Sciences.
• Help students to complete associate and/or baccalaureate degree while realizing a saving in both tuition and time.
• Help meet the Commonwealth’s goal of satisfying the demand for appropriate educational programs and services to an increasing number of students.
• Graduate more college and career-ready students.

1.8 - Program Coordination
The general coordination of the Early College Program is the responsibility of the Vice President for Academic Affairs or, their designee. A listing of administrators at Germanna Community College and their respective contact information is found in the appendices.

SECTION 2 – ACADEMIC PROGRAM INFORMATION

2.1 Curriculum
The curriculum for the Associate of Arts and Sciences degree in General Studies for the Early College Programs is prescribed by the Dean of Arts and Sciences in consultation with the Coordinator of Dual Enrollment, and representatives of the participating high schools. The curriculum plans will be a total of 62 credits. Participants must meet all prerequisite requirements, including placement testing for all courses required to complete the Associate of Arts and Sciences degree.

2.2 - Associate of Arts and Sciences General Studies Degree Program Information

Purpose: Germanna Community College has constructed a general studies curriculum to best fit the needs of the Early College Program. The general studies curriculum provides students with the courses most readily transferable to four-year colleges and universities, in a wide variety of baccalaureate degree programs. However, some colleges and universities may not accept all credits taken through the Early College Program. So, it
is important to speak with admissions counselors at the colleges and universities with whom the student seeks to transfer.

Likewise, students who earn an associate degree through the Early College Program may not be eligible for the Guaranteed Admission Agreements (GAA) between the Virginia Community Colleges and Virginia Public Four-Year Institutions. Students must consult their universities of choice. Even if a Virginia university does not make the Guaranteed Admission Agreement available to graduates of the Germanna Early College Program, this policy does not preclude students who earn associate degrees prior or concurrent to high school graduation from seeking and gaining acceptance from these colleges.

**General Studies Curriculum:**

**Degree Requirements**

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Development</strong> SDV 100 or any approved SDV course</td>
<td>1</td>
</tr>
<tr>
<td><strong>English</strong> ENG 111-112 and any ENG (Literature) Course</td>
<td>9</td>
</tr>
<tr>
<td><strong>Mathematics</strong> Any two MTH courses 151 or higher</td>
<td>6</td>
</tr>
<tr>
<td><strong>History</strong> Any two HIS courses</td>
<td>6</td>
</tr>
<tr>
<td><strong>Health/Physical Education</strong> Any HLT or PED course(s)</td>
<td>2</td>
</tr>
<tr>
<td>Note: HLT 143,250,261,262,263,and 290 DO NOT meet HLT/PE requirement</td>
<td></td>
</tr>
<tr>
<td><strong>Humanities</strong> ART 101, ART 102, ART 106, any REL, or HUM 100 <strong>AND</strong> any course from ART, ENG (Literature), HUM, MUS, PHI, REL, or Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td><strong>Social Sciences</strong> Any course from ECO, PLS, PSY, or SOC <strong>AND</strong> any course from ECO, GEO, HIS, PLS, PSY, SOC</td>
<td>6</td>
</tr>
<tr>
<td><strong>Lab Sciences</strong> Any two-semester sequence in BIO, CHM, or PHY</td>
<td>8</td>
</tr>
<tr>
<td>Note: BIO 141 and BIO 142 do not meet the science requirement</td>
<td></td>
</tr>
<tr>
<td><strong>Communication</strong> CST 100, CST 110, or CST 126</td>
<td>3</td>
</tr>
<tr>
<td><strong>Transfer Elective(s)</strong> Any course which has been approved as a transfer elective</td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Minimum Credits</strong></td>
<td>62</td>
</tr>
</tbody>
</table>

*Students graduating from this program must demonstrate proficiency in specific computer competencies by passing ITE 115 (transfer elective) or an equivalent competency test and will also be required to*
participate in a **general education outcomes assessment** during their last semester. For more information visit:

https://www.germanna.edu/pathways/humanities-arts/general-studies/

### 2.3 – Graduation Requirements

**Catalog Used for Graduation:** Each new catalog becomes effective with the fall semester of the year in which it is published. The catalog used to determine graduation requirements may be either of the following at the student’s request:

*The catalog in effect at the time a student was formally admitted into a curriculum.* —OR—

*Any subsequent catalog which came into effect while the student was enrolled in that curriculum at GCC.*

In addition to the course requirements, students must fulfill all Germanna Community College Graduation Requirements.

https://www.germanna.edu/graduation/

Students should also ensure that they are meeting all their **high school requirements** for graduation.

### 2.4 - Credit Awarded and Verification of Enrollment

Germanna will award college credit to the participating high school students, in compliance with appropriate accrediting standards, upon successful completion of the college-level courses. The minimum standard is 750 minutes of instruction per academic credit plus 50 minutes of evaluation per academic credit; evaluation should not exceed 150 minutes. The total time includes all in-class assessment and evaluation activities and the traditional final examination. Please note lab science courses require 3 hours of lecture and 3 hours of lab weekly, for a total of 4800 minutes per semester.

The college admits students into the Early College Program as Germanna Community College students, as such, they will receive a Germanna Community College transcript for all completed courses.
2. 5 - Compliance with Accreditation Standards
Germanna Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

2. 6 - Placement Testing
Participants in the Early College Program must demonstrate that they possess the requisite skills in reading, writing, and mathematics to succeed in college coursework. Either placement testing or college approved exceptions will assess the requisite skill level. The college strongly encourages students to prepare for the placement tests. College staff will remind and encourage the students, during program orientation, of the necessity to prepare for the Germanna placement tests and to take a practice placement test before testing. Practice tests information can be found on Germanna’s website: https://www.germanna.edu/dual-enrollment/virginia-placement-test/

High School officials should make arrangements for annual onsite placement testing. GCC’s Testing Services will collaborate with the Dual Enrollment Office to administer training for the high school proctors, provide the testing units for placement testing, and assist with questions or concerns with the VPT, as needed.

2.7 – Student Conduct
Germanna Community College expects students in the Early College Program to abide by the Standards of Conduct required of all Germanna Community College students. The Germanna Community College Student Handbook outlines the standards of conduct in detail. Early College students are responsible for becoming familiar with the rights and responsibilities they enjoy as members of the student body at Germanna Community College. Likewise, the Student Handbook also defines and outlines the college’s policy on academic dishonesty. Students can find this document at:

http://www.germanna.edu/catalog/

Because Early College students may take some courses on-campus at Germanna, they must adhere to the conduct policies of both their home school and Germanna Community
College. In the case of violation of the College Standards of Conduct, the student will be subject to both high school and college disciplinary procedures. The Dean of Student Development in consultation with the High School Principal, or their designee, will determine disciplinary sanctions on the part of the college.

2.7.1 Academic Dismissal and Reinstatement Appeal

The Early College Program offers college-level courses and the work-load in the program is more demanding than similarly titled high school courses. Students must maintain a minimum of a C in each class to continue in the program. Failure to earn a C will result in academic dismissal from the Early College Program. Likewise, depending upon the course, failure to earn a C could negatively impact a student’s progress toward their high school diploma.

Students who have not earned a C in each Germanna course and wish to remain in the Early College Program should complete a Reinstatement Form. The form should be submitted to the Dean of Arts and Sciences for consideration. Students should include a reason for requesting reinstatement and may attach supporting documentation to the form. The Dean of Arts and Sciences will review all information submitted and may request a meeting with the student. The Dean of Arts and Sciences will make the final decision as to whether or not the student will be allowed to remain in the program. It is recommended that the student retake all classes with grades lower than a D over the summer. There will be no Early College scholarships or financial aid offered to students for retaking classes. Students should also be aware that there are future financial aid implications of not maintaining a C or better:

https://www.germanna.edu/financial-aid/satisfactory-academic-progress/

With the Reinstatement Form, the student also acknowledges that if he/she is reinstated, he/she will be removed from the program if they do not earn a C or better on all future Early College coursework. Additionally, the student will make arrangements with
his/her high school Counselor to revise their high school schedule to complete the High School requirements for graduation.

The student will be notified via their GCC email account if they are approved to remain in the program or not. The Dean will notify the Registrar and Coordinator of Dual Enrollment if the student will not remain in the Early College Program.

2.8 - Support for Students in the Program
Support for program participants includes access to Germanna Community College resources.

2.8.1 - Information Sessions
The college will provide information sessions in December and late January at the High School, to help students and parents understand the program, enrollment process, Early College course offerings, and benefits. The college will also provide information on the application process and preparation for the placement tests.

2.8.2 - Orientation Sessions
In August, Germanna will offer a Student Orientation to familiarize students in the Early College Program with what they can expect. As part of that orientation, the college will offer sessions in strategies for student success, instructional overviews of the enrollment process, and learning resources available (i.e. tutoring services, academic computing center, counseling, and advising).

2.8.3 – Student Learning Resources
As enrolled Germanna Community College students, Early College students have access to resources to facilitate their success in college courses. These resources include access to libraries, tutoring services, and student activities.

Learning Services Outreach to Early College
Library and Tutoring Services staff will conduct informational sessions for the students and faculty involved in the Early College Program during the spring informational sessions.
Library Services
The Germanna Community College library offers access to over 80,000 e-books, 100 databases, and 5000 online journals/magazines, many in full text. GCC librarians will provide training to School librarians to access our information. Students and faculty may contact the library at Daniel Technology Center at 540-937-2924, Locust Grove Campus at 540-423-9159, and Fredericksburg Area Campus at 540-891-3015. For detailed information and its schedule, please check its website at http://germanna.libguides.com/library.

Tutoring Services
All currently enrolled students are eligible to schedule two individual tutoring appointments per week for any credit subject taught at Germanna. Early College Students may schedule these appointments by calling the Locust Grove Tutoring Center at (540) 423-9148 or the Fredericksburg Tutoring Center at (540) 891-3017. Students can also submit online requests for tutoring appointments directly from The Academic Center for Excellence website. Students also have the option to engage in “live” video chat tutoring sessions via Zoom from a designated computer in the Library at the Daniel Center. Students may call the Academic Center for Excellence to schedule a Zoom tutoring appointment.

Brainfuse Online Tutoring
Registered students have access to online tutoring during the day, evening, and weekend hours by logging in to Brainfuse from the Academic Center of Excellence website. Students have the option of engaging in “live” online sessions, pre-scheduled sessions, or they may submit writing assignments to the Essay Center for review by online tutors. Within Brainfuse students can find additional academic resources and study guide skills.

Academic Tutorials and Study Skills Workshops
Students may contact the Academic Center for Excellence (ACE) to register for a variety of academic tutorials and study skills workshops throughout the year. The
college provides both face to face workshops and online workshops. To find dates and online resources, students should check on the ACE website and click the requisite links; “On-Campus Workshops,” or “Online Workshops.”

_Supplemental Academic Support Materials_
Under the “Helpful Handouts,” link on the Tutoring Services webpage, students have access to a wide array of additional academic resources as well as links to other academic websites.

_Navigate Early Alert_
Navigate Early Alert System is a web-based academic early alert system, offering instructors a convenient method to communicate directly with students regarding their progress in the course. Students who receive feedback early in the semester regarding their academic progress are more likely to seek assistance and support when needed.

The Office of the Vice President for Academic sends out a progress report campaign request to instructors asking for information on any student who is currently academically struggling in the course. By issuing an alert for a student who is struggling, the instructor prompts the Navigate system to send an automatic programmed email directly alerting the student of the related concerns, and it also notifies Counseling Services of the need to follow up with that student to address the concern identified by the alert.

_Testing Services_
The Testing Centers at Germanna Community College offer a wide range of testing and test proctoring services. For more detailed information and schedules, students and faculty can contact the college Testing Centers at the following numbers and website.

Daniel Technology Center: 540-937-2932
Locust Grove Campus: 540-423-9147
Fredericksburg Area Campus: 540-891-3083
Website: [http://www.germanna.edu/testing/](http://www.germanna.edu/testing/)
SECTION 3 – EARLY COLLEGE FACULTY

3.1 - Selection of Faculty and Faculty Credentials
Depending upon the partnership between Germanna and the school systems, faculty may
be provided by the college, the high school, or a combination thereof. High school faculty
who teach in the Early College Program must meet the same credentialing requirements
as other faculty who teach for the college. Additionally, all high school faculty must meet
the specific academic requirements necessary for teaching courses in their respective
disciplines, and meet the approval of the appropriate academic department(s).

Should school systems need to hire Germanna Community College faculty to teach
courses at the high school; the Germanna faculty will have attained the appropriate
credentials, in accordance with the Southern Association of Colleges and Schools. In
addition, Germanna faculty will also satisfy the requisite standards of the National
Alliance of Concurrent Enrollment Partnerships (NACEP), and background checks
required by the respective school system’s Human Resources Office.

In order to maintain the high academic standards and rigor of its coursework, Germanna
Community College will provide discipline-specific training to high school faculty. The
training will include but is not limited to, course curricula, methods of assessment and
criteria, course philosophy, administrative responsibilities, and pedagogy. Germanna
Community College requires that all instructors submit grade reports at the 9 and 18-
week intervals. Faculty should submit copies of those grades to the High School and
Germanna Community College.

3.2 - Compliance with the National Alliance of Concurrent Enrollment
Partnerships (NACEP) Standards
Although Germanna Community College is not currently seeking accreditation with
NACEP, the college makes every effort to adhere to NACEP standards in the Early
College Program. The college reviews, and approves the credentials of all high school
faculty teaching in the program. Discipline-specific chairpersons, or their representatives, review and approve all course syllabi used in the Early College Program. The course material and curriculum offered in the Early College Program mirrors that of the on-campus Germanna Community College courses.

SECTION 4 TUITION AND FEES

4.1 - Tuition and Fees
When applicable, participating students are responsible for payment of all Germanna tuition, fees, books, and materials.

SECTION 5 – COLLEGE CATALOG AND STUDENT HANDBOOK

5.1 - College Catalog and Student Handbook
Germanna Community College provides students in the Early College Program with access to the college catalog and student handbook. The catalog and handbook delineate the prerequisites required for courses and the college’s policies on student conduct, academic integrity, as well as the consequences for violations. Also, faculty are required to discuss academic honesty and its consequences in their respective course syllabi. The college holds the Early College students to the same high standards as it does other students on campus.

5.2 - The Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights concerning their education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the College receives an access request. Students should submit to the appropriate records custodian written requests that identify the record(s) they wish to inspect. The records custodian will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. A student should write the College
official responsible for the record, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agency); a person serving on the College Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility.

(Source: https://catalog.germanna.edu/content.php?catoid=4&navoid=121). Germanna Community College requires all students in the Early College Program to sign a release of information for high school officials, parents and/or guardians to receive academic information.

SECTION 6 – FUTURE PLANS FOR THE EARLY COLLEGE PROGRAM

6.1 - Future Plans
Germanna Community College is committed to the academic success of the students in our Early College Programs. In keeping with the goals of the program, the college will assist students as they seek academic opportunities beyond the community college. As such, the college will assist with: transfer counseling, the application processes of four-year colleges, and universities, as well as assisting students in preparing to attend college open houses and visits.
Appendices

- Four Year Colleges and Universities honoring the Guaranteed Admission Agreement
- Early College Program Participant Requirements
- MYGCC login information
- Contact Information for Germanna Community College Administration
- FERPA Release Form
Completion of the associate degree through dual enrollment will not preclude the student from eligibility under the terms of the Guaranteed Admission Agreement (GAA) for these colleges:

- Bluefield College
- Emory and Henry College
- Ferrum College
- Mary Baldwin College
- Norfolk State University
- Old Dominion University
- Radford University
- Randolph College
- Regent University
- Sweet Briar College
- University of Mary Washington
- University of Virginia's College at Wise
- Virginia Commonwealth University
- Virginia State University
- Virginia Union University
- Virginia Wesleyan College

The following schools require that students apply as freshmen. Once admitted, some of the schools will apply benefits of the GAA:

- Christopher Newport University
- College of William and Mary
- George Mason University
- Longwood University
- University of Virginia
- Virginia Tech
- James Madison University
Early College Program

Germanna Community College Associate of Arts & Science Degree in General Studies concurrent with high school graduation:

Associate of Arts and Sciences Degree Program Information:

https://www.germanna.edu/pathways/humanities-arts/general-studies/

To qualify for the Early College Program, high school participating students:

- Students must discuss the Early College Program opportunities with their high school counselor prior to testing and application process.
- Must be rising juniors.
- Must have completed Algebra II or higher by the end of their sophomore year.
- Must be in good academic standing which is defined as a "B" average or better cumulative (Unweighted 2.7 GPA).
- Must be in good disciplinary standing.
- Be pursuing an Advanced Studies Diploma.
- Must be on track to have earned 5 verified credits by the end of sophomore year (transfer students will be evaluated independently by school counselor).
- Must have excellent school attendance.
- Complete the Germanna Community College online application for admission by your high school's deadline (per Germanna requirement).
- Take the College Readiness Assessment at your high school (VPT) and receive qualifying scores, or submit qualifying SAT/ACT scores for review to your high school counselor, by the deadline.
- Complete an Early College program application.
- Must provide a letter of recommendation from a high school teacher.
- Must provide sealed, high school transcripts.
- The additional requirement may be required of specific Early College Programs.

Important Information for Participating Students:

- The use of a computer and access to the Internet is a must for the successful completion of the program. If you do not have access to either or both, please let your high school counselor know.
• The Early College Program offers college-level courses. The work-load is more demanding than similarly titled high school courses.
• Students enrolled in a Germanna Early College Program, may not exceed 18 credit hours of coursework per semester. This includes coursework offered at their home high school in the form of dual-enrolled credits.
• Students must maintain a minimum of a C in each class to continue in the program. Failure to earn a C will result in academic dismissal from the Early College Program. Likewise, depending upon the course, failure to earn a C could negatively impact a student’s progress toward their high school diploma.
• To meet high school graduation requirements and to comply with state law, students are required to take the End of Course SOL assessment for courses that have an associated SOL. Examples: English 11 Reading and Writing SOLs, VA/U.S. History SOL.
• The Early College Program is a two-year commitment. No partial enrollment will be permitted.
• Students must sign a FERPA Release Form to release information between Germanna, the high school and with parents/guardians of participating students.
• Students graduating from the Early College Program will also be required to participate in a Germanna Community College general education outcomes assessment during their last semester (Germanna requirement).
  https://catalog.germanna.edu/content.php?catoid=4&navoid=121
• In addition to the course requirements, students must fulfill all Germanna Community College Graduation Requirements.
• Students should also ensure that they are meeting all their high school requirements for graduation. See HS Diploma Requirements
  https://www.germanna.edu/transfer-services/transfer-electives/
• Students must pay tuition and fees to Germanna Community College by the payment deadline. Check with your high school counselor or a Germanna representative for current tuition and fees.
• Students are expected to understand and adhere to all applicable Germanna Community College’s policies:
  https://www.germanna.edu/policies/
MyGCC

1. Login to MyGCC.
2. Click VCCS: Student Information System under My Tools.
4. Select the correct term in the Term drop-down menu and click Change.
Contact Information for Germanna Community College Administration

To access other GCC resources available, please visit our website at http://www.germanna.edu/.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator of Dual Enrollment and Early College Programs</td>
<td>Ms. Kelly Crowder</td>
<td>540-423-9131</td>
</tr>
<tr>
<td>Administrative Assistant for Dual Enrollment and Early College Programs</td>
<td>Ms. Kelly Crowder</td>
<td>540-423-9131</td>
</tr>
<tr>
<td>Academic Advisor for the Germanna Scholars</td>
<td>Ms. Sandra Staymates</td>
<td>540-937-2910</td>
</tr>
<tr>
<td>Academic Advisor for the Gladys P. Todd Academy</td>
<td>Ms. Lawana Burnett</td>
<td>540-891-3069</td>
</tr>
<tr>
<td>Program Assistant for the Gladys P. Todd Academy</td>
<td>Mr. DeMareo Williams</td>
<td>540-891-1989</td>
</tr>
<tr>
<td>Interim Dean of Arts and Sciences</td>
<td>Mr. Eric Vanover</td>
<td>540-891-3046</td>
</tr>
<tr>
<td>Dean of Professional and Technical Studies</td>
<td>Mrs. Amy Henecke</td>
<td>540-891-3018</td>
</tr>
<tr>
<td>Dean of Nursing and Health Technologies</td>
<td>Dr. Patti Lisk</td>
<td>540-423-9820</td>
</tr>
<tr>
<td>College Registrar</td>
<td>Ms. Cheri Maea</td>
<td>540-891-3016</td>
</tr>
<tr>
<td>Admission and Records Processing/Assistant Registrar</td>
<td>Ms. Jennifer Hamilton</td>
<td>540-891-3078 <a href="mailto:admissons@germanna.edu">admissons@germanna.edu</a></td>
</tr>
<tr>
<td>Vice President, Academic Affairs</td>
<td>Dr. Jeanne Wesley</td>
<td>540-891-3032</td>
</tr>
<tr>
<td>Vice President, Student Services</td>
<td>Dr. Tiffany Ray</td>
<td>540-891-3037</td>
</tr>
<tr>
<td>President</td>
<td>Dr. Janet Gullickson</td>
<td>540-423-9087</td>
</tr>
</tbody>
</table>
FERPA Consent to Release Educational Records

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of her or his educational records to a third party. Please print legibly in ink when completing this form.

Student Name: ________________________________________________________________________

Student ID: ___________________________________________ Date of Birth: _____________________

Person(s) to whom you authorize the release of your records: _______________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

You can list multiple people. You must provide each authorized person listed with the password you choose below. If they are unable to provide the password, your records cannot be released.

Password: ____________________________________________________________________________

You are responsible for the security of this password. Protect it from unauthorized parties.

I authorize the release of educational records in the following areas (check all that apply):

☐ Academic Records  ☐ Financial Aid  ☐ Student Accounts

Select the duration for which you authorize the release of your educational records. Granting access to the parties listed does not preclude you from revoking access to any of the parties or record types above if done so in writing.

Grant ☐ continuous access for the duration of my academic career
I do not ☐ wish to grant continuous access. Access should end on _____/_____/_____.

Month Day Year

I realize that if I choose to limit access no information will be shared with the people listed above after the date I select. Access can only be reinstated by completing a subsequent FERPA Consent to Release Educational Records form.
Student Signature: _______________________________________________ Date: _________________

The form must be submitted in person at the office below, along with a picture ID. Otherwise, a Notary signature is required.

I am not submitting my form in person. My notary verification is below.

Notary: _______________________________________________ Commission Exp: _________________

Return Completed Form to:
Germanna Community College,
Attn: Admissions & Records
10000 Germanna Point Drive
Fredericksburg, VA 22408

Office Use Only

Person who entered authorization into SIS: ____________________________ Date entered: ____________________
**House Bill 1184**

Signed by Governor McDonnell in April 2012, House Bill 1184 requires that each of Virginia’s community colleges and the local school divisions they serve develop agreements allowing high school students to complete an associate’s degree or a one-year Uniform Certificate of General Studies (General Education Certificate) from a community college concurrent with a high school diploma. The bill requires that students have the option to complete the General Education Certificate or an associate’s degree; therefore, colleges must offer pathways to both credentials with each school division.

Excerpts of the bill pertaining to House Bill 1184 are provided below. For the full bill language, go to [http://leg1.state.va.us/cgi-bin/legp504.exe?121+ful+CHAP0794](http://leg1.state.va.us/cgi-bin/legp504.exe?121+ful+CHAP0794).

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**D. Local school boards shall also implement the following:**

10. An agreement for postsecondary degree attainment with a community college in the Commonwealth specifying the options for students to complete an associate’s degree or a one-year Uniform Certificate of General Studies from a community college concurrent with a high school diploma. Such agreement shall specify the credit available for dual enrollment courses and Advanced Placement courses with qualifying exam scores of three or higher.

11. A plan to notify students and their parents of the availability of dual enrollment and advanced placement classes, the International Baccalaureate Program, and Academic Year Governor’s School Programs, the qualifications for enrolling in such classes and programs, and the availability of financial assistance to low-income and needy students to take the advanced placement and International Baccalaureate examinations. *This plan shall include notification to students and parents of the agreement with a community college in the Commonwealth to enable students to complete an associate’s degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma.*

...
qualifying exam scores of three or higher. Agreements shall be submitted by the institutions to the Chancellor of the Virginia Community College System and the Superintendent of Public Instruction by April 15, 2013.

The Early College Pathway is an academic advancement plan in which high school students can earn a General Studies Associate Degree (62 credits) or a General Education Certificate (33 credits) concurrently. The Early College curriculum includes a distribution of general education courses which are usually required in the first two years of many baccalaureate programs.

Credit awarded for applicable dual enrollment courses, joint enrollment college courses taken on campus, Advanced Placement courses with qualifying exam scores of three or higher, or qualifying International Baccalaureate scores may be applied toward attainment of the aforementioned credentials. Early College students can take full advantage of Germanna’s tutoring, library resources, advising, and other support services.

The Early College Pathway varies among school districts, depending on their Dual Enrollment/Advanced Placement/International Baccalaureate offerings. Students interested in the pathway are encouraged to speak with a counselor at their high school or contact an academic counselor at GCC for additional information. Students must follow the Steps for Admission for and are required to complete an Orientation session on campus at GCC before enrollment. The curriculum begins with on-campus courses in the junior year.

Prospective Early College students are strongly urged to acquaint themselves with the requirements of the college or university to which transfer is contemplated and to consult with an advisor at the four-year institution for further transfer assistance before entering the program. Each four-year college or university will make its determination regarding the transfer status of Early College students.