



NCCA Policy 2024-2025:

Dual Enrollment for Juniors or Seniors:

Juniors are allowed to take no more than 2 Dual Enrollment classes per semester. Juniors may take online classes through an approved university during their junior year at NCCA. No On Campus classes will be permitted until a student's senior year and a full drivers' license has been obtained or a parent provides transportation to the student. NCCA administration will review special circumstances for juniors to leave campus for dual enrollment if a special circumstance arises.

Students will complete their Dual Enrollment classwork during an elective period and will not be allowed to leave NCCA's campus early for the online class.

Seniors are allowed to take no more than 2 Dual Enrollment classes per semester. Seniors may take online classes through an approved university or may attend a Dual Enrollment at a local university's main campus (Murray State University). Students may leave 7th period for Dual Enrollment courses. Exceptions must be approved by administration if classes are scheduled other than late afternoons. Students may drive their own vehicle or have a parent transport them to their online class(es). Administration must approve other transportation arrangements.

Dual Enrollment Courses must be submitted and approved at the end of the academic year prior to the fall semester for Dual Enrollment courses or on December 1st before the NCCA winter break for Dual Enrollment courses taken during a spring semester. All prerequisites must be completed at the time of the Dual Enrollment application.

NCCA Policy: Job Shadowing or Career Internship Juniors / Seniors:

Students must comply with all rules and policies stated in the official Career Intern / Job Shadowing documents.

Students must submit in writing their desire to shadow a local professional no less than 2 weeks prior to Job Shadowing.

Students must request Career Internships for approval **at the end of the academic year prior to the fall semester.** New internships may begin during the spring semester and new requests will be accepted before December 1st. Requests after December 1st will not be granted.

- Juniors shall be allowed up to 4 days of job shadowing per year for one hour of shadowing per day, no more than 2 per semester.
- Seniors in the Internship programs may work up to 2 hours per day, no more than 2 days per school week for no more than 2 elective credits.