



Title Concurrent Enrollment  
 Designation IHCDA-R-1  
 Office/Custodian Education/Director of Applied & Advanced Learning

The qualified student shall establish, in consultation with the counselor or teacher advisor, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the Board’s high school graduation requirements. Prior to the qualified student’s enrollment in a postsecondary course, the Principal, Counselor or Teacher Advisor shall review and approve the student’s academic plan of study in accordance with applicable State Board of Education rules.

Postsecondary Concurrent Enrollment courses requested by the student must align with the student’s academic plan of study and may include general education, elective, and career and technical education coursework. The Principal or Concurrent Enrollment designee authorizes concurrent enrollment course selections and confirms course alignment with the student’s academic plan of study. The student must meet the same course prerequisites and course expectations as noted in the current postsecondary course catalog and course syllabus.

A student intending to enroll in Concurrent Enrollment must provide written notice to the high school Principal or Concurrent Enrollment designee by the following deadlines:

Concurrent Enrollment Application Deadlines	
Fall Semester Enrollment	1 <sup>st</sup> Friday in February
Spring Semester Enrollment	Friday after Labor Day

Concurrent Enrollment Student Request Forms are publicly available on the District website and in high school counseling offices.

The Principal or Concurrent Enrollment designee will determine whether the student is eligible for concurrent enrollment based on academic and personal readiness, including, but not limited to student conduct, attendance, and other personal readiness factors. The Principal or Concurrent Enrollment designee may request a meeting with the student and family to discuss the student’s eligibility for concurrent enrollment and may delay concurrent enrollment until the student is deemed college ready. The Principal or Concurrent Enrollment designee may also delay subsequent concurrent enrollment for a period of time if the student is unable to successfully complete postsecondary courses and will determine if additional support is necessary for successful completion of future concurrent enrollment courses. The student is expected to comply with the policies and procedures in the Institution of Higher Education’s Student Code of Conduct.

All Concurrent Enrollment applicants will take a college entrance exam as part of the application process. If a student’s college entrance exam scores indicate that the student is at risk of being unable to demonstrate postsecondary and workforce readiness prior to or upon high school graduation, the Principal, Counselor, or Concurrent Enrollment designee shall work with the student and parent/guardian to create an intervention plan. If the student is in the twelfth grade, the intervention plan may include enrollment in basic skills (developmental education) courses at an institution of higher education through Concurrent Enrollment.

In considering applications, the Principal or Concurrent Enrollment designee shall give priority consideration to qualified students who, by the time they concurrently enroll: (1) will have completed high school graduation requirements and are applying for concurrent enrollment to begin earning credits

toward a postsecondary degree or certificate; or (2) if required to complete basic skills courses, will enroll in basic skills courses during the remainder of the student's twelfth grade year. C.R.S. 22-35-104(2)(b).

The student must register for all college course options that apply to their post-secondary plan, offered on the high school campus, before taking courses on the 2-year college campus. College courses on the 4-year university campus are permitted once all 2-year college transferable course options have been exhausted. Online college courses will be the exception and only taken if a student is unable to attend a traditional college class due to extenuating circumstances. Remedial (developmental education) courses are permitted for seniors only, as authorized by the Principal or CE designee. Any exceptions must to be approved by the Principal or Concurrent Enrollment designee prior to registration.

The student, parent, and Principal or Concurrent Enrollment designee must sign a Concurrent Enrollment Agreement (CEA) prior to postsecondary course registration each semester. All postsecondary course/schedule changes must be communicated in writing immediately and directly to the Concurrent Enrollment designee. All course/schedule changes must be updated on the CEA prior to the semester Drop Date at the Institution of Higher Education.

***Note:** College courses taught on high school campuses typically begin a few weeks earlier than courses taught on college campuses and therefore have earlier Drop Dates.*

For students in need of accommodative services, the Counselor or Concurrent Enrollment designee will provide information to the parent and student regarding the coordination of an accommodative services intake appointment at the institution of higher education prior to the concurrent enrollment semester in which services are needed. The student and parent will be responsible for follow up and verification of accommodations each semester.

The District shall be responsible for the payment of scholarship textbooks and fees for students qualifying for Free and Reduced Lunch (FRL) through the D49 Meal Assistance Program, or the Family Economic Survey. Scholarship textbook requests must be made at least two weeks prior to the start of the Concurrent Enrollment course.

CHSAA eligibility requirements as published by the Colorado High School Activities Association shall be observed by all high school students. Concurrent enrollment students shall be responsible for reporting in-progress college grades directly to the school athletic director or designee to retain eligibility.

For online postsecondary courses, parents are responsible for online fees, digital texts or access codes, lab kits, and other associated costs. The District shall not be responsible for course supplies, tools, materials, software, uniforms, consumables, or other course related costs.

If the student receives a final grade of "D" or "F," withdraws, or does not successfully complete the postsecondary course after the Institution of Higher Education Drop Date, the student's parent or guardian will be required to pay the school district for the postsecondary course tuition that was paid by the district on the student's behalf.

High school credit will be granted for postsecondary courses based on the course credits, according to the following guidelines:

Course worth 3+ college credits	= 2 semesters of high school credit (1.0 credit)
Course worth 0.5-2 college credits	= 1 semester of high school credit (0.5 credit)

If the Principal or Concurrent Enrollment designee denies credit toward graduation for any of the requested courses, the student will be notified in writing of the reason within 10 working days of receipt of the enrollment notice. The student will have the ability at that time to appeal to the Chief Education

Officer or designee.

If the student decides to appeal to the Chief Education Officer or designee, the appeal must be filed in the Chief Education Officer's office within 10 working days after receiving notice of denial of credit.

The Chief Education Officer or designee must notify the student in writing of his/her decision within 30 working days of the filing of the appeal. The decision of the Chief Education Officer regarding approval or denial of high school credit will be final.

Adopted: November 7, 1991

Revised to conform with practice: date of manual revision

Revised: August 4, 1994

Revised: August 10, 2000

Revised: May 13, 2010

Revised: October 27, 2011

Revised: October 9, 2014

Revised: February 9, 2017

Revised: October 12, 2017

Revised: November 7, 2019

LEGAL REF:

1 CCR 301-81 (*State Board of Education Rules Governing Standards for Individual Career and Academic Plans*)

1 CCR 301-86 (*State Board of Education Rules for the Administration of the Concurrent Enrollment Program*)

C.R.S. 22-35-101 Concurrent Enrollment Programs Act

CROSS REF:

IKF, Graduation Requirements

IKF-R-1 Graduation Requirement, Courses, and Credits

IHCDA Concurrent Enrollment

IHCDA-R-2 ASCENT

IKCA Weighted Grading

IHBK Preparation for Postsecondary and Workforce Success

JJJ Extracurricular Activity Eligibility