

**CCCS STATEMENT OF STANDARDS  
CONCURRENT ENROLLMENT**

**STATEMENT OF STANDARDS**

**OVERVIEW**

<b>INTRODUCTION</b>	<p>The primary purpose of a concurrent enrollment program is to increase the educational options and opportunities for Colorado high school students. Concurrent enrollment programs allow well-prepared students to earn credit at the secondary and postsecondary levels simultaneously.</p> <p>Concurrent enrollment programs can reduce the need for remediation, improve high school completion rates, improve matriculation rates to higher education, reduce the costs of higher education for students, provide an alternative to dropping out of school and ensure equal access to higher education.</p>
<b>DEFINITIONS</b>	<p><b>Concurrently Enrolled</b> –A high school student enrolled in a postsecondary institution while still in high school.</p> <p><b>Types of Concurrent Enrollment:</b>  <b>Standard Concurrent Enrollment</b> – Allow high school students to enroll in postsecondary courses. College curriculum taught by qualified college faculty, either at the high school or through distance education.  <b>Advanced Credit Pathways</b> – Provide an articulated high school/community college curriculum for professional or technical fields. The courses reduce duplication between high school and college, thereby helping students to move seamlessly between the systems.  <b>Early College High School</b> – High school/college partnerships enable students to earn both a high school diploma and an associate’s degree.  <b>Middle College</b> – A high school on a college campus. Middle colleges allow students to earn both a high school diploma and at college credit prior to graduation.</p>
<b>LEGAL JUSTIFICATION</b>	<p>C.R.S. 22-34-101 (High School Fast Track Program)  C.R.S. 22-35-101 (Postsecondary Enrollment Options Act (PSEO))  C.R.S. 22-35.5-101 (Fast College Fast Jobs Act)  C.R.S. 22-7-1002 (CAP4K)</p>
<b>STATEMENT OF RIGOR</b>	<p>All courses administered through a concurrent enrollment program shall conform to college academic standards of rigor and Colorado Community College System (CCCS) curriculum outcomes.</p>

<b>ROLE OF COMMUNITY COLLEGES</b>	The CCCS colleges work with local school districts and state recognized secondary institutions to provide concurrent enrollment opportunities to eligible students.
<b>PURPOSE OF STANDARDS</b>	<p>Colorado community colleges have concurrent enrollment options. This document provides a set of agreed-upon standards for all concurrent enrollment programs to ensure quality for all students while allowing the flexibility needed for colleges to design programs that meet the needs of state recognized secondary institutions in their service areas.</p> <p>Community colleges may be required to submit evidence of implementation of these standards through periodic program reviews conducted by the Higher Learning Commission during self-study visits and by the Colorado Department of Higher Education.</p>
<b>STANDARD CATEGORIES</b>	<ul style="list-style-type: none"> <li>Curriculum</li> <li>Faculty</li> <li>Students</li> <li>Assessment</li> <li>Facilities</li> <li>Administration and Planning</li> </ul>

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### **CURRICULUM**

<b>CURRICULUM 1 CONTENT</b>	Courses administered through CCCS concurrent enrollment programs must be approved Colorado Common Course Numbering System (CCCNS) courses. These courses will have the same department designations, numbers, titles, credits, course descriptions, competencies and topical outlines as campus-based courses. Course objectives must be included in the instructional plan (syllabus) and introduced during the term.
<b>CURRICULUM 2 OFFICIAL RECORD</b>	Grades from courses administered through CCCS concurrent enrollment programs are recorded on students' official college transcripts.
<b>CURRICULUM 3 PHILOSOPHY</b>	Courses administered through CCCS concurrent enrollment programs must reflect the learning and student development theories of the college.
<b>CURRICULUM 4 SYLLABUS REQUIREMENT</b>	All syllabi for concurrent enrollment courses must be approved by the discipline chair or an academic officer of the college.
<b>CURRICULUM 5 TEXTBOOKS, INSTRUCTIONAL MATERIALS AND LABORATORY</b>	Textbooks, instructional materials and laboratory facilities used in concurrent enrollment courses must be compatible with other postsecondary courses offered by the college with the same course prefix and number and must be approved by the discipline chair or designee.

<b>FACILITIES</b>	
<b>CURRICULUM 6 TEST AND ASSIGNMENTS</b>	Course requirements in terms of tests, papers, or other assignments shall be at the same level, rigor, relevance and depth as those for all postsecondary courses with the same course prefix and number.

**STATEMENT OF STANDARDS**

**FACULTY**

<b>FACULTY 1 QUALIFICATIONS (CREDENTIALS)</b>	The college is responsible for ensuring that all concurrent enrollment courses are taught by qualified faculty. Faculty teaching concurrent enrollment courses will meet the college's academic requirements for faculty.
<b>FACULTY 2 PROFESSIONAL EXPECTATIONS</b>	<p>The college will provide faculty teaching concurrent enrollment courses with training and orientation in course curriculum, assessment of student learning, course philosophy, Banner for Faculty, student code of conduct and concurrent enrollment program administrative requirements.</p> <p>Faculty teaching concurrent enrollment courses shall be provided with the current faculty handbook and are expected to adhere to the professional guidelines, rules and expectations.</p>
<b>FACULTY 3 PROFESSIONAL DEVELOPMENT</b>	Faculty teaching concurrent enrollment courses are part of the college's faculty and may be included in required seminars, professional faculty organizations, and annual professional development.
<b>FACULTY 4 STUDENT RIGHTS AND RESPONSIBILITIES</b>	Faculty teaching concurrent enrollment courses shall be provided with a current student handbook detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc., and are expected to enforce college and/or site instructional guidelines, rules, and expectations.
<b>FACULTY 5 LIAISON</b>	Faculty teaching concurrent enrollment courses shall be provided with an institutional academic contact or liaison.
<b>FACULTY 6 OBSERVATION /EVALUATION</b>	<p>Faculty teaching concurrent enrollment courses shall be observed by a college faculty member or designee for evaluation purposes using the same criteria as for all faculty.</p> <p>Colleges shall conduct course/instructor student evaluations for concurrent enrollment courses consistent with those used in all other college courses.</p>
<b>FACULTY 7 GRADES</b>	Faculty teaching concurrent enrollment courses must observe college procedures/deadlines for submission of grades in appropriate format. Faculty will be advised of college grading expectations/guidelines prior to the start of the term.
<b>FACULTY 8 FACULTY RIGHTS</b>	Faculty teaching concurrent enrollment courses shall be fully informed of the terms and conditions of employment. Faculty

<b>AND RESPONSIBILITIES</b>	rights and responsibilities will be outlined in the college's human resources official employment practices documents.
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**STATEMENT OF STANDARDS**

**STUDENTS**

<b>STUDENTS 1 ADMISSION</b>	High school students enrolled in courses administered through a concurrent enrollment program are officially admitted as degree-seeking or non-degree-seeking students of the college and must demonstrate the ability to successfully perform college work.
<b>STUDENTS 2 ELIGIBILITY</b>	<p>Students must be approved by their high school for enrollment into concurrent enrollment courses. Guidelines for student eligibility include:</p> <ul style="list-style-type: none"> <li>• Demonstration of readiness to take college courses via acceptable ACT, SAT or Accuplacer scores.</li> <li>• Demonstration through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course.</li> <li>• Completion of all high school and college prerequisites.</li> </ul> <p>Non-degree-seeking concurrently enrolled students may be exempted from required assessments at the discretion of the college's chief student affairs officer or designee.</p>
<b>STUDENTS 3 EDUCATIONAL PLANNING AND ADVISING</b>	Concurrently enrolled students are encouraged to work with a community college advisor to develop a postsecondary educational plan.
<b>STUDENT 4 RIGHTS AND RESPONSIBILITIES</b>	Concurrently enrolled students are expected to follow the college student handbook that outlines their rights and responsibilities as college students as well as the college discipline and grievance procedure.
<b>STUDENT 5 RIGHTS AND RESPONSIBILITIES</b>	High school students are expected to follow the college student handbook that outlines their rights and responsibilities as college students as well as the college discipline and grievance procedure.
<b>STUDENT 6 FERPA</b>	All CCCS colleges must comply with the Family Educational Rights and Privacy Act (FERPA). This Act affords students certain rights with respect to their educational records. Concurrently enrolled students will be granted the rights of a postsecondary enrolled student, as defined by the US Department of Education, with respect to their college courses only.
<b>STUDENT 7 SPECIAL AND STUDENT SERVICES</b>	Concurrently enrolled students who require special services will receive those special services from their home secondary institution unless otherwise stated in the agreement between the college and the secondary district or school.

	The availability of student services will vary. Each concurrent enrollment agreement should specify the responsibility of the college to provide service.
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**ASSESSMENT**

<b>ASSESSMENT 1 PLACEMENT</b>	<p>Students enrolled as degree-seeking students in concurrent enrollment programs must complete the required placement assessments. Students seeking to enroll in college credit coursework must meet the same placement requirements as all postsecondary students.</p> <p>Non-degree-seeking concurrently enrolled students may be exempted from required assessments at the discretion of the college's chief student affairs officer or designee.</p>
<b>ASSESSMENT 2 ASSESSMENT OF STUDENT LEARNING</b>	<p>Concurrently enrolled students are held to the same standards of achievement as those expected of students in on-campus courses. Concurrently enrolled students are assessed using the same methods (papers, portfolios, quizzes, labs, final exams) as on-campus students enrolled in the same course.</p>

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**FACILITIES**

<b>FACILITIES 1 ENVIRONMENT</b>	Instructional facilities must be approved by the college discipline chair or designee prior to the start of the term.
<b>FACILITIES 2 CLASSROOM ATMOSPHERE</b>	All concurrent enrollment courses must be taught in classrooms that are congruent with and supportive of the instructional objectives and competencies.
<b>FACILITIES 3 LABORATORIES</b>	Laboratory, studio and technology facilities must be comparable with campus-based teaching laboratories, studios and computer labs.

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**ADMINISTRATION & PLANNING**

<b>A &amp; P 1 MEMORANDUM OF UNDERSTANDING</b>	A Memorandum of Understanding (MOU) between the college and the district or high school must be completed annually for a concurrent enrollment program.
<b>A &amp; P 2 STUDENT RECORD ACCOUNTABILITY</b>	<p>The participating college must maintain current and accurate student records. Before the census date each term the college must have the following information on file for each student:</p> <ol style="list-style-type: none"> <li>1. College application</li> <li>2. College registration form</li> </ol>

	<ol style="list-style-type: none"> <li>3. Statewide concurrent enrollment agreement (District Approval)</li> <li>4. Current assessment scores, if applicable</li> <li>5. Signed Student/Parent Agreement, if applicable</li> <li>6. Verification of College Opportunity Fund, if applicable</li> </ol>
<b>A&amp;P 3 FACULTY RECORD ACCOUNTABILITY</b>	<p>The college must maintain a current human resource file for each faculty member teaching a concurrent enrollment course.</p> <p>The college's chief academic officer or designee must verify the faculty credential for all faculty teaching concurrent enrollment courses per college human resource guidelines.</p>
<b>A&amp;P 4 SERVICE AREA CLEARANCE</b>	<p>If a college provides a concurrent enrollment program outside of its official service area, a Service Area Course Clearance Form must be completed, including the signatures of both college presidents, and filed with the CCCS Office of the Provost.</p>
<b>A &amp; P 5 REGIONAL ACCREDITATION</b>	<p>Each college must work with the Higher Learning Commission to ensure the college's concurrent enrollment program is in compliance with all accreditation regulations.</p>
<b>A &amp; P 6 HIGH SCHOOL RELATIONSHIP</b>	<p>Each college that offers concurrent enrollment programs will designate a college employee to serve as the district and/or high school liaison. This person will be the official point of contact for secondary administrators. Regular meetings will be scheduled with participating district and/or high school administrators.</p>