

CONCURRENT ENROLLMENT
COLORADO COMMUNITY COLLEGE SYSTEM
STATEMENT OF STANDARDS
&
ON-SITE BEST PRACTICES

STATEMENT OF STANDARDS

OVERVIEW

INTRODUCTION	<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 may 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 provide equal access to higher education.</p>
DEFINITIONS	<p>Concurrent Enrollment –The simultaneous enrollment of a qualified student in a local education provider and in one or more postsecondary courses, including academic or career and technical education courses, at an institution of higher education pursuant to the Concurrent Enrollment Programs Act.</p>
LEGAL JUSTIFICATION	<p>C.R.S. 22-35-101 to -112 (Concurrent Enrollment Programs Act (CEPA), including the ASCENT Program)</p> <p>Former C.R.S. 22-34-101 (High School Fast Track Program - repealed effective May 21, 2009)</p> <p>Former C.R.S. 22-35-101 (Postsecondary Enrollment Options Act (PSEO) - repealed effective May 21, 2009)</p> <p>Former C.R.S. 22-35.5-101 to -108 (Fast College-Fast Jobs Act-repealed effective May 21, 2009)</p> <p>C.R.S. 22-7-1001 to -1019 (CAP4K)</p>
STATEMENT OF RIGOR	<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>

ROLE OF COMMUNITY COLLEGES	The CCCS colleges work with local school districts and state recognized secondary institutions to provide concurrent enrollment opportunities to eligible students.
PURPOSE OF STANDARDS	<p>Colorado community colleges have concurrent enrollment options available to support local education providers. This document provides a set of 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>
STANDARD CATEGORIES	<p>Curriculum</p> <p>Faculty</p> <p>Students</p> <p>Assessment</p> <p>Facilities</p> <p>Administration and Planning</p>

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CURRICULUM

CURRICULUM 1 CONTENT	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.
CURRICULUM 2 OFFICIAL RECORD	Grades from courses administered through CCCS concurrent enrollment programs must be recorded on students' official college and high school transcripts. College courses approved through Concurrent Enrollment must also appear on students' ICAP plans at the local education provider.
CURRICULUM 3 PHILOSOPHY	Courses administered through CCCS concurrent enrollment programs must reflect the learning and student development outcomes of the college.

CURRICULUM 4 SYLLABUS REQUIREMENT	<p>All syllabi for concurrent enrollment courses must be approved by the discipline chair or an academic officer of the college by the start of the academic term.</p> <p>Content of the syllabi must meet the same criteria as required for all college courses.</p>
CURRICULUM 5 TEXTBOOKS, INSTRUCTIONAL MATERIALS AND LABORATORY FACILITIES	<p>Textbooks, instructional materials and laboratory facilities used in concurrent enrollment courses must be the same as or comparable to those used in postsecondary courses offered by the college using the same course prefix and number and must be approved by the discipline chair or designee.</p>
CURRICULUM 6 TEST AND ASSIGNMENTS	<p>Tests, papers, and other assignments shall be at the same level, rigor, relevance and depth as those for all postsecondary courses offered by the college.</p>

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FACULTY

FACULTY 1 QUALIFICATIONS (CREDENTIALS)	<p>The college is responsible for ensuring that all concurrent enrollment courses are taught by qualified faculty.</p> <p>Faculty teaching concurrent enrollment courses must meet the college's academic requirements for teaching respective to college policy.</p>
FACULTY 2 PROFESSIONAL EXPECTATIONS	<p>The college will provide all 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 a current college email address, faculty handbook, and shall adhere to all related professional guidelines, rules and expectations.</p>
FACULTY 3 PROFESSIONAL DEVELOPMENT	<p>Faculty teaching concurrent enrollment courses are faculty of the college and will be included in required seminars, professional faculty organizations, and annual professional development.</p>
FACULTY 4 STUDENT RIGHTS AND RESPONSIBILITIES	<p>Faculty teaching concurrent enrollment courses shall be provided with current information 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.</p>
FACULTY 5 LIAISON	<p>Faculty teaching concurrent enrollment courses shall be provided with a discipline related instructional contact and/or a Concurrent Enrollment liaison.</p>

FACULTY 6 OBSERVATION /EVALUATION	<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>
FACULTY 7 GRADES	<p>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.</p>
FACULTY 8 FACULTY RIGHTS AND RESPONSIBILITIES	<p>Faculty teaching concurrent enrollment courses shall be fully informed of the terms and conditions of employment. Faculty rights and responsibilities will be outlined in the college's human resources official employment practices documents.</p>

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STUDENTS

STUDENTS 1 ADMISSION	<p>High school students enrolled in courses administered through a concurrent enrollment program are officially admitted as degree-seeking students of the college.</p>
STUDENTS 2 ELIGIBILITY	<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"> • Demonstration of readiness to take college courses via acceptable ACT, SAT or Accuplacer scores. • Demonstration through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course, per local education provider guidelines. • Completion of all high school and college prerequisites as required. <p>Students who desire to enroll in college courses outside of courses approved by the local education provider must meet College's requirements for admission and enrollment. The local education provider will be responsible for determining if credits are accepted back toward high school completion.</p>
STUDENTS 3 EDUCATIONAL PLANNING AND ADVISING	<p>Concurrently enrolled students are required to work with a high school and/or community college advisor to develop a postsecondary educational plan.</p>
STUDENT 4 RIGHTS AND RESPONSIBILITIES	<p>Concurrently enrolled students are expected to follow the college student handbook that outlines their rights and responsibilities as college students in addition to the college discipline and grievance procedure.</p>

STUDENT 5 FERPA	All CCCS colleges must comply with the Family Educational Rights and Privacy Act (FERPA). This Act affords students and their parent or guardian certain rights with respect to their educational records. Concurrently enrolled students will be granted the rights of a secondary enrolled student, as defined by the US Department of Education.
STUDENT 6 SPECIAL SERVICES	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.
STUDENT 7 STUDENT SERVICES	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

ASSESSMENT 1 PLACEMENT	Students seeking to enroll in concurrent enrollment programs must complete assessment (ACT, SAT, and/or Accuplacer) and meet placement requirements prior to course registration. Students seeking to enroll in college credit coursework must meet the same placement requirements as all postsecondary students.
ASSESSMENT 2 ASSESSMENT OF STUDENT LEARNING	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.

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FACILITIES

FACILITIES 1 ENVIRONMENT	Instructional facilities must be approved by the college discipline chair or designee prior to the start of the term.
FACILITIES 2 CLASSROOM ATMOSPHERE	All concurrent enrollment courses must be taught in classrooms that are congruent with and supportive of the instructional objectives and competencies.
FACILITIES 3 LABORATORIES	A local education provider's laboratory, studio and technology facilities must equally function as those campus-based teaching laboratories, studios and computer labs.

A & P 1 MEMORANDUM OF UNDERSTANDING	A Memorandum of Understanding (MOU) between the college and the district or high school must be completed annually for a concurrent enrollment program.
A & P 2 STUDENT RECORD ACCOUNTABILITY	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: <ol style="list-style-type: none"> 1. College application 2. Current assessment scores 3. Concurrent Enrollment Agreement and Registration Form (District Approved) 4. Verification of College Opportunity Fund account, if applicable
A & P 3 FACULTY RECORD ACCOUNTABILITY	The college must maintain a current human resource file for each faculty member teaching a concurrent enrollment course. The college's chief academic officer or designee must verify the employment credential for all faculty teaching concurrent enrollment courses per college human resource guidelines.
A & P 4 SERVICE AREA CLEARANCE	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.
A & P 5 REGIONAL ACCREDITATION	Each college must work with the Higher Learning Commission to ensure the college's concurrent enrollment program is in compliance with all accreditation regulations.
A & P 6 HIGH SCHOOL RELATIONSHIP	Each college that offers concurrent enrollment programs will designate a college employee to serve as the local education provider's liaison. This person will be the official point of contact for the College's Concurrent Enrollment Programs.