

Concurrent Enrollment

(Procedure for students seeking to enroll in postsecondary courses)

1. Academic plan of study

The qualified student shall establish, in consultation with the Principal or designee, 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 or designee shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules.

NOTE: The Concurrent Enrollment Programs Act (the Act), C.R.S. 22-35-101 et seq., provides that the qualified student's academic plan of study shall be established "in consultation with the administration of his or her local education provider." The district should designate the appropriate administrator and specify that person in the paragraph above. C.R.S. 22-35-104 (3). The Act also provides that "the principal, a counselor, or a teacher advisor" shall approve the academic plan of study prior to the qualified student's enrollment in a postsecondary course. C.R.S. 22-35-104 (3). The district should designate the appropriate high school staff member and specify this person in the paragraph above. In approving the academic plan of study, the principal, counselor, or teacher advisor "shall apply the guidelines established by rules" of the State Board of Education. Id. These rules specify the required content of the academic plan of study and presume the academic plan of study is part of the student's Individualized Career and Academic Plan (ICAP). See, Rule 2.02 of 1 CCR 301-86, "Guidelines for Approving or Disapproving Academic Plans of Study."

2. Application

The qualified student who seeks to enroll in a postsecondary course shall complete the district's concurrent enrollment application form and submit it to the Principal or designee at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The Principal or designee may waive the 60 day requirement at his or her discretion.

The Principal or designee shall approve or disapprove the student's application in accordance with this regulation's accompanying policy, the priority requirements of the Concurrent Enrollment Programs Act, and State Board of Education rules. The Principal or designee shall notify the student of the decision, which shall be final.

NOTE 1: The Act requires the qualified student to seek approval from the "superintendent or designee" prior to enrolling in a postsecondary course in which the student intends to receive high school credit. C.R.S. 22-35-104 (2)(a)(I). The district may choose to have the superintendent retain this authority or designate the high school principal, counselor, or teacher advisor to serve in this role. The district should then specify this staff member in the paragraphs above.

NOTE 2: In considering applications, the Act requires the "superintendent or designee" to give "priority consideration to qualified students who, by the time they concurrently enroll, will have completed the high school graduation requirements and are applying for concurrent enrollment to begin earning credits toward a postsecondary degree or certificate." C.R.S. 22-35-104 (2)(b).

NOTE 3: If the district has entered into a cooperative agreement with an institution of higher education, the district must create and "make publicly available" a "standard concurrent enrollment application form." C.R.S. 22-35-104 (2)(c). In creating the standard form, the district shall refer to the guidelines established by State Board of Education rules. Id.; see also, Rule 2.01 of 1 CCR 301-86, "Guidelines for Creating Standard Concurrent Enrollment Application Forms." At a minimum, the application form shall require the student to specify the postsecondary courses in which he or she intends to concurrently enroll. Id. A model concurrent enrollment application form is available on the Colorado Department of Education's website.

NOTE 4: State law provides districts "may" administer developmental education placement or assessment tests to students in grades nine through twelve. C.R.S. 22-32-109.5 (4)(a). If a student's scores indicate that the student is at risk of being unable to demonstrate postsecondary and workforce readiness prior to or upon high school graduation, school personnel "shall" work with the student and the student's parent/guardian to create an intervention plan. C.R.S. 22-32-109.5 (4)(b). The intervention plan may include enrollment in developmental education courses at an institution of higher education through the district's concurrent enrollment program. As a result of HB19-1206, the availability of developmental education courses through the district's concurrent enrollment program is no longer limited to students who are in twelfth grade. In addition, beginning with the 2022-23 school year and for school years thereafter, a qualified student may concurrently enroll in a developmental education course only if the student is included within the enrolling institution's developmental education enrollment limitation specified in C.R.S. 23-1-113.3 (1)(a)(i).

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