

## 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 Registrar, 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 shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules.

### 2. Application

The qualified student shall complete the district's concurrent enrollment application form and submit it to the Registrar 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 may waive the 60 day requirement at his or her discretion.

The Superintendent shall approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision of the Superintendent shall be final.

*NOTE: 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). 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: 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" on or before July 1, 2011. 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 enroll. Id. The Concurrent Enrollment Advisory Board has approved a model concurrent enrollment application form, which is available on the Colorado Department of Education's website.*

**Adopted:** date unknown

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**By Superintendent and Board of Education May 8, 2013**

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