

Department of Secondary Education

Concurrent Enrollment Handbook



REVISED May 2023

Introduction

Pueblo Dist. No. 60 offers a concurrent enrollment program through our community partnerships with Pueblo Community College and Colorado State University-Pueblo. This concurrent enrollment opportunity allows for students to take college/university course work while earning their high school diploma.

The intent of Colorado's Concurrent Enrollment legislation is to broaden access to, and improve the quality of concurrent enrollment programs, improve coordination between institutions of secondary education, and institutions of higher education, and ensure financial transparency and accountability. The bill also includes the "5th year" ASCENT program for students retained by the high school institution beyond the senior year. For information about ASCENT please contact your high school counselor or visit the Colorado Department of Education page at:

<http://www.cde.state.co.us/postsecondary/concurrentenrollment>

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3).

Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

Contact Information

Pueblo School District 60:

Executive Director of Secondary Education, Marci Imes, 719-549-7164

Director of Curriculum and Instructional Programming, Krystal Rasmusen, 719-7181

School Counseling Departments:

Centennial High School	719-549-7343
Central High School	719-549-7302
East High School	719-549-7231
South High School	719-549-7266
Paragon Learning Center (Dutch Clark Digital Online Learning)	719-423-3570

CONCURRENT ENROLLMENT PROGRAM

General Information:

CONCURRENT ENROLLMENT	
CE-CTE: Career/Technical Education	CE-GT: Guaranteed Transfer
Designed for students seeking approved CTE programs	Designed for students transferring to a four-year college degree
Classes offered at PCC and/or HS campus	Classes offered at PCC or CSU- Pueblo
Intended Outcome: Certificate in area of emphasis or pathway towards completion of two-year degree	Intended Outcome: Courses are guarantee transfer to other Colorado Colleges and/or Universities based on articulation agreements

- There are two different Concurrent Enrollment Programs provided by Pueblo Dist. No. 60: Concurrent Enrollment- Guarantee Transfer (CE-GT), Concurrent Enrollment- Career and Technical Education (CE-CTE), and Accelerating Students through Concurrent Enrollment (ASCENT)*.
- Concurrent Enrollment opportunities are only available through Pueblo Community College (CE-CTE, CE-GT, and ASCENT*) and Colorado State University-Pueblo (CE- GT and ASCENT*) (**Although ASCENT is a concurrent enrollment program, eligibility requirements differ from CTE and GT programming. Please see your High School Counselor for more information on ASCENT eligibility*)
- Acceptance into Concurrent Enrollment Programs is based on an application process, completion of the D60 Concurrent Enrollment Agreement, and students' ability to meet all eligibility requirements.
- Students are eligible to participate in all activities at their home high school.
- Applications for new Concurrent Enrollment students are only accepted in the spring for entry into the Concurrent Enrollment program the following school year. Exceptions may be made for programs only taught in the spring.
- Concurrent Enrollment participation will be reviewed bi-annually (fall and spring semesters) for continued program involvement. Participation in Concurrent Enrollment is at the discretion of the school district.
- If the student seeks to add, drop, or withdraw from a college course, he or she must meet with the high school counselor and notify the PCC or CSU-Pueblo Concurrent Enrollment staff.

Minimum Criteria for Program Applicants:

Pueblo School District 60 Concurrent Enrollment Eligibility Requirements		
Program	Career & Technical Education PCC and HS	Guaranteed Transfer PCC or CSU-P
Required minimum non-weighted GPA	2.0	2.0
Minimum NEXT-GEN ACCUPLACER Scores*	<i>* some CTE programs may require a NEXT-GEN ACCUPLACER score</i>	Writing - 246 Algebraic Functions - 235
Minimum ACT Scores		English 18 Math 23
Minimum SAT Scores		Reading/Writing - 470 Math - 500
Attendance	Have no less than 95% attendance in the semester prior to enrollment, including full day excused and unexcused absences	Have no less than 95% attendance in the semester prior to enrollment, including full day excused and unexcused absences
Individual Career and Academic Plan	Have a completed and current Individual Career and Academic Plan (ICAP) with current pathway and career cluster	Have a completed and current Individual Career and Academic Plan (ICAP) with current pathway and career cluster
Student Enrollment, Behavior, and Graduation Status	<ul style="list-style-type: none"> ● Full-time student ● Not currently expelled ● Be on track to graduate 	<ul style="list-style-type: none"> ● Full-time student ● Not currently expelled ● Be on track to graduate
Types of Courses	District Approved CTE	Academic & Transferable
Tuition	Pueblo Dist. No. 60	Pueblo Dist. No. 60
Fees	Student	Student
Textbooks	Student	Student
Special Fees and/or Supplies**	Student***	Student
ACCUPLACER Fees	Pueblo Dist. No. 60	Student
Transportation	Student	Student
Where to get/return applications	HS Counselor	HS Counselor

**Some programs may require higher scores in reading and/or math. Please check with the Institution of Higher Education for complete program requirements.*

***All Fees, books, and/or Supplies including background checks, drug screenings, tools, safety equipment, and uniforms are required in certain programs.*

****Fee waivers may exist for some CTE courses*

Approved Courses:

- Courses that are offered as concurrent enrollment at the home high school will not be approved to take at the Institute of Higher Education
- Courses that are a higher level than offered at the High School
- Online courses approved on a case-by-case basis
- Courses will not be approved if student previously failed like course at the High School

Approval Process:

- The Concurrent Enrollment Process must begin with the school counselor.
- Students' applications for the Concurrent Enrollment program are evaluated based on criteria established by the Institute of Higher Education and the Superintendent of Pueblo Dist. No. 60 or their designees.
- The student may not enroll in a course unless it is approved by the school district through the Concurrent Enrollment application process.
- Applications will be submitted to the respective school counselor. No applications will be accepted for submission at the district administration building.
- Incomplete applications, or applications submitted past the District deadline will not be reviewed by the district committee.
- Participation in Concurrent Enrollment is based on the application and eligibility requirements.
- All students must have completed and have a current Individual Career and Academic Plan (ICAP) with the current pathway and career cluster indicated.
- Concurrent Enrollment students with disabilities may be eligible to receive appropriate accommodations. The college, the student, and the parent/guardian shall make the necessary coordination to ensure accommodations are made through the Office of Disability Resources at the College or University.

Cost:

- Tuition will be paid by Pueblo Dist. No. 60 from the per-pupil operating revenue. Any associated fees, late charges, and/or book costs will be the responsibility of the student and his/her parent/legal guardian as outlined in Pueblo Dist. No. 60's Concurrent Enrollment Agreement.
- Students accepted into the concurrent enrollment program are expected to earn an "A", "B", or "C" in the course to earn college/university credit. ____
- Students are not eligible to receive financial aid for concurrent enrollment courses. The student must apply for the College Opportunity Fund (COF) before enrolling in a Concurrent Enrollment Course. If a student does not complete the COF, he or she or their parent/guardian will receive a bill for the amount of the stipend.

Attendance and Transportation:

- Students are responsible for providing their own transportation.
- Concurrent Enrollment participants shall attend courses according to the college schedule.
- Attendance is the responsibility of the student. Pueblo Dist. No. 60 does not keep daily attendance records for concurrent enrollment classes.
- Concurrent Enrollment classes must not conflict with scheduled high school courses.
- Concurrent enrollment students must fill out Course Attendance Sheets in October.

Records Reporting:

- Students must maintain an overall 2.0 G.P.A. to maintain eligibility for concurrent enrollment courses.
- If the student withdraws from a course after the drop deadline, PCC or CSU-Pueblo will record a “W” or “F” on his or her college transcript, and the student and his/her parent/legal guardian will be responsible for repayment of the tuition as outlined in the Concurrent Enrollment Agreement.
- The grade received in each course will appear on the student’s official high school and college transcripts.
- In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, the student gives PCC or CSU-Pueblo permission to report absences and disciplinary issues, and to release grades, transcripts, in-progress grades, class schedules, and billing information, as available to the school district for the courses covered under the Concurrent Enrollment Program.

Due Process:

- Students will be provided all due process afforded to any postsecondary student.
- Concurrent Enrollment students who fail one or more courses will be dismissed from the program as per the guidance of the school district.
- Students may appeal decisions regarding dismissal from Concurrent Enrollment to the Superintendent or designee.
- The school district may intervene on behalf of a student to the appropriate departmental dean of the college.

CONCURRENT ENROLLMENT PROGRAM CONDITIONS AND PROCEDURES

Concurrent enrollment provides high school students the opportunity to earn college credit in a set of general education courses that the state guarantees to transfer to any Colorado public institution of higher education, or to enroll in career and technical education courses which enables students to earn college credits towards a certification or Associates of Arts degree. Students must earn a “C” or better in courses designated as guarantee transfer in order for guarantee transfer credit to be awarded.

The School District and the enrolled student have entered into an agreement whereby students may take courses offered by the institution of higher learning under conditions outlined below.

Conditions:

- The student may enroll in Concurrent Enrollment courses only during the regular school year. The School District will not pay for Concurrent Enrollment courses taken during the summer.
- Concurrent Enrollment students who fail one or more courses will be dismissed from the program.
- College courses are transcribed once per term and affect the GPA at that time only.
- Grades earned for Concurrent Enrollment credit will be included in the computation of the grade point average and determination of eligibility.
- The following college semester credit hours will be awarded accordingly:

1 or 2-credit college course equals 0.5 high school credit

3-, 4-, or 5-credit college course equals 1.0 high school credit

6-, 7-, or 8-credit college course equals 1.5 high school credits

9-credit college course equals 2.0 high school credits

Procedures:

- The student will have a preliminary meeting with the high school counselor. The counselor will provide the student with the concurrent enrollment agreements, application, and any other necessary forms upon meeting all Concurrent Enrollment eligibility requirements.
- Students will meet with the PCC or CSU-P college advisor for college advising.
- The student will return the completed Concurrent Enrollment application paperwork to their high school counselor by the school’s deadline for initial approval based on the above guidelines. The counselor will forward the applications to the principal for approval after ensuring that the above guidelines have been satisfied.
- The counselor will send the applications with a copy of the student’s current transcript, a copy of the student’s ICAP, Concurrent Enrollment Agreement, and a college application for first-time enrollees to Pueblo Dist. No. 60 District designee.
- The application will be reviewed and the applicant will be notified of the decision.
- Applications will only be accepted at the district administration building from the high school counselors.
- Students continuing in Concurrent Enrollment must complete the above enrollment procedures every semester with their school counselor and college advisor.

STUDENT REGISTRATION PROCESS

Pueblo School District 60 Concurrent Enrollment GOLDEN TICKET

Redeem this GOLDEN TICKET for the paperwork required to apply for Concurrent Enrollment.
You will not be eligible for advising without this GOLDEN TICKET.

Please indicate which College you plan to access Concurrent Enrollment? (check one)

PCC ☐ CSU-P ☐

By affixing your signature to the bottom of this page you indicate that you understand and agree to the following Concurrent Enrollment requirements and procedures:

A. Complete these 5 items and turn them in to your Counselor by: **DATE TBD**

- _____ 1. PCC ONLY—Application to PCC(pueblocc.edu). **Student must print the confirmation letter*
- _____ 2. COF (<https://cof.college-assist.org>) **Student must print the confirmation page for CSUP -OR- select "yes" in the PCC application*
- _____ 3. Accuplacer Scores, ACT/SAT Scores. A copy of the results must be provided.
- _____ 4. Evidence of ICAP Career Cluster and Pathway indicated **Student must print the page**
- _____ 5. Your high school transcript **Student must print from Infinite Campus Portal**
- _____ 6. Evidence of 95% attendance semester prior to Concurrent Enrollment Application period

Upon completion of the above 5 steps the student may:

B. Pick up the Concurrent Enrollment Registration Form and Statewide Agreement from your School Counselor

C. Sign up for an ADVISING Appointment with CSU-P or PCC-----TBD-----

D. Turn in the Concurrent Enrollment Form and Statewide Agreement WITH ALL SIGNATURES FILLED IN (front and back) by **DATE TBD***

****applications submitted after the above-listed date will not be accepted****

Students must meet the minimum requirement set forth by Pueblo District No. 60 prior to being advised. District personnel will make the final decision on acceptance into the Concurrent Enrollment program once all paperwork and advising have taken place.

Parent Signature

Date

Student Signature

Date

Counselor Signature

Date

Student Reconsideration Process

Students who do not meet the minimum Concurrent Enrollment eligibility requirements may request that their eligibility be reconsidered. Reconsiderations for Concurrent Enrollment eligibility will be made on a case-by-case basis and will be based on a body of evidence. Students must meet with their high school counselor to receive the College Readiness Assessment, which will be completed by the student's teachers. The completed College Readiness Assessment will be attached to the student's Concurrent Enrollment Application for reconsideration of the student's Concurrent Enrollment eligibility.

Pueblo School Dist. No. 60
Concurrent Enrollment
College Readiness Assessment

Student Name: _____ Grade Next Year: 9th 10th 11th 12th
(please print) (please print)

Teachers: please use this form to provide honest, constructive feedback for the student shown above. On a scale from 0 - 5 where **0** is considered **"Not College Ready"** and **5** is **"Definitely College Ready"**, please rate the student on the following elements.

Students: please CLEARLY print the names of your teachers	Instructor Name	Instructor Name	Instructor Name	Instructor Name	Instructor Name
Overall Character/Student Conduct					
Self-advocacy / Works Independently					
Attendance					
Work Ethic / Time Management					
Problem Solving Skills					
Works well with a diverse population					

Instructor Name:	Course:
Comments:	

Instructor Name:	Course:
Comments:	

Instructor Name:	Course:
Comments:	

Instructor Name:	Course:
Comments:	

Instructor Name:	Course:
Comments:	

*Last instructor to complete form; please return to: _____

Pueblo Dist. No. 60 **GRAD** 2020