

# Concurrent Enrollment District Checklist

**Create a Cooperative Agreement with a “Qualified” Institution of Higher Education**

In order for students to enroll under Concurrent Enrollment, Local Education Providers must have a signed Cooperative Agreement on file with the Institution of Higher Education.

Students may concurrently enroll into any state university or college, community college, junior college, local district college, or area vocational school, a postsecondary career and technical education program described in title 23, C.R.S or an educational institution operating in this state that meets the following qualifications:

- Does not receive state general fund moneys in support of its operating costs;
- Admits as regular students only persons having a high school diploma or the recognized equivalent of such a certificate;
- Is accredited by a regional accrediting agency or association;
- Provides an educational program for awarding a bachelor’s degree or a graduate degree;
- Is authorized by the department of Higher Education to do business in Colorado;
- Maintains a physical campus or instructional facility; and
- Is determined by the United States Department of Education to be eligible to administer federal financial aid (i.e., “Title IV eligible”).

**Identify and Select Qualified Students for the Concurrent Enrollment Program**

Students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades may qualify to concurrently enroll in postsecondary courses if the student has:

- Received approval from the local education provider for their academic plan of study;
- Applied for concurrent enrollment approval with the local education provider no later than the deadline set by the college and local education provider and 60 days before the end of the academic term that immediately precedes the intended term of concurrent enrollment\*;
- Met the minimum college prerequisites for the desired course(s)\*\*.

Students in 12<sup>th</sup> grade who have not satisfied minimum high school graduation requirements established by his or her high school by the end of his or her 12<sup>th</sup> grade year and are held back for instructional purposes may not concurrently enroll into more than 9 credit hours during the academic year (including basic skills courses) with a maximum of 6 credits per semester as a full-time student and 3 credits per semester as a part-time student in any subsequent years while registered as a K-12 student.

\*Note: Districts may waive the 60 day process per 22-35-104 (2)(a)(1) C.R.S.

\*\* Note: Students need not meet all Higher Education Admission Requirements (HEAR) or the Colorado Commission on Higher Education (CCHE) index score.

**Graduation Requirements**

Districts must ensure that all college credit hours earned concurrently apply toward the students' high school graduation requirements as defined in the students' academic plan.

**Payment of Concurrent Courses**

Districts are required to pay tuition up front for concurrent courses at the in-state (“resident”) community college tuition rate. The parent or student may not be required to pay for tuition and subsequently reimbursed by the district or school.

**Please Note:** Local Education Providers began implementing Concurrent Enrollment during the 2010-2011 school year. As of July 1, 2012, high schools must operate all dual enrollment programs under the Concurrent Enrollment Programs Act (22-35-104 (14) C.R.S.)