

## DEPARTMENT OF EDUCATION

### Colorado State Board of Education

## RULES FOR THE ADMINISTRATION OF THE CONCURRENT ENROLLMENT PROGRAM

### 1 CCR 301-86

**Authority:** The statutory authority for these rules is found in Article IX, Section 1 of the Colorado Constitution and Colorado Revised Statutes sections 22-2-106(1) (a) and (c) (State Board Duties); section 22-2-107(1)(c) (State Board Powers); and section 22-35-101, C.R.S., et. seq. Concurrent Enrollment Programs Act). Revisions to these rules are required by HB 09-1319 (repealing the Postsecondary Enrollment Options Act and Fast College Fast Jobs Act)

#### 1.00 Statement of Basis and Purpose.

Pursuant to the Concurrent Enrollment Programs Act (section 22-35-111(1)(a) and (b), C.R.S.), the State Board of Education is required to promulgate rules for schools and school districts to follow in satisfying state and federal reporting requirements concerning the enrollment status of accelerating students through concurrent enrollment program participants. In addition, the State Board of Education is required to promulgate rules that establish guidelines for Local Education Providers to use in creating standard Concurrent Enrollment application forms, as described in section 22-35-104(2)(c), C.R.S., and guidelines for principals, counselors, and teacher advisors to use in approving or disapproving academic plans of study, as described in section 22-35-104(3), C.R.S.

The intent of the Concurrent Enrollment Programs Act 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. Beyond coordinating and clarifying the existing Concurrent Enrollment programs, the legislation also creates the "5th year" ASCENT program

#### 2.00 Definitions.

- 2.00(1) Approved Postsecondary Service Providers: Representatives of pre-collegiate service-providing programs who support middle and high school students' postsecondary objectives and planning and who have a formal service agreement with the schools they serve.
- 2.00(2) ASCENT Program: Accelerating students through concurrent enrollment program created in section 22-35-108, C.R.S.
- 2.00(3) Board of Cooperative Services (BOCES): A board of cooperative services created and operating pursuant to Article 5 of Title 22 that operates one or more public schools.
- 2.00(4) College Opportunity Fund (COF): A trust fund for the benefit of eligible undergraduate students which consists of a stipend for each undergraduate student in Colorado who applies for the stipend and who is admitted and registers to attend a state or participating private Institution of Higher Education pursuant to section 23-18-201(1), C.R.S. The stipend payment is paid to the Institution of Higher Education upon receipt of the

student's authorization, and is then applied against the student's total in-state tuition pursuant to section 23-18-202(5)(a), C.R.S.

- 2.00(5) 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 provisions of Article 35 of Title 22.
  
- 2.00(6) Department: The Department of Education created and existing pursuant to section 24-1-115, C.R.S.
  
- 2.00(7) District Charter School: A charter school authorized by a school district pursuant to Part 1 of Article 30.5 of Title 22 that serves any of grades nine through twelve.
  
- 2.00(8) Family Educational Rights and Privacy Act (FERPA) of 1974: A Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education pursuant to 20 U.S.C. §1232g; 34 CFR Part 99.
  
- 2.00(9) Individual Career and Academic Plan (ICAP): An individualized plan, developed by the student and the student's parent or legal guardian, in collaboration with their

school counselors, school administrators, school personnel and/or Approved Postsecondary Service Providers that is used to help establish personalized academic and career goals, explore postsecondary career and educational opportunities, align course work and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce.

2.00(10) Institute Charter School: A charter school authorized by the State Charter School Institute pursuant to Part 5 of Article 30.5 of Title 22, that serves any of grades nine through twelve.

2.00(11) Institution of Higher Education: Either:

- (a) A state university or college, community college, junior college, local district college or area vocational school described in Title 23, C.R.S.;
- (b) A postsecondary career and technical education program;
- (c) An educational institution operating in this state that:
  - (i) Does not receive state general fund moneys in support of its operating costs;
  - (ii) Admits as regular students only persons having a high school diploma or the recognized equivalent of such a certificate;
  - (iii) Is accredited by a regional accrediting agency or association;
  - (iv) Provides an educational program for which it awards a bachelor's degree or a graduate degree;
  - (v) Is authorized by the Department of Higher Education to do business in Colorado pursuant to section 23-2-103.3, C.R.S.;
  - (vi) Maintains a physical campus or instructional facility in Colorado; and
  - (vii) Has been determined by the United States Department of Education to be eligible to administer federal financial aid programs pursuant to Title IV of the federal "Higher Education Act of 1965", as amended.

2.00(12) Local Education Provider: A school district, a Board of Cooperative Services, a District Charter School, or an Institute Charter School.

2.00(13) Postsecondary Career and Technical Education Program: A career and technical education program that offers postsecondary courses and is approved by the State Board for Community Colleges and Occupational Education pursuant to section 23-8-103, C.R.S.

2.00(14) Postsecondary Education: All formal public education that requires as a prerequisite the acquisition of a high school diploma, its equivalent, or the achievement of a minimum score on a placement assessment that is administered by an Institution of Higher Education, which minimum score is determined by the institution. Postsecondary Education includes programs resulting in the acquisition of a certificate, an associate degree of applied sciences, an associate degree of general studies, an associate degree of arts, or an associate degree of science and all baccalaureate degree programs.

- 2.00(15) Qualified Student: A person who is less than twenty-one years of age and is enrolled in the ninth grade or a higher grade level in a Local Education Provider.
- 2.00(16) State Assigned Student Identifier (SASID): Uniquely assigned number given to each student in Colorado in order to track assessment scores and other information over time and across districts.
- 2.00(17) State Board: The State Board of Education created pursuant to Section 1 of Article IX of the State Constitution.

**2.01 Guidelines for Creating Standard Concurrent Enrollment Application Forms.**

- 2.01(1) A standard Concurrent Enrollment application form shall allow a Qualified Student enrolled in a high school of a Local Education Provider who seeks to enroll in an Institution of Higher Education to apply to the superintendent of the student's school district, or the superintendent's designee, for approval of Concurrent Enrollment. A standard Concurrent Enrollment application form also shall allow a Qualified Student enrolled in a District Charter School, an Institute Charter School, or a high school of a BOCES who seeks to concurrently enroll in an Institution of Higher Education to apply to the chief administrator of the District Charter School, Institute Charter School, or high school of the BOCES for approval of Concurrent Enrollment.
- 2.01(2) A standard Concurrent Enrollment application form shall include, but need not be limited to, the following:
- (a) A list of all the courses in which the Qualified Student intends to enroll, including the number of academic credit hours the Qualified Student would receive from the Institution of Higher Education upon successful completion of each course;
  - (b) Confirmation of the number of credits for which the Local Education Provider agrees to pay;
  - (c) Verification that the following requirements have been met:
    - (i) The Qualified Student has been advised by the Local Education Provider regarding Concurrent Enrollment participation if available, at the Local education Provider level;
    - (ii) Each course is consistent with the Qualified Student's Individual Career and Academic Plan (ICAP);
    - (iii) The Qualified Student meets the same prerequisites as students enrolled in the Institution of Higher Education; and
    - (iv) Each course satisfies Postsecondary Education degree, certificate or remedial education requirements at the Institution of Higher Education.

- (e) Assurance of consent by the Qualified Student and parent or legal guardian to the following:
  - (i) If the Qualified Student receives a failing grade or an “Incomplete” or withdraws in one or more courses after the designated drop period, the student and parent or legal guardian may be responsible to the sponsoring Local Education Provider for payment for the respective course(s);
  - (ii) The grade received will appear on the district’s official high school and postsecondary transcripts for the Qualified Student
  - (iii) If the Qualified Student withdraws from a course after the designated drop period, the official high school and postsecondary transcripts will reflect a “Withdraw” or “F” for that course;
  - (iv) The Qualified Student gives permission to the Institution of Higher Education to provide information to the Local Education Provider in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as it relates to the successful completion of the postsecondary course;
  - (v) The Qualified Student will register for the College Opportunity Fund (COF) stipend and understands that credits earned will be deducted from the COF lifetime account (145.0 credit hours) for courses being taken at Institutions of Higher Education that participate in the College Opportunity Fund, with the exception of basic skills credits;
  - (vi) When applicable, the Qualified Student authorizes the transfer of the College Opportunity Fund (COF) stipend to the Institution of Higher Education pursuant to section 23-18-202 (5)(c)(I)(B), C.R.S.;
  - (vii) The Local Education Provider is authorized to release the State Assigned Student Identifier (SASID) for the purpose of COF, to the Institution of Higher Education if the Institution of Higher Education receives COF funding;

2.02 **Guidelines for Approving or Disapproving Academic Plans of Study.**

2.02(1) A Qualified Student who seeks to concurrently enroll in an Institution of Higher Education shall establish, in consultation with the administration of his or her Local Education Provider, an academic plan of study that describes all of the courses that the student intends to complete to satisfy his or her remaining requirements for graduation from the Local Education Provider. Prior to the Qualified Student’s Concurrent Enrollment in the Institution of Higher Education, the principal, a counselor, or a teacher advisor of the Qualified Student’s Local Education Provider shall approve the academic plan of study.

2.02(2) The academic plan of study described in (1) of this Rule must include, at a minimum:

- (a) A description of the courses that the student intends to complete to satisfy his or her remaining requirements for graduation from the Local Education Provider;
- (b) The Qualified Student’s academic progress including the courses taken, any remediation or credit recovery and any Concurrent Enrollment credits earned;

- (c) An intentional sequence of courses reflecting progress toward accomplishment of the Qualified Student's postsecondary and workforce objectives;
- (d) Assessment scores relevant to the student's postsecondary and workforce objectives; and
- (e) A timeline for the Qualified Student to sign up for the ASCENT program prior to September 1 of the student's twelfth-grade year.

2.03 **Reporting Requirements for ASCENT Program Participants.**

2.03(1) In calculating and reporting the completion of high school graduation requirements by Qualified Students who have been designated by the Department as ASCENT program participants, Local Education Providers shall, at a minimum:

- (a) Meet the reporting requirements relating to the provisions of Article 7 of Title 22 of C.R.S., concerning educational accountability, which shall include 4th, 5th, and 6th year graduation requirements;
- (b) Meet the reporting requirements relating to the provisions of Article 11 of Title 22 of C.R.S., concerning educational accountability;
- (c) Provide financial information as described in section 2.03 (2) below; and
- (d) Provide pupil enrollment information as described in section 2.03(3) below.

2.03(2) Financial Transparency and Accountability for Concurrent Enrollment Participants:

- (a) Consistent with the "Guidelines for Creating Standard Concurrent Enrollment Application Forms" (2.01), the Local Education Provider shall report financial information to the Department to ensure accurate information for students participating in Concurrent Enrollment programs are appropriately captured in pupil counts and accurately funded pursuant to the Public School Finance Act of 1994.
- (b) A standard Concurrent Enrollment report from the Local Education Provider to the Department shall include, but need not be limited to, the following:
  - (i) A list of all the courses in which the Qualified Students intends to enroll;
  - (ii) Documentation of the amount of academic credit to be granted for course work successfully completed by the Qualified Students concurrently enrolled in the Institution of Higher Education; and
  - (iii) Confirmation of the number of credits that the Local Education Provider agrees to pay.

2.03(3) Pupils enrolled in the ASCENT Program:

- (a) A pupil enrolled in the ASCENT program through a Local Education Provider, and who is enrolled and participating in such program on October 1 within the applicable budget year, and who is enrolled in less than twelve credit hours of postsecondary courses, including academic courses and career and technical education courses through such program, shall be counted and included in the district ASCENT program pupil enrollment as a part-time pupil;
- (b) A pupil enrolled in the ASCENT program through a Local Education Provider, and who is enrolled and participating in such program on October 1 within the applicable budget year, and who is enrolled in at least twelve credit hours of postsecondary courses, including academic courses and career and technical education courses through such program, shall be counted and included in the district ASCENT program pupil enrollment as a full-time pupil; and
- (c) For purposes of funding, a Local Education Provider's ASCENT program pupils shall be funded on a part-time or full-time basis – based on criteria in 2.03(a) or (b) – pursuant to rates defined by section 22-54-104(4.7), C.R.S.