

ADDITIONAL LOCATION APPLICATION

Name of Applicant Location: _____

Street: _____ City: _____

State: _____ Zip Code: _____ Phone #: _____

High Schools should complete this process if they wish to be recognized as an officially accredited location of the Community College of Denver (CCD). The Higher Learning Commission (HLC) is the accrediting body for CCD and requires this designation before any high school can offer half or more of the courses that are part of any CCD degree or certificate that has at least 16 credits. Please submit all materials electronically via email to kaylah.zelig@ccd.edu. This process may take six months to a year, and requires considerable collaboration in preparation. The process includes a site visit from an accreditor, interviews with high school faculty, students and staff, and an examination of materials submitted as part of this application. The high school will be notified by CCD once this designation has been approved by HLC.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Responsible Party: (Print Name): _____

Signature: _____ Date: _____

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PART I

Before you begin this work, please reach out to the Dean of Instruction and the Provost for an organizational meeting.

Please provide a narrative summary of the current status and five year plan for partnership with CCD at the high school site. This will be reviewed by the CCD executive staff in consultation with the appropriate stakeholders. The designated official will be informed if executive staff gives approval to engage in the application process Part II. Please be sure to address all of the following components in the required narrative.

- We are committed to using CCD as the primary college provider by offering all concurrent enrollment courses through CCD. We will work in collaboration with CCD to create course sequences, ensure consistency in content, and ensure an overarching alignment between those courses offered on the CCD campus and the high school campus. Courses will only be offered through an institution other than CCD if that course or program is not available through CCD. This partnership is intended to create clarity, transparency and consistency for students to ensure the best experience possible for students when taking concurrent enrollment.
- What CCD certificates and/or degrees are currently offered and which are planned to be offered in the future? Please list all CCD classes and certificate or degree plans they are part of. We recommend you complete this in two tables - one that illustrates the alignment of CCD courses to CCD certificates and degrees and one that shows a sample sequence that students would follow. Please see samples:

CCD Certificates and Degrees of focus at the high school campus

	Associate of Arts	Associate of Science	Certificate Computer Technology	AAS Business Marketing	AA Criminal Justice
CCD courses to be offered at the HS campus to fulfill core requirements	BUS 115			x	
	CIS 118		x	x	
	CNG 116			x	
	ENG 121	x	x		x
	ENG 122	x	x		x
	HIS 112	x	x		x
	LIT 205	x	x		x
	MAT 120	x			
	MAT 121		x		x
	MAT 135				x
	POS 125	x	x		x

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Sequence for HS and CCD Courses – Certificate in Computer Technology								
9 th Grade		10 th Grade		11 th Grade		12 th Grade		
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring	
Traditional HS Courses		Traditional HS Courses		CIS 118 at HS	CNG 116 at HS	CNG 124 at CCD	CNG 125 at CCD	
				Traditional HS Courses		CNG 120 at HS		
						Traditional HS Courses		

Sequence for HS and CCD Courses – Associate of Arts Degree [start]							
9 th Grade		10 th Grade		11 th Grade		12 th Grade	
Fall	Spring	Fall	Spring	Fall	Spring	Fall	Spring
Traditional HS Courses		Traditional HS Courses			HIS 112 at HS	ENG 121 at HS	LIT 205 at HS
				Traditional HS Courses		MAT 120 at HS	CE course at CCD
						Traditional HS Courses	

- Please list the names of instructors who are already serving as CCD adjunct instructors.
- Please provide the current or future process for recruiting and hiring instructors who meet the requirements to become CCD adjunct instructors
- Please provide enrollment data over the past three years specifically for CCD students which includes the student's name, S#, courses, and grades.
- Please provide yield rate of graduating students who enroll directly to CCD.

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Part II

If approved by CCD, please complete this second part of the application. Once all materials are submitted to CCD, the college will conduct an internal review to ensure all requirements are met. CCD will then submit the formal Additional Location Application to HLC. Please submit the following materials to CCD:

- The most recent catalog of CCD courses available to students and a description of how it is distributed to students. The catalog should include the names and descriptions of classes, credit hours and pre-requisites.
- A schedule of days and times when CCD classes are offered for the current semester
- Copies of promotional and/or marketing materials that have been created to advertise CCD programs to students.
- A copy of all Contractual Agreements including the cooperative agreement for concurrent enrollment with CCD and designation as an early college, if applicable
- A copy or website (if online) of the most recent Student College Handbook explaining what it means to take a college course, expected rigor of college classes, the responsibilities of the students and CCD academic integrity and attendance policies.
- A list of all resources available to students at the location including library resources, computer access, tutoring, and advising.

Additional Considerations:

- All CCD adjunct instructors must use D2L in their classes for at least distribution of the master syllabus and one other function of D2L. If those instructors need assistance with compliance in these areas, training can be arranged at TLC@ccd.edu.
- As part of the formal Additional Location application, CCD will submit the professional qualifications of teachers serving as CCD adjunct instructors and documentation of their classroom observations. Syllabi formatted to CCD standards and samples of students work will be collected by CCD department chairs and will also become part of the application.