

# CONCURRENT ENROLLMENT GUIDELINES



## FOR COMMUNITY COLLEGE OF DENVER AND HIGH SCHOOLS

*The following guide for concurrent enrollment has been developed to set clear standards for CCD courses that are offered on high school campuses. This will ensure that college-level rigor is maintained and that courses taught at high school campuses mirror those taught at the CCD campus. These guidelines will serve to build success for concurrent enrollment students in high school and after they graduate.*

### **Community College of Denver Responsibilities to High Schools**

CCD pledges that all of their concurrent enrollment classes taught at high school sites will be at college-level depth with the appropriate rigor. These courses will be taught with the same expectations as those taught at the CCD campus. All concurrent enrollment courses will be awarded credit and transcribed in the same way as any other college course. High school instructors who teach CCD classes at their high school site will go through the same hiring process and meet the same qualifications as all CCD adjunct faculty. This process will include the review of required credentials, interview, and an in-person onboarding with the appropriate CCD department chair to discuss departmental expectations of academic college standards. As with all CCD adjunct instructors, classroom observations will be conducted and sample graded papers may be requested to ensure adherence to quality instruction. All CCD instructors, including high school teachers working in the capacity as CCD adjunct faculty, will be required to provide a course syllabus with clear expectations to all students. To assist the high schools, desk copies of books required for the specific course will be provided for instructors teaching concurrent enrollment courses.

Concurrent enrollment students have access to the same college resources as all CCD students. This includes access to the Auraria Library, face-to-face and online tutoring and accommodations for students with disabilities through the Accessibility Center. It is recommended that CCD instructors be sensitive to the learning curve of students taking college classes for the first time. They will be encouraged to 'ramp up' their courses without compromising rigor. For example, a first assignment can be a humbling experience for students and it is advised that this not make or break the rest of the student's grade in that class. If the entire class is having difficulty, instructors will be encouraged to discuss the rigor of college classes with students and/or ask for assistance from high school administration to address academic expectations in a positive way.

Because CCD does not provide substitute teachers, CCD instructor who teaches at a high school campus will be asked to notify both the CCD department chair and the high school contact in the case of an unforeseen absence. High School adjuncts should follow their normal school procedures for staff absences.

### **CCD Commitment to Student Success**

CCD is committed to building strong partnerships with local high schools to build success for concurrent enrollment students. CCD strives to meet the needs of high schools in order to establish meaningful college opportunities for students taking concurrent enrollment classes at their schools. For more information, please contact CCD College Pathways.

## **High School Responsibilities to Community College of Denver**

Concurrent enrollment students should be prepared and motivated students to enroll and succeed in concurrent enrollment classes. Students need to complete the steps to take concurrent enrollment classes prior to the start of classes. This includes completing the CCD Student Application for Admission, the Concurrent Enrollment Agreement and Registration form, and applying for the College Opportunity Fund (COF). Students must meet the minimum prerequisites listed in the college catalog for any CCD courses that they take. Students should actively choose to participate in concurrent enrollment classes and should be aware of the rigor that will be expected from them. Students should be aware that a college-level course will be different from a high school course and will follow college expectations for academic standards, attendance, use of technology, assignments, quizzes, projects, and exams. It is recommended that a meeting with students and/or parents occur prior to students enrolling in any concurrent enrollment classes.

The CCD approved books and software for college courses must be available to students at the start of class. The name and ISBN number of books can be provided by CCD department chairs or the College Pathways office. Some classes, in particular technology-related classes, will require a specific version of software be used.

If CCD instructors are requested to teach classes at high school campuses, an initial meeting will be set up at the high school to welcome and orient the instructor. It is important that contact information be shared for key people, such as administrators and counselors at the high school as well as the CCD instructor.

A schedule will be shared with the instructor that follows the district or school calendar. The school must communicate any changes or anticipated interruptions with advance notice of at least one week. Since CCD instructors typically teach at high school campuses only two or three days per week, high schools should have a plan in place for what students will do when the CCD instructors are not there. If schools use tutors or recitation staff to accommodate this, they should be included as part of this initial meeting.

Concurrent enrollment students are treated as college students and will follow the same academic standards as all CCD students. This includes academic integrity, academic progress, grading, attendance and student code of conduct. High schools should ensure that concurrent enrollment classes recreate the environment of classes at the CCD campus. If student selection is done correctly, the class will be comprised of motivated students who are prepared for a college class. In cases of a disruptive student, CCD instructors should be able to call upon high school staff to address the concerns.

Academic fidelity and integrity are key to the success of concurrent enrollment programs. When high school teachers are qualified to teach as CCD adjunct faculty, they must teach the concurrent enrollment courses according to college-level grading standards. These should be detailed in the course syllabus; however, if there is question, the high school teacher may check with the appropriate CCD department chair for more information. Concurrent enrollment students are expected to behave as responsible members of the college community and adhere to the CCD academic standards policy. This covers cheating, plagiarism, and other areas, and may supersede the high school academic standards policy.

Attendance in concurrent enrollment classes is essential and must be followed as detailed in the syllabus of each course. The attendance policy at CCD may be stricter than that of the high school. Students who are absent 15% or more may fail the course – this can add up quickly with CCD instructors because of the limited number of class meetings they have with students. Please note that CCD does not distinguish between excused and non-excused absences. Instructors are encouraged to make accommodations for students who alert them of an upcoming absence ahead of time. Student athletes will need to speak to the CCD instructor directly in the first week of class to see how their participation in sports could impact their participation in a college course. In some cases, if a student will miss significant class time due to games, the student will be advised not to enroll in the course or else face the possibility of having a lowered or failing grade due to these absences. Although some high schools allow interruptions in their classes or allow for individual students to be called out of class (e.g. to the counselor’s office), this should not happen in concurrent enrollment classes.

## **Classroom Instructional Accommodations**

In order for concurrent enrollment classes to be taught at the high schools in the same way that they would at the CCD Auraria campus, certain classroom instructional accommodations must be made for CCD instructors.

- All instructors must have daily access to a white board or chalk board for instruction. For some courses, an instructor computer, projector, document camera and/or overhead may also be required because of the content and content delivery of the course.
- All students taking concurrent enrollment classes should have access to computers and the Internet.
- Concurrent enrollment students are expected to regularly check their CCD email account as this is the primary avenue for official communication from CCD.

- Students should expect to use the D2L portal as part of their coursework, and in these cases students may use their own personal computers or school computer labs for this.
- Certain courses, in particular technology courses, do require the use of student computers in the classroom with the correct version of software installed. Students enrolled in these courses will need access to these computers outside of class time in order to complete their assignments that require specific software applications.
- Science courses at your high school may require a site visit to certify that college-level lab requirements are met.

## **MEET AND GREET CHECKLIST**

- College academic expectations
- Instructor contacts at high school
- Room assignment & shared room concerns
- Textbook process for students
- Rosters
- Important dates, non-student contact days
- School closures & emergency procedures
- Discipline conduct policy
- Parking arrangements
- Teachers spaces
- Copy machine location & procedures
- Technology access
- Tour of school