**Concurrent Enrollment Guidelines and Procedures**

**Background**

A Concurrent Enrollment Process Task Force was appointed by the PPCC President in spring 2016. The task force membership consisted of deans and faculty representatives from each of the four instructional divisions. The task force met several times during the spring, summer, fall of 2016 with draft copy shared spring 2017. The guidelines and procedures were produced as a result of task force member discussion and review/study of the following governing materials/documents:

1. National Alliance of Concurrent Enrollment Partnerships (NACEP) Guidelines and Worksheets including: curriculum, faculty, student, assessment and program evaluation standards
2. Higher Learning Commission (HLC) Guidelines for Dual Credit for Institutions and Peer Reviewers
3. Colorado Community College System (CCCS) Statement of Standards/Concurrent Enrollment

Note: While the task force did not recommend pursuing NACEP accreditation at this time, the members suggested revisiting the process for accreditation within the next 18-24 months.

**Concurrent Enrollment Defined**

A concurrent enrollment course, for the purpose of this document, will be defined as a course listed in the PPCC Catalog that has approval (by the PPCC Dean and Department Chair overseeing the course) to be offered at a high school within the PPCC service area. Students in a concurrent enrollment course may receive both high school and college credit upon successful completion of the course.

**Benefits of Concurrent Enrollment**

According to the Higher Learning Commission Dual Credit (Concurrent Enrollment) Guidelines for Institutions and Peer Reviewers (April 2014), the benefits of concurrent enrollment include: a) enhancing and diversifying high school curricula, b) increasing access to higher education, c) improving high school and college relationships, d) shortening time to degree completion, and e) lowering the cost of college.

**Quality Assurance for Concurrent Enrollment Programs (HLC)**

The Higher Learning Commission established five critical elements constituting quality assurance for concurrent enrollment programs. PPCC follows the HLC Dual Credit (Concurrent Enrollment) Guidelines (April 2014) to ensure the academic integrity of the program.

1. ***Faculty credentials and qualifications, orientation and training (Criterion Three)***

PPCC requires the same level of credentials and qualifications for faculty in concurrent enrollment courses/programs that it does for its regular higher education/college courses. Additionally, faculty teaching in concurrent enrollment courses are appropriately trained with proper orientation for teaching at the higher education level.

1. ***Rigor of courses or programs and curricular standards (Criterion Four)***

PPCC mandates the same level of rigor in current enrollment courses/programs as it does for its regular higher education courses/programs. Concurrent enrollment courses meet the same curricular standards and undergo the same institutional approval processes as the institution’s regular courses.

1. ***Expectations for student learning and learning outcomes (Criterion Four)***

Expectations for student learning and learning outcomes in concurrent enrollment courses or programs are consistent with the same courses or programs that the institution offers at the higher education level.

1. ***Access to learning resources (Criteria Three and Four)***

Students as well as faculty in concurrent enrollment courses or programs have the same level of access to learning resources (libraries, laboratories, databases, etc.) as the institution’s students and faculty in the same higher education courses or programs.

1. ***Institutional monitoring, oversight, and transparency (Criteria Two, Three, and Four)***

The institution, specifically its academic departments and discipline area faculty, exercises proper monitoring and oversight of its concurrent enrollment activity to ensure that concurrent enrollment courses meet higher education standards. The institution clearly and accurately informs students whether concurrent enrollment courses will transfer to other institutions (including four-year institutions).

**Document Abbreviations**

CE = Concurrent Enrollment

DC = Department Chair

HSP = PPCC/High School Programs

HS = High School

Request Form = Request by a High School for a CE Course Form

VPI = PPCC Vice President of Instruction

**Guidelines and Procedures**

1. **PPCC Instructional Divisions Prepare/Maintain List of Concurrent Course Offerings**

PPCC department chairs will develop and maintain a list of courses (if any) that may be offered for concurrent enrollment (taught by a college adjunct/high school instructor at a high school). Once the initial list is developed, PPCC’s High School Programs Office (HSP) will maintain the aggregate ‘Concurrent Enrollment Courses Offered by PPCC’ list and request that the list be updated by department chairs on (at least) an annual basis (in May).

1. **Request by a High School for a Course not on the ‘Concurrent Enrollment Courses Offered by PPCC’ List**

If a high school is interested in offering a course that is not on the ‘Concurrent Enrollment Courses Offered by PPCC’ list, the request will be discussed (in person or via email) with the following stakeholders represented: HSP staff, PPCC department chair and dean (or dean’s representative), and HS faculty/staff.

1. **Initiation and Routing of the Concurrent Enrollment Course Request**

The process to request a CE course at a high school (HS) campus begins when a HS indicates interest (via a HSP representative) in offering one or more PPCC courses on the HS campus. Requests for courses to be taught in the fall semester must be made (and communicated to the department chair/dean by a HSP representative) no later than May 15th (prior to the fall semester when the course is proposed to be offered). Requests for courses to be taught in the spring semester must be made (and communicated to the department chair/dean by a HPS representative) no later than October 15th(prior to the spring semester when the course is proposed to be offered). When a high school makes a request, HSP initiates a ‘Request by a High School for a CE Course’ form (Request Form) and sends the form to both the PPCC department chair (overseeing the course) and dean (or dean’s representative) overseeing the course discipline. ***Site Visit:*** *The PPCC dean and/or department chair may request a site visit to the high school to inspect the instructional space before (or after) the course Request Form is approved/disapproved.* The PPCC dean and department chair have authority to approve/disapprove the course request made by the HS. Both the department chair and the dean must approve/disapprove the course request by completing the Request Form and returning the form to HSP within 30 calendar days of receipt of the request (unless otherwise negotiated). If either the department chair or dean disapproves the request, an explanation for the disapproval (made by one/both of those disapproving) must be stated on the Request Form. Development of the course will not move forward if the department chair and/or dean disapprove the request. HSP is responsible for communicating the approval/disapproval decision to the HS. Note: The May 15 (for fall courses) and October 15 (for spring courses) deadline may be negotiated between the dean, HSP and the HS if special circumstances are present. The VPI will make a final decision if an agreement is not first reached between the dean, HSP and the HS.

1. **Appeal Process for Disapproved Request**

HSP and/or the HS may appeal a disapproved request to the PPCC Vice President of Instruction. In case of an appeal, both the department chair and/or dean may provide the VPI with additional written information in addendum to their disapproval summaries on the Request Form. HSP will summarize the HSP/HS appeal of the request disapproval in writing and submit to the VPI, department chair and dean. The VPI will review the appeal summaries and may call a meeting with one or more of the stakeholders (HS representatives, HSP representatives, department chair, department faculty, dean, others) to discuss and/or clarify the written appeal and response. The VPI has authority to make the final course request approve/disapprove decision.

1. **Concurrent Enrollment Instructor Selection/Hiring Process**

When the course request is approved by both the PPCC department chair and dean, HSP initiates the staffing process for the course. Concurrent enrollment course instructors must be hired no later than June 1st for a course offered fall semester and hired no later than December 1st for a course offered spring semester. (The hiring deadlines may be adjusted when special circumstances are present and agreed to by all parties.) High school faculty teaching concurrent enrollment courses are also adjunct college faculty.

***High School Faculty***

If the approved concurrent enrollment course request includes a request for the course to be taught by a high school teacher:

1. HSP will request (from the HS) copies of the high school teachers’ (adjunct instructor candidates’) resume(s) and transcript(s) for review by the PPCC department chair.
2. The candidate(s) will provide vocational credential and licensure information (if required) to HSP to be shared with the PPCC department chair for review.
3. The PPCC department chair will review the high school teacher’s qualifications according to the same standards used for all other adjunct faculty at the college.
4. HSP will notify the HS in regard to the HS faculty member’s hiring status and provide the approved HS faculty member with the PPCC HR packet to complete.
5. When received from the HS, HSP provides the completed HR packet to the department chair (also informing the dean).
6. The PPCC dean approves purchase order expenditures for the HS faculty/ CE instructor expense to be paid to the school district.
7. Instructor salary is paid by the school district.

***PPCC Adjunct Instructor***

If the approved concurrent enrollment course request includes a request for the course to be taught by a PPCC adjunct instructor:

1. The PPCC department chair will assign a PPCC adjunct instructor to teach the course.
2. The PPCC department chair will provide HSP with the name of the adjunct instructor selected to teach the course no later than 30 days prior to the first day of class.
3. HSP will communicate the adjunct instructor assignment information to the HS.
4. The HS will coordinate (and pay for) adjunct instructor background checks, fingerprinting and other school specific needs/requirements.
5. The PPCC department chair will initiate/route the Adjunct Approval Form.
6. The HS provides the PPCC faculty/adjunct instructor (notice/invitation given to the department chair and dean) with a school orientation and a primary school contact.
7. The department/division contracts the faculty/adjunct instructor through normal workload and contracting procedures.
8. HSP sends an invoice request to the division dean noting amounts due for each school.
9. **High School Faculty/PPCC Adjunct Instructor On-Boarding**

* The PPCC division and department chair initiate and complete standard (and discipline-centric best practice) adjunct on-boarding procedures. New HS faculty (adjunct instructors) will be invited to attend adjunct orientations and/or other department/division meetings.
* The PPCC department chair meets face-to-face (preferred) or by phone with the HS faculty/CE adjunct instructor to review curriculum prior to the start of the class. Other on-boarding activities (best practices) may be implemented including but not limited to, a requirement for the adjunct to teach on a PPCC campus (under the supervision of a PPCC faculty member) for one semester prior to teaching a concurrent course at a designated high school.
* The HS faculty/ CE adjunct instructor will attend the PPCC adjunct orientation (receives D2L training and is provided with critical PPCC academic calendar dates) and will be invited and encouraged to attend subsequent division and department meetings.

1. **Supervision and Evaluation of the Concurrent Adjunct Instructor**

* The PPCC department chair and/or PPCC faculty assessment designee will make certain the concurrent adjunct instructor completes common course/program assessments.
* The PPCC department chair (or designee) will evaluate the concurrent adjunct instructor (and D2L shell) as per the PPCC Educational Procedures (suggested best practice suggests the implementation of a classroom observation during the first semester an adjunct instructor teaches the course). The concurrent adjunct may also be evaluated by HS personnel. The dean and/or the department chair will notify HSP if the concurrent adjunct is not approved to return to teach a subsequent semester. Based on recommendations from the PPCC department chair, HSP will notify the HS of the ‘intent not to rehire’ and offer the HS alternate candidates to consider for the open concurrent enrollment adjunct position.
* The PPCC department chair (or designee) will review syllabi and assessment utilized in the concurrent course to be certain of consistency in learning expectations and outcomes with on campus sections of the course. The department chair will make certain that processes are in place to ensure that grading scales and assessment methods are the same for the concurrent course as the on campus course sections. Courses shall be reviewed annually to assure quality and rigor.
* HSP will send confirmation of the students’ final grades and invoice requests (noting amounts) to each HS. HSP will follow-up until the invoice is received and payment is made to the school.

1. **Student Eligibility**

A high school student may be accepted into a PPCC concurrent enrollment course if:

* 1. The student meets the course entrance requirements and/or the prior course work required (by the department offering the course) before enrolling in the course.
  2. The student is a high school senior, junior, or has the permission of both the appropriate high school official and the PPCC department chair (in the discipline through which the course is offered).
  3. The student has permission from their parent(s) or guardian(s) AND a designated HS official to enroll in the course.

1. **Textbooks and Course Materials**

Textbooks and materials for concurrent enrollment courses may addressed by one or more of the following methods:

1. HSP purchases course textbooks and stores for future courses throughout the period of time the textbook is being used by PPCC.
2. The HS purchases the course textbooks and lets students keep the text for future reference.
3. Students may purchase their own copy of the course textbook.
4. **Supervision and Evaluation of High School Faculty/PPC Adjunct Instructor**

* The PPCC department chair and/or PPCC faculty assessment designee will make certain the HS faculty/CE adjunct instructor completes common course/program assessments.
* The PPCC department chair (or designee) will evaluate the HS faculty/CE adjunct instructor (and D2L shell) as per the PPCC Educational Procedures (suggested best practice suggests the implementation of a classroom observation during the first semester an adjunct instructor teaches the course). The HS faculty/CE adjunct may also be evaluated by HS personnel. The dean and/or the department chair will notify HSP if the HS faculty/CE adjunct is not approved to return to teach a subsequent semester. Based on recommendations from the PPCC department chair, HSP will notify the HS of the ‘intent not to rehire’ and offer the HS alternate candidates to consider for the open HS faculty/CE adjunct position.
* The PPCC department chair (or designee) will review syllabi and assessment utilized in the concurrent course to be certain of consistency in learning expectations and outcomes with on campus sections of the course. The department chair will make certain that processes are in place to ensure that grading scales and assessment methods are the same for the concurrent course as the on campus course sections.
* HSP will send confirmation of the students’ final grades and invoice requests (noting amounts) to each HS. HSP will follow-up until the invoice is received and payment is made to the school.

1. **Paperwork**
2. HSP will initiate the process of cooperative agreement updates between PPCC and the HS.
3. HSP will submit the course building log to the division course building designee (instructional division associate dean). The log will include course information and the instructor assignment.
4. The designated division representative (most often the associate dean) will approve the course building log and submit the log to FLAC/scheduling.
5. HSP will develop purchase orders to include all costs and correct account numbers from involved divisions. HSP will implement follow-up on agreements and contracts with all stakeholders.
6. PPCC department chairs will share equipment and a supply list (if any) with HSP and the HS faculty/CE adjunct instructor, and purchase items if needed.
7. The HS will provide ACT scores (for students who intend to enroll in the course) to HSP and/or have students take a separate exam (if required for course placement).
8. HSP will assist the high schools with processes and paperwork (registering students for PPCC, COF, courses and CE documents).
9. The HS will send a third-party billing letter to HSP.
10. HSP will provide a list of students registered for the class (developed from application materials received from the HS) to the PPCC department chair and dean. HSP will reconcile charges as needed via the third-party billing letter.
11. HSP will send a confirmation of the students’ final grades and invoice requests (noting amounts) to each HS. HSP will follow-up until the invoice is received and payment is made to the school.
12. **Addendums**
13. PPCC Divisions/Departments may add informative and/or procedural information to this document with intent to clarify the information or process. Information added to this document by the divisions, departments, HSP or a HS with the intention to alter the framework, guidelines, procedure or policy of this agreement is prohibited and will not be recognized as standard operating procedure for the PPCC Concurrent Enrollment process.