



## How to request Academic Approval:

- **Contact your school district representative to gain approval at district level:**
  - JeffCo Public Schools: Suzanne Ellis – [Suzanne.ellis@jeffco.k12.co.us](mailto:Suzanne.ellis@jeffco.k12.co.us)
  - DPS Public Schools: Scott Mendelsberg – [Scott\\_Mendelsberg@dpsk12.org](mailto:Scott_Mendelsberg@dpsk12.org)
  - Mike Schmidt - [mschmidt@pcsd12.org](mailto:mschmidt@pcsd12.org)
  
- **Meet RRCC faculty qualifications:**

*Concurrent enrollment faculty shall meet the same qualifications as campus-based faculty.*

  - *CTE Courses*
    - Hold a valid Secondary CTE Credential with the appropriate endorsement & documented work experience
  - *CTE Courses that are also Transfer Courses*
    - Secondary CTE Credential (Post-Secondary application will be issued once approved)
    - Master's Degree
    - 18 graduate hours in content area
  - *General Education Transfer Courses*
    - Master's Degree
    - 18 graduate hours in content area.
  
- **Review Standard Course Competencies**
  - Visit [CCCS Course Number Competencies](#) to review and align curriculum for your courses.
  - **AP & IB courses:** Requires a Course Map to RRCC campus – based courses.
  - **GT Pathways (Guarantee Transfer)** Accessible Class Syllabi – Verbatim
    - GT Pathways Statement
    - GT Pathways Competencies
    - GT Pathways content criteria
    - RRCC Course Learning Outcomes
    - RRCC Topical Outline
    - Other required RRCC syllabi requirements i.e. course description, grading policy, student conduct etc.
  - **CTE**
    - RRCC Competencies
    - RRCC Course Learning Outcomes
    - RRCC Topical Outline
    - Other required RRCC syllabi requirements i.e. course description, grading policy, student conduct etc. – on RRCC accessible syllabus template.
    - Above stated material must be verbatim (RRCC syllabi) OR require a course map to RRCC campus based course
  
- Contact the High School Relations office by **4/1/19** to start the academic approval process for 2019/2020. You will be connected with the RRCC Department Chair in your content area. Approval requests submitted after the deadline will be at the discretion of the RRCC Department Chair.
  
- **Review the CCCS Concurrent Enrollment Statement of Standards & On-site Best Practices**
  - Visit [Concurrent Enrollment Best Practices](#)
  
- **Provide RRCC Concurrent Enrollment Office with:**
  - College transcripts (unofficial ok – official required after approval).
  - Resume/Curriculum Vitae
  - CTE Secondary Credentials (if applicable)
  - Course curriculum and syllabus (RRCC syllabus or course mapping – accessible template)
    - High school courses must meet the equivalent amount of Red Rocks class contact hours. Please include the number of instructor to student contact hours.
  
- **Complete the Concurrent Enrollment Academic Approval Form**
  - Include district course title and course number, high school instructor's name, contact information and signature.

- Select term(s) to offer college credit.
- Provide your contact information.
- Concurrent Enrollment staff will forward all documents to Department Chair for review and approval.

**Upon approval:**

- You will be contacted by RRCC with a list of courses you have been approved to offer for college credit.
- **Complete Appointment Form to become RRCC adjunct faculty**
- CTE Instructors will be required to hold a valid Post-Secondary CTE Credential and/or provide subject hands-on experience verified by employer.  
Download the initial Post-secondary CTE Credential application at: [CTE Credentialing Forms](#)
- All appeals must go through the, Department Chair and Dean. Any deviation from the appeal process will automatically be denied and removed from the review process.
- **Denial:** If your academic approval request has been denied, department chair/lead must provide [marilyn.kenfield@rrcc.edu](mailto:marilyn.kenfield@rrcc.edu) and their academic dean an explanation and documentation of denial. Academic dean has the ability to override the denial if evidence proves teacher has met all requirements to offer course(s).

**Submit documents to:**

Marilyn Kenfield, Director  
Concurrent Enrollment  
(303) 914-6268  
[marilyn.kenfield@rrcc.edu](mailto:marilyn.kenfield@rrcc.edu)