



# Concurrent Enrollment Instructor Guide

Our mission is to provide students with opportunities for growth and development that set the foundation for self-directed learning, academic achievement, and career accomplishment. We do this through high quality innovative educational programs that convey our passion for learning, our commitment to excellence, our dedication to our students, and the communities we serve.

The primary purpose of a concurrent enrollment program is to increase the educational options and opportunities for Colorado high school students. Concurrent enrollment programs allow well-prepared students to earn credit at the secondary and postsecondary levels simultaneously. Concurrent enrollment programs may reduce the need for remediation, improve high school completion rates, improve matriculation rates to higher education, reduce the costs of higher education for students, provide an alternative to dropping out of school and provide equal access to higher education.

Below you will find the checklist for establishing a concurrent enrollment course between the high school and Red Rocks Community College. Once requirements have been met, students can register for the approved courses.

# STATEMENT OF STANDARDS FOR CONCURRENT ENROLLMENT

Standards given in the CCCS (Colorado Community College System) Statement of Standards, Concurrent Enrollment shall be adhered to for all courses.

<https://www.cccs.edu/education-services/concurrent-enrollment/>

RRCC follows Concurrent Enrollment standards guided by the Colorado Community College System. These standards are uniform between all Colorado community colleges and must be adhered to.

**Purpose of standards:** Colorado community colleges have concurrent enrollment options available to support local education providers. This document provides a set of standards for all concurrent enrollment programs to ensure quality for all students while allowing the flexibility needed for colleges to design programs that meet the needs of state recognized secondary institutions in their service areas.

Community colleges may be required to submit evidence of implementation of these standards through periodic program reviews conducted by the Higher Learning Commission during self-study visits and by the Colorado Department of Higher Education.

## FACULTY STANDARDS

<p><b>FACULTY 1 QUALIFICATION (CREDENTIALS)</b></p>	<p>The college is responsible for ensuring that all concurrent enrollment courses are taught by qualified instructors.</p> <p>CTE instructors must possess aligned CTE secondary credential and work experience prior to applying for CE academic approval.</p> <p>Non CTE instructors must meet HLC post-secondary qualification requirements.</p> <p>Adjunct instructors teaching concurrent enrollment courses must meet the college's academic requirements for teaching respective to the Higher Learning Commission's faculty qualifications standard.</p> <p><a href="http://www.rrcc.edu/high-school-relations/high_school_instructors">http://www.rrcc.edu/high-school-relations/high_school_instructors</a></p>	<p><input type="checkbox"/> <b>Department Chair/Lead has reviewed credentials.</b></p>
<p><b>FACULTY 2 PROFESSIONAL EXPECTATIONS</b></p>	<p>The college will provide all instructors teaching concurrent enrollment courses with training and orientation in course curriculum, assessment of student learning, course philosophy, Banner for Faculty, student code of conduct and concurrent enrollment program administrative requirements. Both RRCC faculty and high school adjunct instructors must attend annual CE Faculty to Faculty meeting in March.</p> <p>Instructors teaching concurrent enrollment courses shall be provided with a current college email address, instructor guide, and shall adhere to all related professional guidelines, rules and expectations.</p>	<p><input type="checkbox"/> <b>Department Chair/Lead responsible for Instructional training.</b></p> <p><input type="checkbox"/> <b>CE Office provides ongoing assistance to high school adjunct instructors throughout the semester.</b></p>

<b>FACULTY 3 PROFESSIONAL DEVELOPMENT</b>	Instructors teaching concurrent enrollment courses are adjunct instructors of the college (non-paid) and will be included in required seminars, professional faculty organizations, and annual professional development.	<input type="checkbox"/> <b>Department Chair/Lead have added CE adjunct instructors to their distribution list.</b>
<b>FACULTY 4 STUDENT RIGHTS AND RESPONSIBILITIES</b>	Instructors teaching concurrent enrollment courses shall be provided with current information detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc., and are expected to enforce college and/or site instructional guidelines, rules, and expectations.	<input type="checkbox"/> <b>CE office handbook provided to CE adjunct instructors.</b>
<b>FACULTY 5 LIAISON</b>	Instructors teaching concurrent enrollment courses shall be provided with a discipline related instructional contact and concurrent enrollment office support.	<input type="checkbox"/> <b>Department Chair/Lead responsibility.</b>
<b>FACULTY 6 OBSERVATION/ EVALUATION</b>	<p>Instructors teaching concurrent enrollment courses shall be observed (once per year) by a college faculty member or designee for evaluation purposes using the same criteria as for all faculty and instructors.</p> <p>Colleges shall conduct course/instructor student evaluations for concurrent enrollment courses consistent with those used in all other college courses.</p>	<input type="checkbox"/> <b>Department Chair/Lead responsible for conducting annual classroom evaluation.</b>  <input type="checkbox"/> <b>CE office responsible for conducting student evaluations.</b>
<b>FACULTY 7 GRADES</b>	Instructors teaching concurrent enrollment courses must observe college procedures/deadlines for submission of grades in appropriate format. Instructors will be advised of college grading expectations/guidelines prior to the start of the term.	<input type="checkbox"/> <b>CE office responsible for providing CE instructors with grading deadlines and instructions on how to input grades in The Rock.</b>
<b>FACULTY 8 FACULTY RIGHTS AND RESPONSIBILITIES</b>	<p>Instructors teaching concurrent enrollment courses shall be fully informed of the terms and conditions of employment. Rights and responsibilities will be outlined in the college's human resources official employment practices documents.</p> <p>(High school adjunct instructors are paid by their school to teach during school hours, and will not be paid by RRCC to teach concurrent enrollment courses during your regular school day).</p>	
<b>SUBSTITUTES &amp; LONG-TERM ABSENCES</b>	In the case that an approved Concurrent Enrollment instructor will be out of school on an extended leave or illness, RRCC must be notified as soon as possible so a plan can be developed in consultation with the Concurrent Enrollment office and appropriate RRCC Department Chair. In cases of a long-term absence, a substitute Adjunct Instructor who meets the minimum	<input type="checkbox"/> <b>High School instructor responsibility to inform Concurrent Enrollment office of any long term absences.</b>

	<p>qualifications of the college, is approved by RRCC and completes the RRCC hiring process must be used. RRCC Department Chairs may assist in locating qualified long-term substitutes for area high schools, but the ultimate responsibility of locating a qualified instructor lies with the high school.</p> <p>No student teachers or teaching interns should be assigned to Concurrent Enrollment classes. If the long-term substitute is a high school employee, no changes would be made regarding billing. If the long-term substitute is a RRCC-paid Adjunct Instructor, the cost for that Instructor would be passed to the high school through the billing process. If a qualified substitute cannot be identified to teach the college course, RRCC reserves the right to cancel the course for college credit. If a course is canceled for college credit, it may still be offered for high school credit.</p> <p>If a RRCC-paid Adjunct Instructor will have an extended absence, it is the responsibility of the college to provide a substitute Adjunct Instructor approved by the college. RRCC does not provide substitute teachers for short-term absences at high school locations for classes that are staffed by RRCC-paid Adjunct Instructors.</p>	
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## Curriculum

<p><b>CURRICULUM 1 CONTENT</b></p>	<p>Courses administered through CCCS concurrent enrollment programs must be approved Colorado Common Course Numbering System (CCCNS) courses. These courses will have the same department designations, numbers, titles, credits, course descriptions, competencies, course learning outcomes and topical outlines as campus-based courses and must be included in the instructional plan (syllabus).</p> <p>Guaranteed Transfer (GT) Pathways courses must have verbatim the GT Pathways Statement, GT competencies and GT content criteria included in the syllabus.</p>	<p><input type="checkbox"/> <b>Department Chair/Lead has approved curriculum and syllabi.</b></p>
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<b>CURRICULUM 2 OFFICIAL RECORD</b>	Grades from courses administered through CCCS concurrent enrollment programs must be recorded on students' official college and high school transcripts. College courses approved through concurrent enrollment must also appear on students' ICAP plans at the local education provider.	<input type="checkbox"/> <b>CE office responsible for student/parent approval.</b>
<b>CURRICULUM 3 PHILOSOPHY</b>	Courses administered through CCCS concurrent enrollment programs must have consistent quality, course competencies and course learning outcomes as the RRCC campus-based course to ensure compliance with the Higher Learning Commission's (HLC) criterion 3 standard which states, "The Institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).	

<b>CURRICULUM 4 SYLLABUS REQUIREMENT</b>	All syllabi for concurrent enrollment courses must be approved by the discipline chair or an academic officer of the college by the start of the academic term.  Content of the syllabi must meet the same criteria as required for all college courses.	<input type="checkbox"/> <b>Department Chair/Lead has approved curriculum and syllabi.</b>
<b>CURRICULUM 5 TEXTBOOKS, INSTRUCTIONAL MATERIALS, AND LABORATORY FACILITIES</b>	Textbooks, instructional materials and laboratory facilities used in concurrent enrollment courses must be the same as or comparable to those used in postsecondary courses offered by the college using the same course prefix and number and must be approved by the discipline chair or designee.	<input type="checkbox"/> <b>Department Chair/Lead has approved textbook.</b>
<b>CURRICULUM 6 TEST AND ASSIGNMENTS</b>	Tests, papers, and other assignments shall be at the same level, rigor, relevance and depth as those for all postsecondary courses offered by the college.	<input type="checkbox"/> <b>Department Chair/Lead has approved.</b>

**STUDENT STANDARDS (School District and RRCC Concurrent Enrollment Office work collaboratively to ensure standards are met)**

<b>STUDENTS 1 ADMISSION</b>	High school students enrolled in courses administered through a concurrent enrollment program are officially admitted as degree seeking students of the college. The credit and grade earned will be permanently recorded on student's official Red Rocks Community College transcript.
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<b>STUDENTS 2 ELIGIBILITY</b>	<p>Students must be approved by their high school for enrollment into concurrent enrollment courses. Guidelines for student eligibility include:</p> <ul style="list-style-type: none"> <li>• Demonstration of readiness to take college courses via acceptable ACT, SAT or college placement test scores.</li> <li>• Demonstration through previous high school work of the skills/knowledge necessary to be successful in the concurrent enrollment course, per local education provider guidelines.</li> <li>• Completion of all high school and college prerequisites as required.</li> <li>• Students who desire to enroll in college courses outside of courses approved by the local education provider must meet College's requirements for admission and enrollment. The local education provider will be responsible for determining if credits are accepted back toward high school completion.</li> </ul>
<b>STUDENTS 3 EDUCATIONAL PLANNING AND ADVISING</b>	<p>Concurrently enrolled students are required to work with a high school and/or community college advisor to develop a postsecondary educational plan.</p>
<b>STUDENT 4 RIGHTS AND RESPONSIBILITIES</b>	<p>Concurrently enrolled students are expected to follow the college student handbook that outlines their rights and responsibilities as college students in addition to the college discipline and grievance procedure.</p> <p><a href="http://www.rccc.edu/sites/default/files/StudentLifeStudentHandbook.pdf">http://www.rccc.edu/sites/default/files/StudentLifeStudentHandbook.pdf</a></p>
<b>STUDENT 5 FERPA</b>	<p>All CCCS colleges must comply with the Family Educational Rights and Privacy Act (FERPA). This Act affords students and their parent or guardian certain rights with respect to their educational records. Concurrently enrolled students will be granted the rights of a secondary enrolled student, as defined by the US Department of Education. <a href="http://familypolicy.ed.gov/fag-page#t52n82">http://familypolicy.ed.gov/fag-page#t52n82</a></p> <p><a href="http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary">http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary</a></p>
<b>STUDENT 6 SPECIAL SERVICES</b>	<p>Concurrently enrolled students who require special services will receive those special services from their home secondary institution unless otherwise stated in the agreement between the college and the secondary district or school.</p> <p><a href="http://www.cde.state.co.us/cdesped/ta_concurrentenroll">http://www.cde.state.co.us/cdesped/ta_concurrentenroll</a></p>
<b>STUDENT 7 STUDENT SERVICES</b>	<p>The availability of student services will vary. Each concurrent enrollment agreement should specify the responsibility of the college to provide service.</p>