



How to request Academic Approval:

- **Contact your school district representative to gain approval at district level:**
 - JeffCo Public Schools: Bridget Junkala: bjunkala@jeffco.k12.co.us
 - Denver Public Schools: Dr. Kimberly Poast: Kimberly_Poast@dpsk12.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 https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor to review and align curriculum for your courses.
 - **AP & IB courses:** Requires a Course Map to RRCC campus – based courses.
 - **GT Pathways (Guarantee Transfer) 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.
 - 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 **4/1/17** to start the academic approval process for 2017/2018. 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-side Best Practices**
 - Visit <https://resources.cccs.edu/education-services/concurrent-enrollment/>

- **Provide RRCC Concurrent Enrollment Office with:**
 - College transcripts
 - Resume/Curriculum Vitae
 - CTE Secondary Credentials (if applicable)
 - Course curriculum and day-to-day syllabus (RRCC syllabus or course mapping)
 - 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
Download the initial Post-secondary CTE Credential application at:
http://www.coloradostateplan.com/cred_postsecondary_forms.htm
- 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 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).

High School Relations Marilyn Kenfield (303) 914-6268 marilyn.kenfield@rrcc.edu • Nina Ysais (303) 914-6350
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