



The Classical Academy	Policies and Procedures
Policy Name:	Concurrent Enrollment Procedure
Policy Number:	IHCDA-TCA-R
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Category:	Instruction
Author:	Registrar
Approval:	Director of Academic Services

INTRODUCTION

Students must meet the definition of a “*qualified student*” for the applicable program (*see policy IHCDA-TCA*) to participate in concurrent enrollment at TCA High School or TCA-College Pathways. Students will be required to complete all necessary processes at their school and at the institution of higher education. All student financial accounts must be up-to-date or current on payments prior to the scheduling of postsecondary classes.

INDIVIDUAL CAREER AND ACADEMIC PLANS (ICAP)

The qualified student shall establish, in consultation with his or her college advisor and parent/guardian, an academic plan of study that describes all courses (including postsecondary courses) the student intends to complete in order to satisfy the applicable graduation requirements (College Pathways or TCA High School). Prior to the qualified student's enrollment in a postsecondary course, the administrator (or designee) shall review and approve the student's academic plan of study in accordance with applicable state board of education rules. Students must update their ICAP at least one semester prior to the enrollment period for postsecondary courses.

COLLEGE READINESS

Colorado law requires that all students seeking entrance to a community college submit appropriate SAT or ACT scores, or be tested in reading, writing, and math to measure whether a student's academic skills are at a college level. High school students who have not taken or do not have appropriate SAT or ACT scores and are interested in participating in the concurrent enrollment program are required to take the Accuplacer, a college placement exam.

For TCA High School, all students wishing to participate in the concurrent enrollment program must test college ready in both English and Math.

For College Pathways, all incoming juniors must test college ready in either English or Math and all incoming seniors must test college ready in both English and Math. In addition, CP students must either be enrolled in On Course, the college preparatory class, simultaneously or have completed On Course before enrolling in concurrent credits.

10th grade College Readiness Assessment (CP Only)

10th graders at CP may not register for concurrent enrollment college classes in their first semester. 10th graders must request a College Readiness Assessment Form which will be completed by their CP teachers to confirm their readiness. This is required before a student may schedule On Course and their first college classes. In those instances where teachers

have significant reservations about a student's college readiness, the student will be asked to wait but can request On Course the next semester.

CONCURRENT ENROLLMENT APPLICATION PROCESS

The qualified student shall complete the concurrent enrollment application process at College Pathways or TCA High School and submit all approved documents to the respective advising departments by the established deadlines immediately preceding the term of the student's proposed enrollment in a postsecondary course. The requested postsecondary course(s) on the student's application shall be consistent with the student's approved ICAP.

TCA High School scheduling takes priority and supersedes any concurrent enrollment preferences. Students at the high school must complete their TCA schedule and ensure they are on track to graduate prior to scheduling postsecondary courses.

The TCA High School Principal (or principal's designee) or the CP Director of College Planning, as applicable, will approve or disapprove the student's application in accordance with this regulation's accompanying policy and shall notify the student of the decision. The decision will be final. The student and his or her parent/guardian shall review and complete (*when applicable*) the following documents which relate to the Concurrent Enrollment Programs Act application:

- ❖ Concurrent Enrollment Application (*TCA HS only*)
- ❖ College Registration Guidelines
- ❖ Concurrent Enrollment Agreement
- ❖ Advising/Registration documents

This TCA Policy replaces ASD20 Policy IHCDAR: Concurrent Enrollment Procedures.

Legal References

C.R.S. 22-32-109 (1)(nn) (*ICAP requirements*)

C.R.S. 22-35-101 *et seq.* (*Concurrent Enrollment Programs Act*)

C.R.S. 23-60-202.7 (*requirement to provide information concerning concurrent enrollment to parents of middle school students*)

1 CCR 301-86 (*State Board of Education rules regarding Administration of the Concurrent Enrollment Program*)

Cross References

IHCDA-TCA: Concurrent Enrollment

IKF-TCA-CP: College Pathways Graduation Requirements

IKF-TCA-HS: High School Graduation Requirements

ASD20 Policy JFC: Student Withdrawal from School/Dropouts

ASD20 Policy IHCDAR-2: Accelerating Students through Concurrent Enrollment (ASCENT)

Policy Revision History

Date	Revision Details	Revised By
2/26/15	Creation of policy. Reformatted policy into new template. Completed annual review.	Registrar/Director of College Pathways
2/19/20	Revised to add Traditional High School procedures and updated College Pathways procedures and wording.	Registrar/DAS
8/15/2022	Remove references to Repayment requirements per change in state law. Update cross references.	Registrar/DAS
3/7/2023	Remove 9 th grade references.	Registrar