

KSD Concurrent Enrollment

KSD Approved

The purpose of concurrent enrollment (CE) is to provide prepared high school students with a challenging and rigorous college-level experience. Students in the program receive both college and highschool credit. The program allows students to become better prepared for the world of work or complete selected college courses corresponding to the first year of coursework at a Utah public college or university. Concurrent enrollment offerings in mathematics, science, social studies, language arts, fine arts, humanities, world languages, career and technical programs, and education have been offered in high schools throughout the state.

Students planning to enroll in CE classes should receive guidance so that they can efficiently choose CE courses that avoid duplication or excess credit hours.

ELIGIBILITY

To enroll in a CE class, a student must be enrolled and counted in average daily membership in a District school and must have on file a plan for college and career readiness. Students may also be required to meet admissions requirements established by the institution of higher education providing the CE course.

PLAN FOR COLLEGE AND CAREER READINESS (PCCR)

Individual student planning in Utah consists of school counselors coordinating ongoing systemic activities designed to help individual students establish personal goals and develop future plans. School counselors coordinate activities that help all students plan, monitor, and manage their own learning. The Plan for College and Career Readiness (PCCR) is a primary strategy for recognizing student accomplishments and strengths and for planning, monitoring, and managing education and career development in grades 7-12. A student's PCCR may reflect his/her interest in pursuing CE coursework. PCCR advising should include information on general education requirements at higher education institutions and assistance for students or parents to efficiently choose concurrent enrollment courses that best fit their education and career goals.

SPECIAL ELIGIBILITY CONSIDERATIONS

A student must be enrolled in a District school and counted in average daily

membership to be eligible to enroll in a concurrent course. A home-schooled student is officially excused from compulsory public school attendance (R277-438; Utah Code 53G-6-204). However, to comply with the rules governing the State concurrent enrollment program, a home-schooled student must enroll at a high school to be counted in the Average Daily Membership (dual enroll) and to ensure the concurrent grade appears on both a high school and college transcript. These are both requirements for State funding.

Undocumented Students who have been admitted to a public high school may participate in the concurrent enrollment program and shall pay the fees and partial tuition applicable to all students in the program. Undocumented students who meet four basic requirements may qualify, upon high school graduation, for resident (in-state) tuition rates at Utah's public colleges and universities. To qualify, an undocumented student must:

1. Have attended a Utah high school for three or more years;
2. Have graduated from a Utah high school or received the equivalent of a Utah high school diploma;
3. Register as an entering student at an institution of higher education; and
4. File an affidavit with the institution of higher education stating that the student has filed an application to legalize his/her immigration status, or will file an application as soon the student is eligible to do so. Students declare residency status as part of the college admissions process.

ADMISSIONS AND REGISTRATION

Students are required to complete an application for the institution(s) of higher education that are offering the CE course. The counselor or CE coordinator at each high school will have application information on how students can complete an online application and pay the application fee.

REGISTRATION

To be allowed to register for concurrent enrollment courses, students must meet the eligibility criteria listed above in the section "Eligibility." A student is required to obtain written parental permission to register for a CE course. Most institutions have online registration for CE courses. Registration deadlines vary by institution. Institutions provide LEAs with all deadlines that pertain to admissions and registration and will collect all CE course fees and partial tuition.

PARENT/GUARDIAN PERMISSION

A student needs parental permission to register for a CE course. The permission

must be provided to the counselor or CE coordinator. Parent/guardian permission is documented using the concurrent enrollment participation forms established by the State Board of Regents.

WITHDRAWAL FROM A CE COURSE

Withdrawal dates for a CE course are set by the college or university. A student must abide by these deadlines – no exceptions are allowed. Withdrawal deadlines vary at each college and university. For information on these deadlines, go to the college concurrent website or talk with a high school CE coordinator. Dropping a class at the high school does not withdraw a student from the college course. To withdraw from a CE class, students must drop the course at both the high school and the college.

TRANSCRIPTS

Participation in concurrent enrollment begins a student's college experience and a permanent college transcript. In contrast to the AP program, where college credit is granted upon successful completion of a national examination and no record is kept on the student's college transcript if the exam is not passed, registration for concurrent enrollment constitutes a commitment to enter the final course grade on the student's permanent college record, regardless of the results. Further, credit is earned by performance and participation throughout the course, rather than by an exit examination alone.

CREDIT HOURS PERMITTED

Individual students will be permitted to earn up to 30 semester hours of college credits per year through contractual concurrent enrollment. Credits in excess of 30 must be on a non-contractual basis and the student is responsible for tuition fees. Transferability Credit earned through the concurrent enrollment program is transferable from one USHE institution to another. However, how credits transfer, as equivalent or elective credit, may vary from one college or university to another. Therefore, transferability should be considered when selecting courses. Students should be encouraged to seek advice from a college academic adviser to make course choices that will meet the student's educational goals.

GRADES

CE credits will be posted on a student's high school transcript and count towards the high school GPA. The grade posted on the high school transcript and the college transcript must be the same. All CE grades are posted to an official

college transcript and a college GPA is established. This transcript becomes part of a student's permanent college record. A grade of C- or lower may not be considered a passing grade at the college. Therefore, a student may have to retake the course. Also, low grades may not transfer from one college or university to another. If a course is failed, it may not be retaken as a CE course. An accumulative GPA of a C- or lower may place a student on academic probation with the college and affect financial aid eligibility

TUITION AND FEES

College and universities may charge up to \$30 per credit hour for each concurrent enrollment course for which students receive college credit, except that: (1) students who qualify for free or reduced price school lunch may not be charged more than \$5 per credit hour; (2) tuition for CE courses which are taught by a District teacher is capped at \$10 per credit hour; and (3) tuition for CE courses taught through video conferencing is capped at \$15 per credit hour.

PCCR PROCESS

The complete PCCR process will document the student's participation and the parents' approval. *A master packet must be completed by all CE students* in order to address assurance issues and provide documentation for such things as repayment for too many scheduled credits. The counselor will verify that the student qualifies under the minimum expectations of the college, the school, and the Utah Assurances. The counselor will maintain documents representing the student, the parent, and the school representing the students' participation in the Distance Learning Program.

PROGRAM AVAILABILITY

Students wishing program placement must follow the sponsoring institutions rules for acceptance prior to the semester starting, which may include requirements such as prerequisite courses, grade point averages, and standardized testing scores.

MAXIMUM CREDITS

Students are only allowed to take 30 or less total credits per year unless there is a circumstance that warrants the overage. Possibilities would be having 28 or 29 credits and wanting or needing to take an additional class. A student that needs

additional classes to complete the Associates Degree may also be a reason. Anything over the allotted 30 credits must be paid for by the student at the university rate. Anyone registering for classes that go over the 30 credit maximum will register directly with the institution for any additional classes. Should a student want to take extra classes that would put them over the 30 credit maximum, and pay for the classes, we will not allow them to schedule any class that would require our staff to open our doors for them only. Any extra classes taken beyond the 30 hours would require that our campuses are already open and have regular college students in the building to pay for the costs since a high school student paying their tuition directly to the college would not be generating any money for our system.

GRADING AND CREDITS

State stipulations require the same grade for the college and high school transcript. The grade earned from the college is the grade that will go on the high school transcript. The district will award credit for time on task. Concurrent enrollment credit will transfer to the high school transcript according to the KSD concurrent enrollment / high school credit conversion table. Grades for classes that are taught as concurrent and taught on campus by our faculty, will be the actual class grade earned. This is based on university agreement since the class taught is a high school course that is offering university credit.

CLASS DROPS OR FAILING GRADES

A student may drop a class up until the declared drop date for the course. Any drop after the university declared drop date would defer any charges to the student. The district is obligated to pay for any and all programming, which comes from classes failed by the student. As a condition of enrollment, any student that fails a class, or drops after the drop date is obligated to pay for all programming costs charged to the district. Prior to a student taking a class, the student, the parent, and the school representative will agree to a contract that guarantees the school payment for students in default. **If a student withdraws from a concurrent enrollment class after ten days, there is a possibility they may not be able to enroll in a high school course, which will result in a loss of credit.**

STUDENT ELIGIBILITY

EUA

A failing grade in a concurrent enrollment class equates to a failing grade on the high school transcript which in turn may make students ineligible for extra-curricular participation as it aligns with UHSAA or coaching contracts. In the event a student receives a failing grade on their high school transcript, the student may participate in a district sponsored credit recovery program. However, this may not result in eligibility according to UHSSAA policy which states, *“A student who is ineligible at the conclusion of a grading period or who changes schools to avoid ineligibility, cannot be scholastically eligible before the end of this nine week period”* (UHSAA Handbook 2019-20, p. 30).

HUMAN SEXUALITY

Any subject that deals with human sexuality in the high school curriculum must meet certain requirements and guidelines under state law. However, the content of CE courses is determined by the institution of higher education which is granting credit for the course. Therefore, different standards and requirements may apply. The course information materials should provide parents information regarding such course content so that the parents may make an informed decision regarding whether to consent to their student’s enrollment in the CE course.

BUILDING ACCESS

Campus locations will be limited to Concurrent Enrollment, CTE Pathways Instruction, Adult AHSC Education, Adult College and University Studies, ATC or CAT sponsored non-credit courses and Migrant Education Language Acquisition services. Campus Coordinators may, at their election, allow up to one grade recovery or electronic high school completion student to be in campus locations at any one time. Any student(s) not adhering to acceptable use of the facility or not following the Facilitator’s directions will be asked to leave and shall not return without a principal/parent counseling session. Under no condition can anyone impact the education or learning atmosphere of another student.

Students not directly involved with the allowed activities for either campus will receive services through the school at their main building location. The district has entered into agreements with each higher education institution stipulating the

protocol for the delivery of concurrent courses. All students taking concurrent classes are held to the same protocols as the district. Different delivering institutions may have varying procedures and protocols. Students will be held to the stipulations of their delivering institution. Students will pay any applicable admission fees as determined by the institution. Admission to one is not admission to all. Classes offered through an ATC are not necessarily concurrent and do not generate reimbursement funds for the district. If an ATC charges the district for program delivery, this expense will have to be paid by the student. Buildings will be open at varying hours to meet the needs of the enrolled students. Scheduled opening will not be planned for courses of less than two students enrolled or for non-post-secondary education programs. Building can be made available to other organizations for planning, etc., if pre-approved by the campus coordinator.

HOURS OF OPERATION

Distance Learning campuses are limited in their operating hours. Campus locations must have at least two college bound patrons or students registered in order to be open. Special conditions may arise to alter this. In such cases, the Coordinator will seek special permission from the Director. Campus locations are limited to a maximum number of hours of operation per year. Campus Coordinators will each work from the budgeted hours to staff winter, summer, and spring sessions. Coordinators are to eliminate waste and not staff for non-college related activities. Non-college use should be encouraged during times when college classes are in operation. Students should remember that the attendance schedule they follow will be that of the sponsoring institution not the district. The reverse is also true. If the district is on a holiday but the college is not, the student will still have school. Coordinators shall effectively schedule operating hours around the district holiday schedule and that of the institutions.

ADULT/STUDENT SEPARATION

The campus locations provide instruction for both adults and non-adults in proximity to one another. Under no condition will students be allowed to take classes with adults unless the adult has undergone a successful background check

EUA

similar to those required of all district employees and volunteers. Coordinators will take every opportunity to supervise adult/student interaction for the safety of our high school students. Any infraction of what would be considered against the norm of the community shall immediately be reported to the building principal.

CHAIN OF COMMAND

All employees are under the control of the campus principal. He/she will define work schedules, process payroll, handle all discipline related to campus operation. The Adult Education Director is in charge of AHSC, the Migrant Ed Director is in charge of English Language Acquisition, the Distance Learning Director is in charge of all college bound programs. The Coordinator will report situations to the affected program's director.

VIDEO SURVEILLANCE

All campus locations have at least one video surveillance camera on site for facility security. Facilitators should make all campus visitors aware that the facility is under 24-hour video recording.