

Concurrent Enrollment Packet



The Summit
Academy South



Parent/Student
Guide & Contract

Sections



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Definition of Concurrent Enrollment

A Concurrent Enrollment student is defined as a 9th-12th grade student who is simultaneously enrolled in Summit Academy and in an institution of higher learning, usually a local community college.

The Concurrent Enrollment program is designed to “improve high school retention, to motivate young people to take seriously the need to become postsecondary and workforce-ready, and to accelerate students' progress toward a postsecondary credential” (C.R.S. 22-35-102). It is a Colorado state-funded educational program which allows qualified high school students to enroll in college-level courses while still in high school. ***If the requirements of the program are met, Summit Academy will pay the tuition portion of that college education.***


Some seniors may qualify for a 5th-year option (ASCENT program). Students should be enrolled as Summit Academy students during their junior and senior years. Students wishing to be enrolled in the ASCENT program will have the opportunity to declare their intentions in December of the student's senior year.

Concurrent Enrollment involves application to a college, college-level coursework and expectations and college credit. Because of this it is critical that students be personally invested in this process. The student and parent must have a complete understanding of the college environment. Students should have the opportunity and responsibility for completing the paperwork and participation in the enrollment process, to learn responsibility, gain maturity and invest in their post-secondary future.

Criteria For Admission


Students wishing to enroll in the Concurrent Enrollment (CE) program will be considered based on these guidelines:

1. Students must be enrolled in Summit Academy for at least one semester before they enroll in Concurrent Enrollment unless the Summit Academy Principal waives this requirement (i.e., students may have been enrolled in another CE program).
2. Students may begin enrolling in CE in the second half of their 9th grade year given that guideline #1 has been met, unless otherwise approved by the Summit Academy Principal.
3. Students must have the high school academic preparation to be considered for some courses at Front Range/Red Rocks/AIMS/CCD (i.e., Biology 111 may not be taken before high school Biology and Chemistry). This will be reviewed during CE meetings.
4. Students must qualify to be in the CE program. The student will do this by taking the Accuplacer placement and scoring at the college English 121 level. Students must also have high performance in high school courses.
5. Students will be assessed by the Summit Academy Principal for the following:
 - a. Academic readiness as determined by SAT/ACT or Accuplacer.
 - b. Academic history based on grade point average and rigor of academic courses.
 - c. Attendance record at the Summit Academy and any previous school for the past two years.
 - d. Maturity as demonstrated in the high school setting and as observed by Summit Academy staff.
 - e. Completeness and adequacy of the student's Individual Career and Academic Plan (ICAP).
 - f. Any discipline records at Summit Academy or any previous school in the past two years.
 - g. Social maturity to enroll in college courses with college-age students.
 - h. Any other anecdotal records that illustrate the student's readiness for college.
 - i. Students must meet CE paperwork deadlines.

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1. A class cannot be split financially between the school and parent – CE guidelines do not allow this.
 2. Summer sessions, physical education courses and basic skills courses will not be included in Concurrent Enrollment. Exceptions may be made for basic skills courses for seniors only, when the student qualifies for a course no lower than one class below college-level in a subject area.
 3. For any course not successfully completed with a grade of **C or above** (including all courses earning a grade of D, F, I or W; courses withdrawn from after the college add/drop date earn a grade of W), students must meet with the CE advisor at Summit and give sufficient explanation for the grade received. If a student withdraws from or fails a course, participation in the Concurrent Enrollment program may be modified or discontinued.
 4. As part of the college application process, students must complete a College Opportunity Fund (COF) application. Summit Academy is not responsible for the COF portion of the tuition bill. Students failing to complete necessary steps for COF to process will be responsible for paying that portion of the bill.
 5. Students and parents/guardians must agree to the terms of the family agreement and this document through the signing on the family agreement.

Specific Considerations

Know The Basics About The Colorado Opportunity Fund

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- The College Opportunity Fund (COF) provides a stipend to eligible undergraduate students. The stipend is paid on a per credit hour basis directly to the college at which the student is enrolled. The credit-hour amount is set annually by the Colorado General Assembly.
 - Summit Academy students must register for COF when they complete the college application process. Students failing to complete necessary steps for COF to process will be responsible for paying that portion of the bill.
 - COF is limited to the first 145 credit hours the student takes at Colorado public colleges and includes the credit hours taken as a Concurrent Enrollment student. Therefore, if the student might attend public college in Colorado following high school graduation, families need to carefully consider their student's future plans in order to avoid wasting COF funds on courses which will not count toward the student's college graduation requirements.

Enrollment Considerations

1. Students will fill out all paperwork and communicate with Front Range/Red Rocks/AIMS/CCD advisors with the help of their parents. Help from parents will be scaled down as students reach their junior and senior years, eventually leaving the student to do all communication with Front Range/Red Rocks/AIMS/CCD staff and Summit Academy Concurrent Enrollment staff. Student privacy rights at the college through the Family Educational Rights and Privacy Act (FERPA) limit information available to parents. Students will be involved in all conversations regarding student records.
2. The student's transcript is an official record of courses the student has taken and grades received in those courses. The Individual Career and Academic Plan (ICAP) is used to determine the plan to complete all high school graduation requirements. It is imperative that the student updates their 4-year ICAP every semester. Only 9th through 12th grade courses and grades go on the ICAP and the transcript. The ICAP will also include future educational and career goals; however, the ICAP is NOT approval of class choices or an official record of grades. Classes are approved each semester in the conference process.
3. Students will be able to enroll in one concurrent enrollment course in the second semester of 9th grade **unless** otherwise approved by the Summit Academy Principal. Beyond that, students will be enrolled in courses on a "scaling model" depending on the student and his or her abilities. The Summit Academy Principal will have final approval of course loads each semester for each student.

Enrollment Considerations (*continued*)

4. Part-time or “non-graduating” students from Jeffco Public Schools will be allowed to take two courses per semester.
5. Students who qualify to transition to the full-time CE program will be allowed to take up to four classes (or no more than 12 credits) per semester. The Summit Academy Principal may make exceptions to this rule. Most full-time students take 12 credits, which is a typical class load for full-time participation for any college student (Reminder: A class cannot be split financially between the school and parents – CE guidelines do not allow this).
6. Enrollment for students seeking Career Technical program will be at the discretion of the Summit Academy Principal. Consideration will be given based on the document House Bill 15-1275 Recommendations from the Concurrent Enrollment Advisory Board.
7. Students who will not be 16 by the start of classes must also receive approval to enroll from the Assistant Director of Concurrent Enrollment at Front Range Community College or the Concurrent Enrollment Liaison at Red Rocks Community College. Students will need to schedule this meeting with the correct liaison.

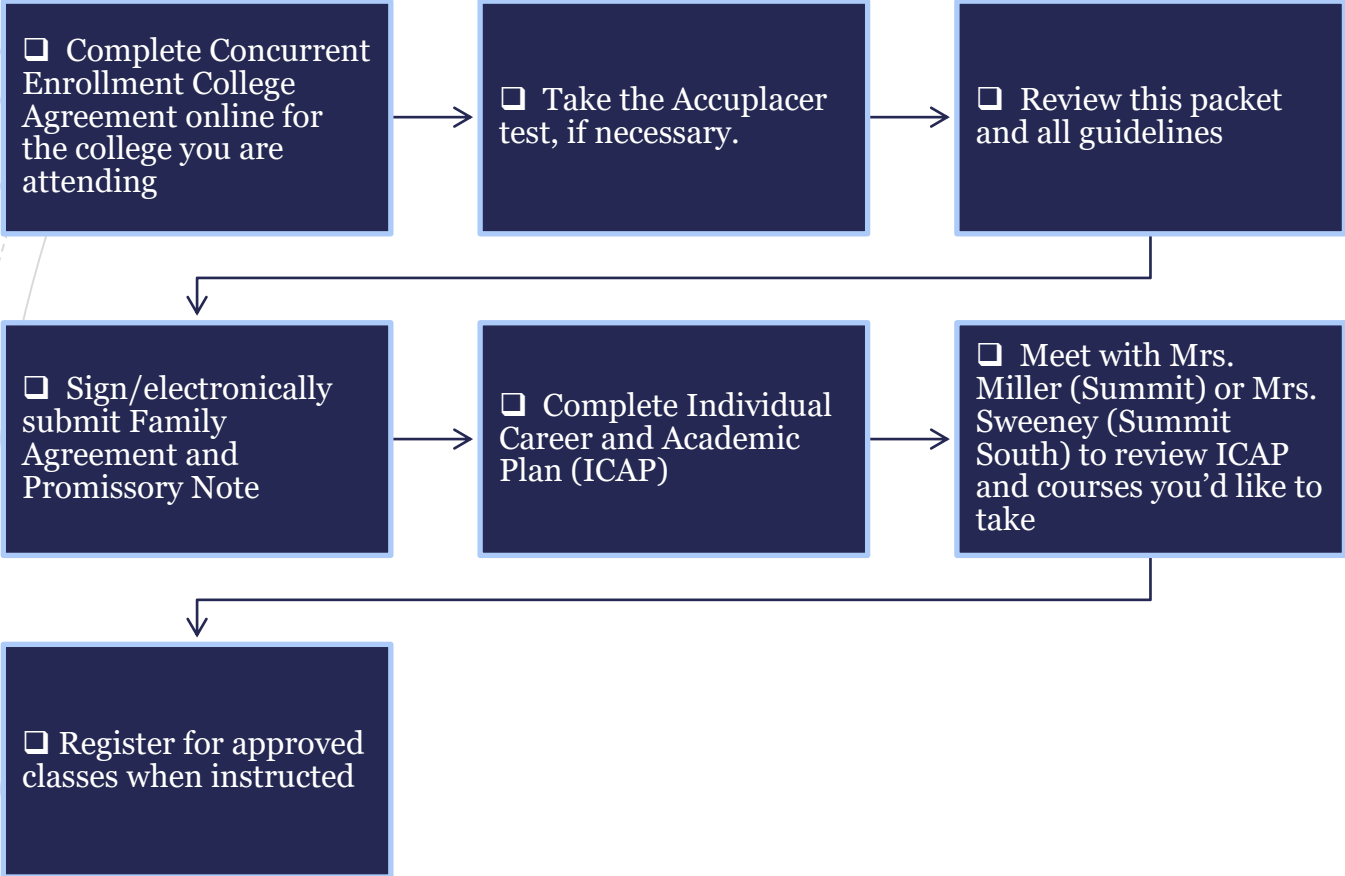
Enrollment Considerations *(continued)*

8. Summit Academy offers a full-time and a part-time (home-based) program for students choosing Concurrent Enrollment. Parents should review the Full-Time/Home-Based (Part-Time) Comparison Information Sheet to determine the appropriate placement for their student. Summit Academy agrees to pay tuition for Concurrent Enrollment students, however, payment of fees, textbooks and any other miscellaneous costs vary according to the Full Time/Home-Based (Part Time) Comparison Information Sheet. Parents/students must pay fees and buy textbooks if student is not on a stipend.
9. Students may only take Guaranteed Transfer (GT) credits unless otherwise approved by the Summit Academy Principal.
10. All students who are enrolled full time with the Concurrent Enrollment program must agree to and take the state-wide exams as directed by the Jeffco School District. Part-time students at Summit may elect to take state tests.
11. Students who are part time their senior year will not receive a Jeffco diploma. Parents of these students are responsible for giving these students a homeschool diploma.

Enrollment Process – **NEW** Students



Enrollment Process – RETURNING Students



Other Considerations

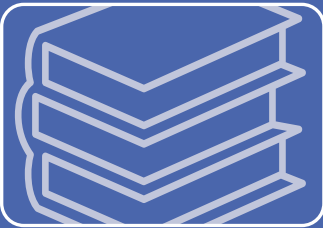
- ✓ All Concurrent Enrollment paperwork will be turned in on time per deadlines set by the Summit Academy staff. These deadlines are early April and early November. Schedules are due early May and early December. Please check the **Ultimate Checklists** to be sure the student has everything submitted by these deadlines. Success in the above is considered an indication of college readiness.
- ✓ Parents and students understand and agree that there will not be more than three students from Summit Academy in any college courses as requested by the community college staff.
- ✓ By September 15, students must have turned in their official college schedule and the Enrollment as a Full-Time Student form (both part-time and full-time students must turn this in). Summit Academy will not pay for courses if these forms are not turned in.
- ✓ Students seeking class accommodations must meet with the Director of Special Services at Front Range Community College, Red Rocks Community College, AIMS or CCD to discuss the current IEP, 504 Plan or medical diagnosis and potential accommodations allowed in college classes.
- ✓ Students are responsible for receiving communication regarding CE requirements and deadline dates. Newsletters are put out on a weekly basis for communication. These are posted on the Summit Academy website.

FAQ



Do I have to pay for the courses I take?

- Summit Academy will pay the tuition portion of your CE courses. You will be responsible for textbooks and any additional fees, such as lab fees.



How do I purchase course books?

- Find the “ISBN” of the book required for your course from the online FRCC or RRCC Bookstore. Once you have that number, you can order it from anywhere (textbooks.com; amazon.com , etc.).



How do I take the Accuplacer?

- Take the Accuplacer at the FRCC or RRCC Testing Center immediately after your application has been submitted.



What if I have questions?

- For Summit students, contact Mrs. Miller at maren.miller@jeffcoschools.us
- For Summit South students, contact Mrs. Sweeney at jsweeney@jeffcoschools.us