

Concurrent Enrollment Handbook

# Introduction

## Welcome

ACC values your participation and partnership in offering quality ACC college courses in the high schools through our Concurrent Enrollment (CE) program. ACC empowers lives. Our mission is to explore new and creative approaches to education, with a focus on building forward-looking pathways to social and economic mobility. By deepening our connections with employers, industry, and our community, we ensure that all learners are equipped with the skills and opportunities to thrive. As such, our **Concurrent Enrollment Vision** is to be the leader in innovative and quality Concurrent Enrollment programming in the state of Colorado, and our **Concurrent Enrollment Mission** is to serve our community by ensuring equitable postsecondary access for Colorado high school students.

## Purpose of this Guide

Arapahoe Community College follows [Concurrent Enrollment standards](https://drive.google.com/file/d/1p_23DzqQNV69em8bo8St8ufXd8F-IzY_/view?pli=1) guided by [Colorado Community College System](https://cccs.edu/concurrent-enrollment/) (CCCS), [Colorado Department of Higher Education](https://cdhe.colorado.gov/educators/policy-and-funding/concurrent-and-dual-enrollment) (CDHE) and the [Colorado Department of Education](https://www.cde.state.co.us/postsecondary/concurrentenrollment) (CDE). CCCS 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. Each school district that offers ACC CE courses in their high school (or pays for students who take courses on campus/online) must enter into a Cooperative Agreement with the college.

This manual is built as a resource for our Local Educational Partners, affiliate instructors, and their support teams within the instructional departments here at ACC and functions as a transparent guide to all aspects of Concurrent Enrollment at ACC. In order to help manage the material, labelled sections should help you find the answers you need.

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## ACC Concurrent Enrollment Staff

We encourage all CE Secondary Partners to reach out to ACC’s CE Department any time they have questions, comments, or concerns. As ACC grows our support of our Local Educational Providers (LEP), we have begun growing our support teams. Currently we have primary points of contact: the Dean of Educational Partnerships, who provides leadership on Instructional support, and the Associate Dean of Concurrent Enrollment, who provides leadership on student support. In general, responsibilities are divided as follows:

|  |  |
| --- | --- |
| **Vicki Aycock**Dean of Educational PartnershipsVicki.Aycock@arapahoe.edu 303-797-5229SchedulingCurricular and program assessment/outcomesMOU oversightPathway developmentCE Faculty LiaisonsInstructor qualificationsInstructor onboardingClassroom observation coordinationSyllabi and curricular resources**Misty Murphy**Instructional Partnerships CoordinatorMisty.Murphy@arapahoe.edu 303.797.5968**Monica Fuglei**Concurrent Enrollment Faculty ChairMonica.Fuglei@arapahoe.edu303.797.5826 | **Shari Culver**Associate Dean, Concurrent EnrollmentShari.Culver@arapahoe.edu 303-797-5705 Strategic program managementBudgetary and billing mattersStudent and parent relations (when issues necessitate higher level involvement)Supervision of CE Specialists/Navigators* + Admissions
	+ Advising
	+ Accessibility Resources
	+ Tutoring
	+ Transcripts
	+ Matriculation
	+ Transfer of Credits

**Stuart Boyd**Associate Director, Concurrent EnrollmentStuart.Boyd@arapahoe.edu303-797-5636 |

## Dean of Educational Partnerships Office

This office houses the instructional work of our Concurrent Enrollment Program. They can assist you with exploring courses for Pathways, expanding curriculum, finding approval for instructors, and obtaining or renewing CTE credentials for our CTE instructors.

## CE Specialists & Navigators

Our CE Specialists & Navigators are each assigned to individual school districts. This team assists with placement testing, secondary partner training, ACC student services, ACC communication channels, Colorado Opportunity Fund (COF), registration, drop and withdraw processes and deadlines, term billing statements, important dates and deadlines, data management, high school visits and presentations.

|  |  |
| --- | --- |
| **Districts: DPS, Englewood, Jeffco, Sheridan, COS** Abbie Beckwith , CE SpecialistAbigail.Beckwith@arapahoe.edu**Districts: Littleton, Cherry Creek** Erik Aguilar, CE SpecialistErik.Aguilar@arapahoe.edu**Districts: Legacy Campus, Skyview Academy** Shari Culver, Associate Dean Shari.Culver@arapahoe.edu **Districts: Cherry Creek, Elizabeth**Stuart Boyd, Associate DirectorStuart.Boyd@arapahoe.edu | **Districts: Colorado Early Colleges, STEM**Brigid Harris, CE SpecialistBrigid.Harris@arapahoe.edu**Districts: Douglas County** Stephen Krock, CE NavigatorStephen.Krock@arapahoe.edu**ACC Partners (@ACC students), Summit Academy, DCSD @ACC, JeffCo, LPS Transitions and Voyager, SOAR Academy**Belinda Wise, College Select Academic CoordinatorBelinda.Wise@arapahoe.edu |

## History of Concurrent Enrollment in Colorado

Authorized in 2009 by the Colorado Legislature (House Bill 09-1319 and Senate Bill 09-285), the Concurrent Enrollment Programs Act (CEPA) enables high school students to take free college courses, taught by qualified instructors, at their high school campus or on a college campus. Since the launch of the program, CCCS colleges have become the state’s largest provider of Concurrent Enrollment, creating a supportive pathway to higher education for thousands of high school students.

**2009**: House Bill 09-1319: the Concurrent Enrollment Programs Act (CEPA)​

* Enables high school students to take tuition-free college courses, taught by qualified instructors, at their high school campus or on a college campus.​
* Established Accelerating Students through Concurrent Enrollment (ASCENT), a fifth-year high school program that allowing students to participate in concurrent enrollment the year after 12th grade, to enroll in postsecondary courses and earn college credit at no tuition cost to them or their families.

**2015**: House Bill 15-1270: ​

* Authorizes Pathways in Technology Early College High Schools (P-TECH) schools in Colorado​.

**2019**: Senate Bill 19-176:​

* Requires all public high schools (including public charters) to offer Concurrent Enrollment opportunities to all students​.
* Creates the CE Expansion & Innovation Grant program​.

**2021:**Senate Bill 21-185: ​

* Creates the Teacher Recruitment, Education & Preparation (TREP) program​.

**2022**: House Bill 22-1390: ​

* Expands access and availability of CE programs ​
* Eliminates financial penalties for students who fail or withdraw from a CE class​.

**2024:** House Bill 24-1393

* Starting 2025-2026 Caps qualified students who participate in the ASCENT program​.
* Creates additional eligibility requirements to participate in ASCENT.

**2025:** House Bill 24-135

* After the passage of [HB24-135](https://leg.colorado.gov/bills/hb24-1305#:~:text=The%20act%20expands%20the%20types,or%20a%20p-tech%20school.&text=(Note:%20This%20summary%20applies%20to%20this%20bill%20as%20enacted.)) in 2024, Concurrent Enrollment students are no longer debited against their 145 Credit Hour allotment for COF.

# Program Administration and Logistics

## Tuition and Cost

There is no tuition cost to students taking CE courses at their high school. The tuition for these courses is covered through a Cooperative Agreement between the school district and Arapahoe Community College. Some fees and tuition may apply to students taking courses at an ACC campus or online, though tuition for online courses @ACC is equivalent to the in-person tuition rate. After the passage of [HB24-135](https://leg.colorado.gov/bills/hb24-1305#:~:text=The%20act%20expands%20the%20types,or%20a%20p-tech%20school.&text=(Note:%20This%20summary%20applies%20to%20this%20bill%20as%20enacted.)) in 2024, Concurrent Enrollment students are no longer debited against their 145 Credit Hour allotment for COF.

## College Opportunity Fund (COF) Stipend

The [College Opportunity Fund (COF)](https://cof.college-assist.org/) is Colorado’s contribution to resident tuition rate. The Colorado General Assembly sets the rate annually. While the lifetime limit on the COF stipend is no longer impacted by Concurrent Enrollment credits, students must still go through the COF application process. *Undocumented high school students taking CE courses are eligible to use the COF.*

As outlined in the Concurrent Enrollment College Agreement Form ([CE Form template](https://www.cde.state.co.us/postsecondary/ce_application)) (signed by the student and parent/guardian), students must apply for COF when enrolling any CE course.

If a student does not apply for COF or the stipend is not successfully applied to their account, the student or parent/guardian will be responsible for the tuition normally covered by COF. By signing the CE form, families are authorizing ACC to apply the COF stipend to all eligible credits for the current and future semesters.

## Textbooks

ACC Departments will have general and sometimes specific expectations for course textbooks. CE students may be required to purchase textbooks for their courses, which they can do through the [ACC Bookstore.](http://www.arapahoe.edu/student-resources/bookstore) High Schools will need to determine whether the high school or the student will purchase textbook and course materials. Check with the high school CE Coordinator to determine who is responsible for course textbooks and materials. In collaboration with their ACC instructional departments and with the support of their liaison, many high school CE instructors have begun to implement [OER: Open Educational Resources](https://cccs.libguides.com/accoer) in their classrooms, which offers no cost course materials for students.

Because early access to textbook and/or remediated material is commonly needed for students with accommodations, please ensure any student who may need this kind of textbook support in their accommodations contacts our [Disability Access Services (DAS) office](https://www.arapahoe.edu/advising-support/disability-access-services) as early as possible.

## Refund Policy

With updated [2022 CE legislation](https://www.cde.state.co.us/postsecondary/ce_legislation), local education providers can no longer request tuition refunds from students who received a grade of ‘F’ or a ‘W’ (withdraw). If applicable, there is an appeal process for tuition credit due to extenuating circumstances, such as major illness, death, or hardship (See [Extenuating Circumstance Appeal Form](https://arapahoecommunitycollege.formstack.com/forms/acc_extenuating_cirmcustances_appeal)).

# Instruction and Curriculum

## CE Affiliate Instructor Qualifications and Processes

ACC is responsible for ensuring that qualified affiliate instructors teach all concurrent enrollment courses. Affiliate instructors teaching concurrent enrollment courses must meet the college's academic requirements for instructional qualifications in keeping with guidelines established by the college’s accreditor, the Higher Learning Commission. Detailed ACC affiliate instructor qualification, credential, application instructions, and expectation information can be found on ACC’s [CE Instructor Information site](https://www.arapahoe.edu/academics-programs/concurrent-enrollment/ce-instructor-information).

CTE instructors must submit their qualifying CTE postsecondary credentialing documentation when applying for CE academic approval. This includes submission of verifiable industry/occupational hours and applicable educational experience. The credential requirement ensures that each CTE program provides its students with well-qualified instructors possessing appropriate occupational and educational experience. Further information on CCCS credential requirements to teach in a specific CTE program can be found on the [Colorado Career and Technical Education](https://coloradostateplan.com/administrator/credentialing/) website.

## Instructor Recruitment and Support

While qualified affiliate instructors teach most courses for ACC CE, we do understand staffing is sometimes challenging. Our team can work with ACC Department Chairs to see if qualified instructors are able to support instruction at the high school or work to provide hybrid offerings that would pair a qualified ACC Instructor or faculty member with a local teacher to deliver high quality hybrid instruction via asynchronous online coursework delivered and supported synchronously via the local teacher. The pay structure for providing an instructor via ACC is included in the Cooperative Agreement Rate Letter.

## CE Course Selection Process

ACC takes a deliberate Pathways approach to the development of courses within our schools. An LEP wishing to add ACC courses to their course offerings, should initiate the process by completing the [“CE Course Addition Request” form](https://arapahoecommunitycollege.formstack.com/workflows/course_request_form_copy_copy_1). The Dean of Educational Partnerships will work with the LEP liaisons to explore potential high school course offerings alignment with Pathways and ACC strategic initiatives, determine what courses are available through ACC, and work with the CE Faculty Chair and ACC departments to explore LEP facilities and supplies necessary to support any new courses. This form allows ACC’s instructional team to facilitate LEP and Department communication around Pathways alignment, potential lab expectations/supplies and curriculum support.

Courses administered through the Colorado Community College System (CCCS) concurrent enrollment programs must be approved [Colorado Common Course Numbering System](https://erpdnssb.cccs.edu/PRODCCCS/ccns_pub_controller.p_command_processor) courses and must appear in the ACC Course Catalog. 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 appear in the instructional plan (syllabus).

Guaranteed Transfer (GT) Pathways courses must have verbatim the GT Pathways Statement, GT competencies and GT content criteria included in the syllabus.

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 require Department chair or designee approval.

## Curriculum

Courses administered through Colorado Community College System (CCCS) concurrent enrollment programs must have consistent quality, course competencies, and course learning outcomes as the ACC 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 consortia arrangements, or any other modality)”.

Different departments at ACC have differing stances on curriculum. LEPs and their affiliate instructors should work with ACC departments to ensure that offered curriculum meets the expectations and practices of the ACC departments. To support our affiliate instructors, some departments have ready-made course shells available in D2L (our Learning Management System) or significant support materials. Affiliate instructors should reach out to their ACC liaison or Department Chair for access to these materials.

## Variations

While CE may have a slightly longer semester, ACC Courses are typically taught by semester. Any variation in the standard ACC semester timeline requires Department approval during the Course Expansion process. Departments have the right to oversee and guide courses within their instructional expectations. Variations might include things like:

* AP/IB Co-Enrollment
* Co-Seated Classrooms
* Year-Long Courses

## Assessment

ACC will periodically assess student work to ensure that all students are achieving learning and completing the same curriculum. This includes three important touchpoints:

* Syllabus Review: Every syllabus requires Departmental review to ensure compliance with Departmental, Institutional, and CCCS expectations.
* Classroom Observation: CE Liaisons will complete annual classroom observations.
* Departmental and Institutional Assessment: All affiliate instructors should participate in departmental assessment projects and adhere to Department deadlines. These assessments are part of ACC’s standard instructional operations and review. Our departments will work to provide clear communication around assessment projects with reasonable workload. ACC will also work to ensure access to ACC assessment reports for our LEPs and instructors. If you have questions or concerns about assessment, please reach out to the CE Faculty Chair for support.

## Affiliate Instructor Email

ACC’s official form of communication is through the ACC-issued email address and all official college communications and notifications will be to the school-issued email address. Please consistently check this e-mail address to ensure you do not miss out on communications from ACC.

## Communication Expectations

CE Affiliate Instructors should anticipate routine communication with their Department Chair, liaison, and any other contacts for the purposes of syllabus review, questions, and concerns, and scheduling the Course Observation. Affiliate instructors are also welcome to reach out to us for support at any point during the semester. For more information on your Department Chair or CE Liaison, please feel free to e-mail the CE Faculty Chair.

## Long-Term Leave and Substitute Policy

Because our accrediting body requires that all instructors meet specific faculty qualifications, any long-term leave (defined as an absence longer than two weeks) must be formally planned in coordination with the Dean of Educational Partnerships and the CE Faculty Chair. If an Affiliate Instructor must take extended leave for any reason, the Local Education Provider (LEP) is responsible for notifying the Dean of Educational Partnerships and/or the CE Faculty Chair to discuss substitute coverage or appointing a qualified replacement. ACC will collaborate with the LEP to ensure an appropriate plan is in place—whether that involves securing a qualified substitute or developing an instructional continuity strategy—so that students receive uninterrupted, high-quality instruction aligned with college standards.

## Instructor Responsibilities and Major Duties

Affiliate Instructors are expected to follow all institutional and departmental expectations, which include meeting curricular standards, submitting assessment materials, and completing syllabus submissions on time. Instructors should remain active and engaged throughout the term and adhere to the following key responsibilities and timeline:

### Onboarding:

* + Consider completing ACC’s Orientation Training in D2L.
	+ E-mail/Meet with your CE Liaison for Department-specific onboarding.

### Before the Semester Begins:

* + Submit a completed course syllabus via Simple Syllabus.
		- **Deadlines:** Fall – August 1 | Spring – January 1 | Summer – May 1
	+ Submit your course syllabus to the CE Sharepoint Folder for review.

### Within the First Five Weeks:

* + Schedule your **annual classroom observation** with your CE Faculty Liaison. Although ACC reserves the right to observe a CE course at any time, it is essential to schedule this observation proactively and respectfully.

### Throughout the Semester:

* + Teach your course in alignment with departmental expectations and college-level rigor.
	+ Log into **myACC** regularly to verify roster accuracy and to submit final grades by the grading deadline.
	+ Regularly check your **arapahoe.edu** email or forward it to your high school email to ensure timely communication.
	+ Respond promptly to emails and communication from your Department Chair and CE Liaison.

### End of the Semester

* + To avoid delays in end of semester processes, Instructor Grades must be entered by the due date. This date will be shared at the beginning of the semester. **Note: In order to process their graduation, students intending to graduate at the end of a semester will need to have their grades entered by ACC’s standard grading deadline.**

By fulfilling these responsibilities, CE instructors help maintain the integrity and consistency of college-level instruction within the Concurrent Enrollment program.

## Course Syllabus and Simple Syllabus

All syllabi for concurrent enrollment courses require approval from the discipline chair or an academic officer of the college by the start of the CE academic term. The content of the syllabi must meet the same criteria as required for all college courses. The Colorado Community College system uses the Simple Syllabus platform for the creation of the course syllabus which can be found at this link: [Simple Syllabus](https://cccs.simplesyllabus.com/) (text: <https://cccs.simplesyllabus.com/>).

To complete the Course Syllabus, instructors should access Simple Syllabus via Desire2Learn or log directly into the Simple Syllabus website with their Institution Credentials (your MyACC sign on). Once your syllabus is complete, we recommend publishing the syllabus as “Public.” This allows students to use your link to the syllabus and access it at any time. Once that is complete, please export your syllabus to PDF, and submit your syllabus to the CE SharePoint Folder. The naming convention for your document should follow this structure:

Last Name First Name Course Semester (e.g., Fuglei Monica ENG 1021 SP25)

* [Simple Syllabus Access (via D2L) tutorial](https://help.cccs.edu/space/KnowledgeBase/768278532/Introduction%2Bto%2BSimple%2BSyllabus)
* [Simple Syllabus FAQ](https://help.cccs.edu/space/KnowledgeBase/847904774/Simple%2BSyllabus%2BFAQ%2B)

Once complete, please submit your syllabus to the [CE SharePoint folder](https://cccs.sharepoint.com/%3Af%3A/r/sites/ACC--CEInstructorsSyllabiResources/Shared%20Documents/General?csf=1&web=1&e=XZP1uV) (please file it in your specific discipline area) for review by your CE Liaison.

If you have any questions about Simple Syllabus or would like support in creating your syllabus on the platform, please reach out to the CE Faculty Chair, Monica Fuglei (monica.fuglei@arapahoe.edu / 303.532.6078) for support.

## Instructor Review or Removal

All instructors for ACC must be in compliance with regular communication, creation/submission of course syllabi, checking of rosters, posting of grades, course observations, and effective teaching. Instructors who fall out of compliance with these requirements will fall into review status and may be removed from ACC courses if there is no improvement in their adherence to ACC practices.

Review process:

* If a liaison or Department Chair has difficulties communicating with an instructor, they will invite the CE Faculty Chair to aid in this communication. If an instructor does not respond to their liaison, Department Chair, or the Concurrent Enrollment Faculty Chair, the Dean of Educational Partnerships will reach out to our LEPs to remind them of the basic requirements of our instructors.
	+ Instructors who fail to submit syllabi, check rosters, or schedule classroom observations may be subject to review.
	+ Barring unforeseen circumstances, instructors **must** have one classroom observation annually. Failure to schedule a classroom observation may result in removal from ACC curriculum instruction.
* If a liaison or Department Chair has concerns about the curriculum or instruction they witness, they should review the instructor as a “whole package” including classroom instruction, curriculum/course construction, course evaluations, and the timeliness/responsiveness of the instructor in syllabus collection/observation scheduling. If their concern remains, the following will occur:
	+ Semester 1: The Liaison/Department Chair will intervene with feedback and concerns with the instructor and may request an additional course observation within the semester of concern. They *may* invite the CE Faculty Chair to this observation. Between the observation of concern and the second observation, they will advise and provide examples and support to the Affiliate Instructor to help address their teaching concern.
	+ Semester 2: If the Liaison/Department Chair does not believe the teaching concern has resolved, they will invite the CE Faculty Chair to observe the instructor’s teaching. The CE Faculty Chair and the Liaison/Department Chair will work together to help address teaching concerns with the affiliate instructor.
	+ Semesters 3 and 4: If the Liaison/Department Chair and the CE Faculty Chair believe their curriculum and instruction concerns are not resolved after two semesters of intervention, they will reach out to the Dean of Educational Partnerships to include the LEP in addressing instructional concerns.
	+ If after four semesters of increasing support and intervention, ACC feels that the curriculum and instruction of their affiliate instructor does not meet the standards of ACC instruction, the instructor will be dismissed from ACC courses.

## High School CE Instructor Support from ACC Faculty CE Liaisons

Affiliate Instructors teaching concurrent enrollment courses receive discipline-related instructional contact and concurrent enrollment office support. ACC’s Department Chairs and liaisons will provide all Affiliate Instructors teaching concurrent enrollment courses with training and orientation in discipline-specific course curriculum, assessment of student learning, course philosophy, student code of conduct and concurrent enrollment program administrative requirements. ACC’s Concurrent Enrollment Faculty Chair will support affiliate instructors with general onboarding processes and connecting with their discipline-specific contacts. ACC’s Concurrent Enrollment Office will provide student services related support and help with enrollment, course management, and other non-instructional support.

The Concurrent Enrollment office will conduct annual meetings to discuss and/or present future offerings, ACC policies, and any other relevant issues. Departments and liaisons may hold meetings with discipline-specific updates and support. ACC encourages affiliate instructors to attend.

Affiliate 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. ([Observation Template](https://cccs.sharepoint.com/sites/myACCPortalFileStorage/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FmyACCPortalFileStorage%2FShared%20Documents%2FGeneral%2FFaculty%20Instructor%2FFaculty%20Forms%2Fclassroom%2Dobservation%2Dform%2Epdf&parent=%2Fsites%2FmyACCPortalFileStorage%2FShared%20Documents%2FGeneral%2FFaculty%20Instructor%2FFaculty%20Forms)). To ensure quality observation and effective and applicable feedback, liaisons will observe a full class period (or at least 60 minutes of instructional time) and return the Observation Form to their instructor within ten business days of the classroom observation.

Additional resources:

* [CE Instructor Information site](https://www.arapahoe.edu/academics-programs/concurrent-enrollment/ce-instructor-information)
* [CE SharePoint for Syllabi](https://cccs.sharepoint.com/%3Af%3A/r/sites/ACC--CEInstructorsSyllabiResources/Shared%20Documents/General?csf=1&web=1&e=LTSwsr) – Includes folders for syllabus templates and syllabus submission.

# Systems Access and Course Management

## myACC Access

CE Affiliate Instructors have access to myACC and their ACC e-mail while they are teaching an ACC course. If you find that you are unable to access/login to myACC but need access, please reach out to ACC’s IT Department using this link: [ACC IT Support](https://arapahoe.atlassian.net/servicedesk/customer/portals).

## Accessing Rosters, Grades, Email - myACC Web Portal

Affiliate Instructors use myACC to monitor and view college rosters, check ACC email, enter grades, and access additional resources. An S# is required to access myACC. Affiliate Instructors will receive their S# via email from the CE Faculty Chair and Human Resources upon onboarding; their S# may also be obtained from their CE Specialist.

myACC can be accessed from [Arapahoe Community College’s website.](http://www.arapahoe.edu/) The myACC link is located on the right side and at the top of ACC’s homepage.

## College Rosters

You must check college rosters in myACC **at least** once before the census/drop date and once before the withdraw date. Verify the accuracy of your college rosters in myACC and finalize them before the census date. Be sure that **all** students attending your course and seeking college credit are enrolled by verifying the names listed on your college roster.

In the weeks prior to census, if any students who are attending your class and seeking college credit do not appear on your college roster, remind these students to see their high school counselor and to enroll prior to the course census date. Students may not register after the course census date, regardless of prior course attendance.

Inform the high school CE Coordinator of:

1. Any student on the college roster that is not attending the course.
2. Any student attending the course, who is seeking college credit, but is not on the college roster.
3. Any student on the college roster that is attending the course but not seeking college credit.

All students incorrectly listed on the college roster must be dropped by the census date. Students who remain on college rosters and are not in a class and/or not seeking college credit will receive an ‘F’ on their permanent college record/transcript.

IMPORTANT: College rosters and high school rosters can differ. You must check the college rosters on myACC to confirm enrollment and ensure the conveyance of college credit.

# Enrollment Practices

## Census Dates (Add, Drop, Withdraw)

The census date for a course (commonly referred to as the Add or Drop date) marks the first 15% of the course. The withdraw date marks the first 80% of the course.

CE Specialists will send out reminders of the census and withdraw date each semester to Affiliate Instructors and other appropriate Secondary Partners.

## Drop for Non-Attendance

ACC follows a drop for no show process. Affiliate Instructors must report any student that does not attend prior to the course census date.

### No-Show Guidelines

A student is considered a no-show if they have not attended class between the first day of the course and the last class session prior to the course census date (drop date).

### No-Show Reporting Instructions for Affiliate Instructors

1. Login to myACC and access the Faculty/Instructor Tab.
2. Click on the "No-Show Reporting" link in the Faculty Toolbox channel.
3. Select the appropriate term (i.e., Fall 2023) and course.
4. Report no-show students by populating a "0" in the "Attend Hours" column.
5. Click Submit.

Once dropped as a no-show, a student cannot be re-registered in that same section regardless of no-show reason.

## Drop or Withdraw from a Course

### Drop Deadline

*Dropping a CE class if a student is registered as a High School Select student taking classes at their High School:* If a student is taking classes at their high school through the High School Select program, they will need to talk with their high school counselor about dropping the course from their schedule before the specified drop date so it doesn’t reflect on the ACC transcript. Student support teams at the LEPs may need to help students complete the appropriate Drop form to ensure students are dropped from a course.

*Dropping a CE class as a College Select student, taking classes at an ACC Campus:* If a student is taking the class at an ACC campus through College Select, they will need to drop the course by logging into myACC and selecting the Navigate icon before the specified drop date so it doesn’t reflect on the ACC transcript. Learn more on this [ACC Academic Policies page](https://www.arapahoe.edu/academics-programs/catalog/academic-policies-and-procedures).

### Withdraw Deadline

Withdrawing from a CE class if a student is registered as a High School Select student, taking classes at their High School: If a student ends up moving out of the area or is at risk of failing the CE course, they might consider withdrawing from a course. This will reflect a W on the ACC transcripts. High School Select students should talk to their high school counselor about this option by the appropriate withdrawal deadline. Student support teams at the LEPs may need to help students complete the appropriate Withdrawal form to ensure students are withdrawn from a course.

Withdrawing from a CE class if a student is registered as a College Select student, taking classes at an ACC Campus (including online courses): students should talk with their ACC instructor about their grade and, if necessary, withdraw from the course by accessing myACC by the appropriate withdrawal deadline. Learn more on this [ACC Academic Policies page](https://www.arapahoe.edu/academics-programs/catalog/academic-policies-and-procedures).

Although it is the student’s responsibility to initiate a drop or withdraw from a course, please assist students in knowing all responsibilities and important dates (registration deadline, census, withdraw date, etc.).

### Roster Review

It is essential that every instructor reviews their rosters in MyACC multiple times within a semester. Please review your rosters prior to the Concurrent Enrollment Add/Drop date (shared annually from the CE Team) once you’ve been informed all students are registered in your course to ensure that your District and MyACC rosters are aligned. Secondly, please review your roster prior to the withdraw date to ensure accuracy.

## Student Conduct and Academic Dishonesty Procedure

ACC is responsible for ensuring all matters involving questions/concerns relating to matters of student conduct and dishonesty are addressed. The administrative process will be overseen by the appropriate leadership of the campus where the alleged matter of student conduct or dishonesty occurred.

Once an alleged act of conduct or dishonesty has been identified, the person receiving the concern must alert the leadership where the matter occurred who will be responsible to tell the partner (either ACC alert LEP leaders or LEP leader informs ACC). The identified leadership for conduct and dishonesty matters at ACC is the Dean of Students (DOS) and each LEP partner shall identify their representative at the start of each academic year). Leadership of both campuses will confirm which campus will oversee the investigation process using that identified campus process and resources to conduct the investigation and render a decision. At any time, the campus overseeing the process may ask for assistance with the matter from the other partner/leadership (LEP partner asks ACC Dean of Students for assistance or ACC asks identified LEP leadership for assistance). No matter which campus the matter occurs, the process of investigation must start within two academic business days of having receipt of the concern. Both ACC DOS representative and identified LEP partner should keep the other party updated on the status of the inquiry (depending upon which campus is overseeing the inquiry) until it is closed. Once the matter has been resolved, ACC and LEP partners have the option to file in their student records.

ACC’s judicial processes, including code of conduct, academic misconduct statement and grievance procedures are stated in the [ACC Student Handbook.](https://www.arapahoe.edu/campus-life/student-handbook)

### AI in the Classroom

While ACC does not currently have a policy requirement specific to AI, we recommend instructors directly address AI in their Academic Integrity or classroom policy. ACC has drafted AI templates to allow, limit, or ban AI use from the classroom, depending on instructor preference. Please reach out to your department liaison or the CE Faculty Chair for this language. [Note: CCCS is currently working on an AI Policy. This handbook will be updated as soon as that policy is available.]

Please note: AI platform policies typically require parental consent and/or restrict access for anyone under age 18.

## Academic Standing

Students enrolled in ACC courses through the Concurrent Enrollment Program are college students and are subject to ACC’s academic standing policies. All students are in good academic standing by maintaining a 2.0 or higher cumulative GPA. Understanding that a student’s level of achievement (i.e., grade earned) in CE courses can have future impacts to their college career is critical. Students who fall below the 2.0 cumulative GPA will need to follow the process outlined on ACC’s [Academic Recovery page](https://www.arapahoe.edu/advising-support/advising/academic-recovery).

## Accommodations

Students with disabilities follow the college standards, which may differ from those of the high school. Students in need of accommodations are encouraged to contact ACC’s [Disability Access Services](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.arapahoe.edu%2Fadvising-support%2Fdisability-access-services&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7Ccebe4931093d449781cc08ddb32d0269%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638863728109431663%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=FUtKytjK6341lf5bBygrGhbOB4Z%2BwYMeXMIpq0HETJE%3D&reserved=0) or call 303.797.5860. Because accommodations are not retroactive, students should reach out and complete this process as early as possible in their semester.

ACC’s Disability Access Services (DAS) collaborates with students to determine appropriate accommodations based on individual needs. There are differences in accommodations in high school and college settings. In high school accommodations are focused on student success and may involve modifications to the content (i.e., assessments, course work, and course materials). Accommodations in college are designed to remove barriers to access while maintaining the essential requirements of a course. This means accommodations do not alter the curriculum, assignment parameters and testing standards, but instead support equal access to learning opportunities.

Common High School Accommodations that are **not approved** for college courses include:

• Open-note testing

• Reduced or shortened assignments

• Changes to Exam Assessments (i.e. writing to multiple choice)

• Unlimited or Limited Retakes for exams and quizzes

ACC does provide many common college accommodations:

• Extended Testing Time

• Additional Time for Assignments

• Notetaking Assistance (via technology)

• Audio Recording of Lecture

• Preferential Seating

## FERPA and Student Information

"All CCCS colleges must comply with the Family Educational Rights and Privacy Act (FERPA) including all concurrent enrollment course offerings. This Act affords students and their parent or guardian certain rights with respect to their educational records, and applies to all concurrent enrollment students, regardless of age. Concurrently enrolled students will be granted the rights of a post-secondary enrolled student as defined by the US Department of Education.

The high school and community college may exchange information regarding a concurrently enrolled student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school. Additionally, the postsecondary institution may disclose personally identifiable information from the student’s education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.”

Source: [CCCS Concurrent Enrollment Statement of Standards & On-Site Best Practices](https://drive.google.com/file/d/1p_23DzqQNV69em8bo8St8ufXd8F-IzY_/view?pli=1)

### When can the LEP Instructor or personnel discuss student progress in an ACC course with parents?

All ACC employees must follow FERPA guidelines for postsecondary students where the students retain rights to their academic records. For an ACC employee (including Faculty & Instructors) to discuss a student’s progress with a parent or guardian they must have either an Authorized Release of Information waiver on file at ACC or the student present during the discussion to give verbal approval. This is the case regardless of instructional site. ACC Instructors or Faculty may occasionally be asked for updates about a Concurrent Enrollment student on their class roster. While the above applies to disclosure of student academic information to a parent or guardian, instructors may share academic information with academic agents from the LEP site under our Master Agreements with our LEPs.

LEP employees (including LEP instructors) teaching at an LEP site may share academic information including performance in the classroom under high school FERPA requirements. LEP employed instructors teaching an ACC course at the LEP site may discuss student progress with a parent or guardian if the LEP has determined the student is a dependent as defined by FERPA.

### Process for Authorized Release of Information

Students wishing to give authorization to a parent or guardian to discuss their academic progress can complete the [Authorize Release of Information](https://arapahoecommunitycollege.formstack.com/forms/authorized_release_of_information) form.

## Grades and Records

It is the responsibility of the LEP to ensure all CE Instructors maintain accurate records of student grades and submit their grades to MyACC according to the ACC grading deadlines. The LEP must retain records of grades for one full year beyond the current year. Grades must by the Affiliate Instructor via MyACC in accordance with ACC’s processes and by the pre-set deadlines each semester. Specific information about grading policies can be found in the Faculty & Instructor Handbook and [Guidelines for Grades](https://www.arapahoe.edu/academics-programs/catalog/academic-policies-and-procedures) (Grading Systems) in the most current ACC Catalog. Please note: To avoid delays in end of semester processes, Instructor Grades must be entered by the due date. This date will be shared at the beginning of the semester. To process their graduation paperwork, students intending to graduate at the end of a semester will need to have their grades entered by ACC’s standard grading deadline.

# Student Support and Resources

## Student Steps for CE Enrollment:

Students require approval by their high school for enrollment into concurrent enrollment courses.

In order to be eligible to earn college credit, students must complete the following:

1. Connect with their high school counselor to determine LEP eligibility.
2. Meet all admission and registration requirements for ACC before the established deadlines at the beginning of each term.
3. Meet necessary course pre-requisites.

Contact your high school CE contact or ACC CE Specialist for deadline information. If LEPs, counselors, or students encounter holds on enrollment, they should contact their ACC CE Specialist for help in resolving these issues.

Students must register for the high school course. If students do not appear on the high school roster by the pre-set deadline, the student will not be enrolled for ACC college credit.

### College Select Students taking ACC Courses at an ACC Campus or Online

Students taking ACC courses at an ACC campus or online must complete online orientation as well as an advising and registration session. If needed, contact your CE College Select Coordinator for guidance about students taking ACC CE courses on a physical campus and/or online. [ACC Getting Started Guide](https://www.arapahoe.edu/academics-programs/concurrent-enrollment/getting-started)

### myACC Web Portal

myACC or the Portal is accessible by anyone with an ACC S#.

Once a student submits an ACC admissions application, they receive their S# via within their emailed acceptance letter from Admissions and Records. Using their S#, ACC students can use myACC to access additional resources.

Students will find the following in myACC:

|  |  |
| --- | --- |
| News and events | Quick links |
| Important dates and deadlines | Forms |
| Course schedule | Policies and Procedures |
| Grades | Official and unofficial transcripts |
| DegreeCheck | Drop and withdraw dates |

### DegreeCheck

DegreeCheck is an interactive curriculum measurement tool found via myACC. DegreeCheck can help a student:

* Track their progress through a degree plan.
* Determine required courses for their declared major.
* Plan out courses for future semesters, all the way up to graduation.
* Look at any major’s degree requirements via the ‘What if’ function.
* Access testing scores.
* Determine if their account has a hold.

### ACC Student E-mail

Concurrent Enrollment students will receive an ACC email after registration in an ACC course. ACC CE students should activate and access this e-mail for institutional updates and communications.

### Transcript Requests:

Students who have taken ACC Concurrent Enrollment courses can access both official and unofficial transcripts by logging onto myACC and clicking on the ‘Transcripts’ icon. From there, students will follow the supplied instructions.

### [Library & Learning Commons](https://www.arapahoe.edu/student-resources/library)

Concurrent enrollment students and affiliate instructors have the same library privileges as any traditional ACC student or employee. Resources include access to over 22,000 print books, microscopes, slides, anatomical models, and study rooms. Online resources include over 100 databases providing access to scholarly articles, ebooks, videos, market and consumer data, and test prep for many common exams.

**Information Literacy Instruction:**

* The [ACC Library](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.arapahoe.edu%2Fcampus-community%2Flibrary-learning-commons&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827010407%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=qGqCmlzspUFBuMBFkxlNH2WA9m%2FdP9izuWdlzTfiC2A%3D&reserved=0) offers in person, virtual, or hyflex information literacy instruction. The form to request library instruction can be found on the [Request Library Research Class](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Farapahoe.libguides.com%2Ffacultyresources&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827019521%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=Mz7kEeGoTIvbTXpSYkpiMGBPPCaLjXx3Qs9ehOYA9gY%3D&reserved=0) link.
* The [Video Tutorials Guide](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcccs.libguides.com%2Faccvideotutorials&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827028402%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=v8wNAswIq8Jwofod0ySK%2FFhhsPrtfx3ncYJxsnFjO3E%3D&reserved=0) contains links to two-minute videos on a variety of library topics.

**Research Help:**

* [Research Help Appointments](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Farapahoe.libcal.com%2Fappointments%2F&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827036836%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=pO8VTA1N32ueUVssDGlpX6BKwV05OUzGWBUWh2HbmH4%3D&reserved=0) – Students can schedule in person or Zoom research appointments. The librarians provide in-depth guidance on any part of the research process including peer review, primary sources, citations, and more. Students and staff can schedule an appointment on the ACC Library’s homepage using the “[Meet with a Librarian](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Farapahoe.libcal.com%2Fappointments%2F&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827048430%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=cVF%2FxmZoHVv9oJryq2u6sS2stPeC9%2FW4h3XwP7dIGyo%3D&reserved=0)” button.
* [24/7 Chat with a Librarian](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Farapahoe.libguides.com%2Faskthelibrarians%23s-lg-page-section-6867722&data=05%7C02%7CMonica.Fuglei%40arapahoe.edu%7C97f562d440424e1d196108dd7c5418b4%7C2a22b1ea780a4a3db1b7ce5f9ac45368%7C0%7C0%7C638803422827059473%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=nK1ZwDJ%2BOcr1foAeYJRhgIOgRlqoXwZhOzVr7KpEMO0%3D&reserved=0) – The Library has a 24/7 instant message chat service that is available to students, faculty, staff, and community members.

From off-campus, CE affiliate instructors and students can access the online databases by clicking on a database and choosing the **Colorado Community Colleges Login**. Enter the same S number and password used to access myACC. If you or your students are unable to log in or have any additional questions, please contact the Library at 303.797.5090 or email libarians@arapahoe.edu.

### Tutoring and Learning Resources

Perform your best with help from our experienced staff. ACC faculty/instructors, professional tutors, and peer tutors are here to help you succeed in all courses. We also offer a variety of resources to help students assess learning styles, improve time management, and develop better study strategies.

All tutoring services are free. ACC courses have access to tutoring help at the Littleton and Castle Rock campuses, with some online/Zoom access opportunities*.*

#### Math Support

[Math Support](https://www.arapahoe.edu/advising-support/tutoring-and-learning-resources/math-support) provides drop-in tutoring for all students. Students have access to small study groups, graphing calculators, and online resources.

#### Writing Lab

ACC’s [Writing Lab](https://www.arapahoe.edu/advising-support/tutoring-and-learning-resources/writing-lab) offers free, one-on-one tutoring sessions in-person and online to help students develop writing skills. Our tutors work with any skill level, from any class or discipline, at any stage of the writing process. While this is not a proofreading or editing service, tutors are happy to work with students on proofreading strategies and understanding mechanics.

### Career Services

As students begin their path at ACC, let the [Career Services](https://www.arapahoe.edu/advising-support/career-services) staff help create a map for the future. Whether a student wants to find an internship or begin their career, this office has the tools to guide them in achieving their goals. For more information call (303-797-5805) or email (careers@arapahoe.edu).

### Disability Access Services (DAS) Procedure

CE students seeking disability support to take a course on the ACC campus should contact the DAS office at ACC. Students taking an ACC course at an LEP location should contact the DAS office at ACC. While they may request support from their staff at the LEP, the staff on any campus should help connect the student seeking disability support to the ACC DAS office to apply for accommodation. For information regarding accommodations vs. modifications in concurrent enrollment courses, please consult CDE’s [Current Enrollment for Students with Disabilities](https://www.cde.state.co.us/cdesped/ta_concurrentenroll#:~:text=Students%20with%20disabilities%20who%20meet,essential%20elements%20of%20the%20course.) guidelines. Because establishing accommodations can take time and accommodations are not retroactive, LEP representatives should work to connect students with ACC’s DAS office as early as possible.

ACC’s Associate Dean of Concurrent Enrollment will communicate with the identified LEP partner where the identified course is being taught (including sharing the name(s) of any DAS staff who will work directly with the student). The exchange of information shall include: the purpose of the accommodation, what is needed, how it works, and answer questions presented by LEP partners in an effort help educate LEP partners about the identified accommodation. LEP partners may use the information and rationale in their efforts to help the instructor teaching the course understand the assigned accommodation. Instructors are always welcome to reach out to their Department Chair or liaison for support in achieving the accommodation.

If there are any concerns and questions about the accommodations, they should be addressed during the conversation(s) between ACC staff and LEP partner(s). If there are concerns that go unanswered and/or information remain unclear and/or concerns remain; then the Associate Dean of Concurrent Enrollment or the Associate Vice president of Student Affairs should be invited into the conversation to aid and help generate understanding, clarity, and/or resolution. If an affiliate instructor is concerned about the level of an accommodation, they may reach out to the CE Faculty Chair or their Department Chair/Liaison for support and an accommodation/modification review meeting if necessary.

# Special Programs and Partnerships

## Concurrent Enrollment (CE) Guidelines for Non-CE High School Students Participating in CE Courses

ACC values the opportunity for students taking high school classes to experience a classroom setting and culture similar to courses we teach on campus at ACC, with peers engaging at a college level. ACC does not typically require a specific ratio of students of registered/unregistered students in ACC Concurrent Enrollment classes; however, *ACC requires the course to be taught as a college course even if it has high school students participating in the same classroom learning environment*.

**What does this mean for the classroom?** Requirements for CE classes taught at a Local Educational Provider (LEP) location are:

* All students in the class must earn high school credit, but not all must be earning college credit. If the LEP determines that it is easier for tracking purposes to have all students in the class earning college credit through ACC, please let ACC know, as that is something ACC will support.
* If ACC requires use of its Learning Management System for the course (i.e., D2L), then *all* students in that course must register as CE students. This will enable all students to have access to the course materials. Students not registered in the CE course would not have access to course materials in D2L, so if D2L is being used for a CE course, this will necessitate 100% CE registration for the course.
The learning outcomes for the course must meet the college learning outcomes for the ACC course even when high school students are participating for high school credit only.
* Assessments for the course must be college-level CE course assessments to meet CE learning outcomes. ACC course learning outcomes must be fully addressed in instruction and assessment, including in AP, IB, or other college credit-bearing courses.
* Classroom observations may take place during the semester in coordination with the ACC CE team.
* Simple Syllabus is required for syllabus production; this syllabus will be reviewed by the ACC CE instructional team (including the CE liaison) and should be turned in by the instructor prior to the start of the course or by the 15th of the start of semester month, which ever date comes first.
* The ACC gradebook, attendance records, and other content required by the academic department should be kept current throughout the term.
The high school must determine how to transcript high school student participation in the course, appropriately distinguishing the high school credit from ACC college credit for clarity and transparency to students.
* In keeping with the CE Cooperative Agreement, all students in the course must have college-approved textbooks, digital content, and course materials. ACC is not responsible for providing textbooks, digital content, and course materials.

## CTE Program of Study Partnerships with ACC

ACC works in partnership with various Local Educational Providers with Career and Technical Education (CTE) programs to link Programs of Study (POS) in the CTE Gateway as appropriate for CTE Program Approval. When a POS partnership with ACC is desired for a secondary CTE program, a request may be made through the CTE Gateway. However, to ensure that ACC is both aware of the request and aware of the secondary CTE program requirements, learning outcomes, courses, etc. and how these might matriculate into ACC’s CTE programs, a conversation with the college’s CTE department chair is necessary to approve the POS request. *Therefore, anytime an LEP makes a POS request in the CTE Gateway, the LEP contact should contact ACC’s CTE department to connect with the appropriate individuals at the department level and begin conversations.*

If needing a POS for Program Renewal and conversations have previously taken place with the ACC department chair, please make the POS request in the CTE Gateway, and then reach out to the ACC CTE Director or Instructional Projects Coordinator to let our team know that a POS request has been made.

To connect with ACC’s CTE department, please reach out to the CTE Director, Dr. Liliana Renteria Mendoza at liliana.renteriamendoza@arapahoe.edu or our Instructional Projects Coordinator, Dr. Christina Sheldon, at christina.sheldon@arapahoe.edu.

# Faculty Liaisons

## ACC Departments and Liaisons

ACC’s faculty liaisons are responsible for ensuring that concurrent enrollment courses taught in the high schools are consistent with the courses taught on campus. They also help to ensure that the highest quality concurrent enrollment courses that align with the National Alliance of Concurrent Enrollment Partnership (NACEP) standards.

## NACEP Standards

ACC is a member of the National Alliance of Concurrent Enrollment Partnerships and [NACEP Standards](https://nacep.org/docs/accreditation/Website/2020.3.11AccreditationGuideCEPFinal.pdf) inform our work here at the college. They are measurable criteria that address quality in concurrent enrollment and college provided faculty model programs. For more information on NACEP standards[, please review their National Standards for Quality.](https://www.nacep.org/accreditation/standards/)

## Faculty Liaison Responsibilities

### Instructor Approval(meets F1 NACEP standard)

* The Concurrent Enrollment Faculty Chair will serve as first line reviewers for new CE instructors. Department Chairs and/or liaisons will be consulted in the process when documentation or credentials require clarification from a subject matter expert. All qualifications approvals will have second-level sign-off from Deans who may also reach out to confirm qualifications/credentials decisions.
* HR and the CE Instruction Office will maintain final documents. Department Chairs and liaisons can request access to these documents.

### Training and onboarding *(meet F2 NACEP standard)*

* Departments and their liaisons may provide course materials such as grading rubrics, assignments, assessments, exams, and resources. If your department has a shell with discipline specific resources, provide the instructor’s S number to ACC’s Center for Innovation, Teaching & Learning to have the instructor uploaded into the shell.
* Introduce instructors to course philosophy and competencies, assisting with implementation of curriculum, pedagogy, assessments, syllabus, and textbooks.

### Syllabus Review(meets A1 NACEP standard)

* Instructors will be required to use Simple Syllabus but may need additional support with syllabus creation. Consider providing Department or course specific information including [Guaranteed Transfer (GT) required course syllabi language.](https://internal.cccs.edu/academic-affairs/common-course-numbering-system/guaranteed-transfer-pathways/) Simple Syllabus will include basic course information, but this should still be reviewed by a CE Liaison.
* ACC CE Staff and the CE Faculty Chair will send out reminders to all the instructors about submitting their syllabus, and CE Instructors will upload the syllabus to the appropriate discipline folder in the [“CE Instructor (Syllabi & Resources)”](https://cccs.sharepoint.com/sites/ACC--CEInstructorsSyllabiResources/Shared%20Documents/Forms/AllItems.aspx?csf=1&web=1&e=LaycEP&cid=7634c8df%2D870a%2D4708%2D8a16%2D7cacf7cd0a1d&RootFolder=%2Fsites%2FACC%2D%2DCEInstructorsSyllabiResources%2FShared%20Documents%2FGeneral%2FCE%20HS%20Syllabi%20%26%20Resources&FolderCTID=0x0120000E33354AA1860A4A9955EC292E058795) SharePoint. CE team will audit the syllabus collection and follow up with CE partner if any are missing.
	+ Syllabus naming convention: InstructorLastName,FirstName\_Course\_Semester (E.G. Fuglei Monica ENG 1021 SP25)
* Course syllabus should be submitted to the CE Instruction Office by the syllabus due date (August 1/January 1/May 1)s.
* Deans, Department Chairs/Directors, and/or Liaisons review syllabi posted to verify accuracy and completeness. Follow up with CE Team and/or HS Instructor for any syllabi needing updates and corrections.

### Classroom Observations & Oversight*(meets C3 NACEP Standard)*

* Complete the Classroom Observation Form posted on the Faculty/Instructor tab in the portal under “Faculty Forms—Instruction.” Send your observation to instructor. Review the observation with the instructor.
* If you are unable to schedule a classroom observation, please reach out to the CE Faculty Chair for support.
* During semesters when classroom observations do not occur, maintain close communication with faculty liaison and consider hosting Zoom session to check-in.

### Professional Development (*meet F3 NACEP standard)*:

* Department Chairs or faculty liaisons provide discipline-specific professional development opportunities for ongoing, collegial interaction.
* Workshops may address course content, delivery, assessment, valuation, and/or research and development in the field.
* Forward training opportunities for the instructor, such as learning how to access and navigate through the myACC and D2L as well as other relevant professional development opportunities.

### Department Assessment(meets A1 Nacep standard)

* As needed, assist with assessment

## Suggested Timeline of ACC Faculty Liaison Responsibilities

### Prior to the start of semester (Around Aug 1 for Fall and Jan 1 for Spring)

* Contact each CE instructor to remind them to submit their course syllabus, let them know you are available for support, and request their course observation scheduling.
* Please remember that the CE Semesters often start before ACC start of semester: Consider connecting with your affiliate instructors as early as possible.

### Start of Semester

* Remind the instructor to submit syllabus and schedule a course observation. Include other departmental information as needed.
* Review syllabus and schedule created by the instructor as early as possible and double-check with the ACC-provided schedule to ensure course headings and description information is appropriate. Provide ongoing communication and feedback. Please note: It is essential to review the CE Course Syllabus to ensure the course is equivalent to other ACC coursework. While curriculum may differ depending upon departmental standards, all CCNS SLOs for the course should be met within the curriculum. Any concerns you have about a classroom syllabus should be addressed and remanded as early in the semester as possible. Syllabus should be found in the “[CE Instructor (Syllabi & Resources)”](https://cccs.sharepoint.com/sites/ACC--CEInstructorsSyllabiResources/Shared%20Documents/Forms/AllItems.aspx?csf=1&web=1&e=LaycEP&cid=7634c8df%2D870a%2D4708%2D8a16%2D7cacf7cd0a1d&RootFolder=%2Fsites%2FACC%2D%2DCEInstructorsSyllabiResources%2FShared%20Documents%2FGeneral%2FCE%20HS%20Syllabi%20%26%20Resources&FolderCTID=0x0120000E33354AA1860A4A9955EC292E058795) SharePoint

### End of semester

* Check in with instructor, providing any end of semester communications or announcements.
* If applicable, collect assessment artifacts/data from affiliate instructors.

### Ongoing

* Respond to any questions from and work through any issues with the CE instructor, the CE Specialists, CE Faculty Chair, CE Associate Dean, or the Dean of Educational Partnerships.
* Clarify ACC process as it relates to student/parent grievance and advocate if appropriate for the CE instructor. Inform the Chair or Director and Associate Dean about the grievance.
* At a minimum, observe one full class meeting of one section for each instructor taught per academic year, review the course observation, and submit the Course Observation form to the CE SharePoint.
* Work with the CE instructors to incorporate anything new like changes to the syllabus, the curriculum, textbooks, or assessment.

## Faculty Liaison Compensation & Time Expectations

* Faculty should complete the non-CRN Workload Request form to ensure compensation and acknowledgement for the time they spend acting as liaisons. Faculty with a considerable number of affiliate instructors may be able to effectively anticipate workload early in the semester while faculty with a short list of instructors to support may complete the non-CRN workload form at the end of a semester to request requisite compensation.
* Departments should support affiliate instructors over the summer. They should anticipate Faculty liaison workload and schedule 2-3 compensated workdays during the summer to accommodate new affiliate instructor onboarding.

## CE Staff/CE Faculty Chair Support for Liaisons

The CE Staff Will:

* Coordinate with LEPs to help the CE Instruction Office build and distribute the schedule.
* Enroll students.
* Communicate with LEPs and Affiliate instructors via a monthly newsletter.

The CE Instruction Office Will:

* At regular intervals prior to the start of the semester, send regular updates on instructor lists and course schedules for upcoming semester.
* Onboard new instructors, helping them through the qualifications and HR onboarding process.
* Send a communication to the new instructor to introduce the instructor to the Department Chair and liaison. The e-mail will include sharing the CE Handbook.
* Coordinate regular semester meetings and support for CE liaisons.
* Onboard and train new CE liaisons
* Conduct audits of syllabi and observations
* Provide Master List of approved instructors for Department and Liaison communications.

## Communication Guidelines

* **Course changes? Copy the CE Specialist:** When communicating with the **HS Instructors**, it is helpful for the CE staff to be aware of any course offering updates or changes. Please copy in the CE Specialist related to that school. Or by default, the general CE inbox of acc.ce@arapahoe.edu
* **Student DAS Needs? Copy DAS:** Since our ACC DAS Office is working to support the learning needs of our concurrent enrollment population, please consider copying in our DAS Office to support. Disability.access@arapahoe.edu
* **Student or parent issues? Copy the Associate Dean:** If a liaison or affiliate instructor is facing challenging questions from students and/or parents, please feel free to copy in the CE Associate Dean, Shari Culver. Shari.culver@arapahoe.edu.
* **Instruction-related concerns? Copy the CE Faculty Chair:** If a liaison or affiliate instructor is facing instructional concerns or challenges, please feel free to copy the CE Faculty Chair, Monica Fuglei. Monica.Fuglei@arapahoe.edu.
* **General CE questions unrelated to the classroom?** Forward to the CE Inbox (acc.ce@arapahoe.edu) and copy the CE Liaison.

# Appendix A: Helpful Links

## Local Educational Provider

For information on our Cooperative Agreements or rate letters, please reach out to acc.ce@arapahoe.edu and we will connect you with the appropriate support within our office.

## General Concurrent Enrollment

[ACC Concurrent Enrollment Program](https://www.arapahoe.edu/departments-and-programs/concurrent-enrollment)

[myACC Portal](https://bannercas.cccs.edu/cas/login?service=https%3A%2F%2Fmyportal.cccs.edu%2Fhtml%2Fjsp%2FCCCS%2FvpdiChange.jsp%3Fvpdi%3DACC)

[ACC Library and Learning Commons](https://www.arapahoe.edu/student-resources/library)

[ACC Course Catalog](https://www.arapahoe.edu/departments-and-programs/schedules/catalogs)

[ACC Mission, Vision, and Statement of Values](https://www.arapahoe.edu/about-acc/vision-mission-and-statement-values)

[ACC Legal Notices/Your Right to Know](https://www.arapahoe.edu/about-acc/legal-notices)

[CCCS Concurrent Enrollment Statement of Standards & On-Site Best Practices](https://drive.google.com/file/d/1p_23DzqQNV69em8bo8St8ufXd8F-IzY_/view?pli=1)

## Instructor Resources

[Concurrent Enrollment Instructor Information page](https://www.arapahoe.edu/academics-programs/concurrent-enrollment/ce-instructor-information)

[CE High School Instructor Resource Guide](https://www.arapahoe.edu/sites/default/files/programs/concurrent-enrollment/acc-hs-instructor-handbook-resource-guide.pdf)

[CE SharePoint for Syllabi](https://cccs.sharepoint.com/%3Af%3A/r/sites/ACC--CEInstructorsSyllabiResources/Shared%20Documents/General?csf=1&web=1&e=LTSwsr)

[Faculty & Instructor Handbook](https://cccs.sharepoint.com/%3Aw%3A/r/sites/Instruction/_layouts/15/Doc.aspx?sourcedoc=%7B6333D431-0AA6-4247-A9FD-96D0CC3BE357%7D&file=Faculty%20Handbook%20-%202023-2024%20Edits.docx&wdLOR=cBDDC6D01-82B5-450E-A276-44DBFB9EE85C&action=default&mobileredirect=true)

[Observation Template](https://cccs.sharepoint.com/sites/myACCPortalFileStorage/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FmyACCPortalFileStorage%2FShared%20Documents%2FGeneral%2FFaculty%20Instructor%2FFaculty%20Forms%2Fclassroom%2Dobservation%2Dform%2Epdf&parent=%2Fsites%2FmyACCPortalFileStorage%2FShared%20Documents%2FGeneral%2FFaculty%20Instructor%2FFaculty%20Forms)

## Student Resources

[Admissions](https://www.arapahoe.edu/admissions)

[College Opportunity Fund (COF)](https://www.arapahoe.edu/tuition-and-financial-aid/college-opportunity-fund-cof)

[College Placement Testing and Study Resources](https://www.arapahoe.edu/student-resources/testing-center/placement-test)

[Student Handbook](https://www.arapahoe.edu/campus-life/student-handbook)

[ACC Departments and Academic Programs](https://www.arapahoe.edu/departments-and-programs)

[ACC Programs A-Z](https://www.arapahoe.edu/departments-and-programs/a-z-programs)

[Student Resources](https://www.arapahoe.edu/student-resources)

[ACC Policies, Procedures, and Guidelines](https://www.arapahoe.edu/policies-and-guidelines)

[Academic Recovery page](https://www.arapahoe.edu/advising-support/advising/academic-recovery)