



Concurrent Enrollment Student-Parent Handbook

2022-2023

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Overview

Academic Program – College Pathways (CP) is a college prep TCA school designed to help parents provide their children quality part-time or full-time educational options augmented with free early college tuition for college ready students. Students must demonstrate both academic skill and personal maturity to succeed in the college setting. College ready students can earn high school credits toward a CP high school diploma as well as free college credits on their college transcript.

The successful College Pathways concurrent enrollment student should:

- have at least a 2.00 weighted GPA in high school courses with few, if any, grades lower than C.
- be able to work independently.
- have good time management skills.
- have a good work ethic.
- be inquisitive and interested in learning on their own.
- be able to self-advocate especially with college professors.

By 11th grade all students must be college ready in either math or English. By 12th grade students must be college ready in both math and English. CP designs its homework and late work policies to prepare our students over time for success in the college environment. 9th graders and 10th graders new to CP may not enroll in On Course, our college/life skills prep course (discussed later) or Concurrent Enrollment (CE) college classes in their first semester.

College Pathways pays for tuition and fees for courses based on the Colorado Community College System rate. College Pathways also pays for required textbooks. Repayment of course fees and textbook cost is required for grades of D, F, or W (withdrawal).

Campus Locations and Information

College Pathways has an exclusive agreement with Pikes Peak State College for Concurrent Enrollment classes. Because of CP's proximity to the Rampart Range Campus, students typically take classes here. Students who elect to take classes at any other PPSC campuses are responsible to provide their own transportation.

Savings and Costs

On average, College Pathways students complete approximately 36 college credits or about three college semesters by the time they graduate. For those planning to attend a state college or university this means a savings of \$10,000-\$15,000 per year in tuition. Room and Board may total approximately the same. In other words, Concurrent Enrollment may save a family \$20,000-\$30,000 a year in college expenses.

College Opportunity Fund (COF)

COF is a stipend from the state of Colorado that funds a portion of the college tuition for students receiving Colorado resident tuition rates. All students apply for COF to participate in Concurrent Enrollment or parents will receive a bill for the amount of the COF stipend, currently

\$104 per college credit. For more COF details go to: [College Opportunity Fund or https://cof.college-assist.org](https://cof.college-assist.org).

Financial Aid

Students are not eligible for federal financial aid while participating in Concurrent Enrollment or ASCENT.

Seniors who have unpaid fees or tuition reimbursement and do not have a payment agreement may be unable to attend Prom, Capping, or walk in the graduation ceremony at the discretion of College Pathways administration.

Remedial and Summer Courses

Concurrent Enrollment state law permits schools/districts to pay for remedial courses for seniors only. This includes courses like MAT 0300, MAT 0717 and ENG 0094. College Pathways does not authorize summer concurrent enrollment courses. Parents are financially responsible for college tuition for summer courses or remedial courses taken prior to the senior year. These college courses can be added to high school transcripts and counted toward high school graduation requirements by bringing a copy of the college transcript to the CP college advising office. Remedial courses are not weighted.

Textbooks

College Pathways loans free **required** college textbooks to students taking courses at PPSC. Some classes may also recommend optional texts. Students may purchase any optional texts at their own expense. Texts must be returned in good condition at the end of each semester to avoid fees. Students who return textbooks after the due date will be charged a late fee of \$25.00 per course. In the case of a damaged or lost book, depending on the type of damage, students will be charged for the replacement cost of the book as determined by the PPSC bookstore contractor.

An increasing number of PPSC classes are using digital texts rather than printed copies. Students may request a printed copy if there is a defined academic need. *However, there may be a delay as printed copies must be special-ordered.*

CP pays for textbooks, workbooks, access codes, and e-books. Any other items required for a class, such as art supplies, cameras, uniforms, etc. are at the student's expense. Students who receive a D, F or W in a course are responsible to pay for any course materials which cannot be returned and reused such as access codes, digital books, etc.

e-Books, Access Codes, Portal Logins

Many PPSC courses have an online component requiring an access code. CP provides the access code; however, students should not activate the code until they are certain that they will remain in the course. Students who activate the code prior to the drop date and subsequently drop the course prior to the drop date will be responsible to repay TCA for the cost of the code. Students may request a temporary code from their PPSC instructor. Temporary codes are normally valid for 2-3 weeks at which time the student can activate the code provided by CP. Codes that have been activated cannot be re-used or used by another student. The student is responsible to repay

TCA for the cost of the code if they receive a D, F or drop/withdraw from the course after the code has been activated.

Course Materials, Supplies, and Additional Course Fees

College Pathways does not cover the cost of materials and supplies such as art supplies, lab aprons, goggles, uniforms, computer application/licenses, tools, consumables, etc.

Some PPSC classes require additional fees that are not covered by CP. Some of these fees may be as high as \$200-300. A list of courses requiring additional fees and the amount can be found at the following link: <https://www.PPSC.edu/costs-scholarships-aid/costs/tuition-fees.php>

Private Music Lessons

Students wishing to take private music lessons at PPSC are responsible to pay the cost of the special course fee. CP will pay the tuition and standard fees. A list of courses requiring additional fees and the amount can be found at the following link: <https://www.PPSC.edu/costs-scholarships-aid/costs/tuition-fees.php>

Unauthorized Schedule Changes

All changes to college schedules must be coordinated through CP College Advising. If a student makes a schedule change without prior coordination and the new course does not meet high school graduation requirements, the student/family may be responsible for the cost of the course.

What Qualifies a High School Student to be College Ready?

Good grades are important but there's more to being college ready than just being strong academically. Students must demonstrate personal readiness as well. This includes "soft skills" such as self-advocacy, quality of work and work ethic, critical thinking ability, time management, study skills, and communication. Students having D's or F's in the current semester and/or prior semester or conduct or attendance issues may be denied enrollment in On Course and/or initial college classes until a subsequent semester.

Rising 9th graders and 9th/10th graders new to CP may not register for concurrent enrollment college classes in their first semester. 9th and 10th graders must request a College Readiness Assessment Form which will be completed by their CP teachers to confirm their personal readiness. This is required before a student may schedule *On Course* and their first college classes. While being strong academically, most younger students simply need more time to experience life and develop the critical thinking skills and maturity to excel in the college classroom with students several years older. In those instances where teachers have significant reservations about a student's college readiness, the answer is not "No," but "Not Yet" and the student can request On Course the next semester.

All students demonstrate college readiness by taking the NextGen Accuplacer, PSAT or ACT/SAT exams. These scores are used for placement, remediation, and other planning toward the student's college and career goals. It is recommended that students wait to take the

Accuplacer until late in the first semester of Classics and Composition II (English 10) and the second semester of Algebra II in order to have the best preparation for scoring well.

Students wishing to start concurrent enrollment must have no grades lower than a C in CP classes for both the current semester and the previous semester and have a minimum cumulative GPA of 2.00. A student who does not meet this criteria must complete a Concurrent Enrollment Appeal Form (Initial) and provide the information and documentation requested in order to initiate the appeal process. The form is located on the CP website at the College Planning tab and on page 18 of this handbook. The appeal will be reviewed by a committee and a decision will be made if the student may enroll in a concurrent enrollment class through College Pathways.

Accuplacer Testing

This test, completed through Pikes Peak State College, will help College Advising staff determine whether or not you meet the guidelines to be college ready. A student can take the Writing or Math Accuplacer for free the first time they take each respective test. Students may take the test two times in the first semester they test. After the first semester, students may take the test once per semester.

	Next Gen Accuplacer		P/SAT	ACT	Course	
English	Writing	246+	470	18	English	
Math	Arithmetic	265+	500	19	Career / Fin Math	MAT 1140/1160
	Quant Reas, Alg, Stat	240+	500	19	Liberal Arts, Stat	MAT 1240 /1260
	Adv Algebra & Functions	245-279	590	23	College Algebra	MAT 1340
	Adv Algebra, & Functions	280+	610	24	Pre-Calculus	MAT 1440

All incoming juniors must test college ready in **either** English **or** math and all incoming seniors must test college ready in both English **and** math. Accuplacer study guides are available on the CP website at the College Advising tab.

On Course

All new college ready students are required to take a one semester elective, “On Course,” which is a college preparation and life skills class. On Course is taught with college-student-type expectations in a high school setting in order to prepare students for when they are taking college classes. There is a very strict late policy and high expectations. Self-advocacy, responsibility, and maturity are an absolute MUST. Students must achieve at least a C- in order to take a college class the next semester. A grade less than C- will require the course to be repeated. Students who are enrolled in On Course concurrent with their first college class and earn a grade lower than C- in On Course may have their next semester college courses limited or not authorized.

It is recommended that students take On Course close to the time that they intend to take their first college class. In other words, a student should not take On Course in the fall semester with the intent of not taking a college class until the following fall.

Pre-College Advising

To help provide CP parents and students with a better understanding of what the academic journey through College Pathways to PPSC looks like, CP will host several group Pre-College Advising Sessions. These sessions are normally scheduled on designated Mondays in November. It is expected that all 10th grade students and their parents attend one of these Pre-College Advising Sessions. Parents/students will be notified in October with the schedule of meeting dates/times and invited to register for a session.

College Registration

Current Students: To qualify for college level courses, students must first take the Accuplacer college entrance exam (see below) or provide equivalent PSAT (not PSAT 9 or 10), SAT or ACT scores. *After first-semester sophomores have attended a Pre-College Advising Session and scored college ready on any of the assessments listed, they will need to get a College Readiness Assessment Form (CRAF/Green Form) from Frank Haist, fhaist@asd20.org.*

College Level Course Registration: College registration must be completed *in this order:*

If using Accuplacer scores:

1. **Apply online to Pikes Peak State College** (<http://www.PPSC.edu/>), which will generate a PPSC student “S” Number and Password. *Write down* your “S” number and password.
2. **Apply online for College Opportunity Fund (COF)**
3. **Take the Next Generation Accuplacer college entrance exam at the PPSC Testing Center** – Free Next Gen Accuplacer prep materials and sample questions are available on the College Pathways homepage at the [College Advising/Planning](#) tab. To avoid testing fees bring a photo ID and your PPSC student S# on testing day. Schedule a testing session at PPSC via eSars <https://sars.PPSC.edu/esars/>.
4. **Submit Accuplacer Scores** to Frank Haist: fhaist@asd20.org.
5. **College Advising Appointment.** Once college readiness has been confirmed, College Pathways will contact parent to schedule a college advising appointment for both parent & student. (Not required if the student only wants to take On Course but not a college class in the next semester.)

If using PSAT (not PSAT 9 or 10), SAT or ACT scores: Email official PSAT (not PSAT 9 or 10)/ACT/SAT score sheet to Frank Haist: fhaist@asd20.org.

Register for PPSC Courses

After meeting with a CP college advisor, register online by logging into your “myPPSC” student account. If you plan to make any significant changes to your schedule and are unsure whether the classes you want to take are required for graduation, please contact a college advisor first before making that significant change. Be sure that start/stop times of PPSC and CP classes don’t overlap.

Online Courses

College Pathways does not recommend taking online courses. We encourage traditional in-class courses so that the student may experience college life and develop self-advocacy, time management, and communication skills. Online courses should be the exception and taken only if a student is unable to attend a traditional class due to extenuating circumstances. (Personal preference is not an extenuating circumstance.) Online courses are identified as PPSC Online or CCCOnline and have either a C or N in the section number.

Online courses require additional tuition and fees. Currently that is about \$110 per credit hour adding an extra \$330 for a 3-credit college course. The student is still responsible for paying any fees associated with certain courses, supplies, and any other non-tuition costs associated with the course.

TCA College Pathways will pay the full tuition for an online course when the following conditions are met:

- Online concurrent enrollment classes at PPSC must be approved by the Director of College Planning **prior to registration**. Without prior approval, the student/parent will be responsible for the total cost of the course (ex: a 3-credit course would cost about \$800).
- *Students must have officially declared a major at PPSC **and** the requested course must be required to complete the major.*
- Students must exhaust on-campus PPSC options (Virtual Remote, HyFlex, Hybrid) before being approved for online courses.
- Complete a Request to take PPSC Online Class form. (see CP website > College Planning) or page 15 in this handbook.

Part-Time Students

Part-time students may only take 1-2 CP classes *or* 11 or fewer credits at PPSC.

Note: *Per state statute, a part-time student may not take both a CP class and a college class simultaneously in the same semester - as this is defined as full-time by the state. College Pathways makes an exception for On Course as indicated in the following chart.*

Part-Time (Fall Semester – not College Ready yet)	Part-Time with OnCourse (Spring Semester)
1-2 CP Classes	1-2 CP classes + CP On Course <i>(no PPSC until Fall)</i> OR 3-11 cr. hrs. + CP On Course
Part-Time with OnCourse (Fall Semester)	Part-Time (Spring Semester after OC)
1-2 CP Classes + CP On Course OR 3-11 cr. hrs. at PPSC only + CP On Course	1-2 CP classes OR 3-11 cr. hrs. at PPSC

Full-Time vs. Part-Time

Full-Time (seeking a CP Diploma)	Part-Time (graduate through homeschool)
4-5 CP classes OR 1-2 CP classes + 3 or more cr. hrs. at PPSC OR 12+ cr. hrs. only at PPSC	1-2 CP Classes OR 3-11 cr. hrs. only at PPSC

*See College Pathways Parent-Student Handbook, “Guidance for Home School Students” for explanation of Full-Time vs. Part-Time.

A part-time student should not take a full-year CP course in the fall semester as that would make the student ineligible for a PPSC class in the spring semester. See “Part-Time with On Course (Fall Semester)” above. It is recommended that students take On Course close to the time that they intend to take their first college class.

Maximum Credit Hours:

12-15 college credits is considered a full load and anything over 15 credits needs CP approval.

Typical reasons for more than 15 credits to be approved are:

- A senior needing the additional credits to meet high school graduation requirements
- A senior needing the additional credits to complete an Associate’s Degree
- The mix of classes drives the total number of credits above 15 (i.e. three 4-credit classes and one 4- or 5-credit class)

A student requesting more than 15 credits should have successfully completed (C or better) at least 12 college credits in the previous semester.

Students wishing to take more than 15 credits, must complete the ***Request for Overload Form*** and submit it to your CP college advisor prior to registering for additional courses. The form is located on the CP website at the College Planning tab > Maximum College Credit Hours and on page 16 of this handbook.

Guaranteed Transfer Courses

Guaranteed Transfer courses are transferrable to many degree plans in all Colorado public colleges and universities. Many courses will also transfer to out-of-state colleges. However, each college or university has their own policies regarding transfer credits. You should confirm that your concurrent enrollment courses will transfer to your school of choice before registering each semester. Guaranteed Transfer courses are typically general education courses such as English, Math, Science, Arts & Humanities, Social & Behavioral Sciences, and World Languages. You will find a complete list of Guaranteed Transfer courses at the College Planning tab on the [CP website > College Planning](#).

Some Differences Between High School and College

College Course Content

College is an adult learning environment. College courses may contain material or be presented in a manner that a student or his/her parent/guardian may feel is inappropriate for the student. If you are concerned that a particular course falls in that category, the student may preview textbooks or ask a professor for a copy of the syllabus before the semester begins to determine if the class is appropriate for them.

FERPA

The Family Education Rights and Privacy Act (FERPA) prohibits college instructors from sharing student information without the student's written permission. While grades are recorded in the college information system, they are not available on Infinite Campus until final grades are reported on the high school transcript. Students, of course, have access to their own records and we encourage them to share grades and attendance information with their parent/guardian. Information regarding FERPA is provided during the initial meeting with a CP college advisor.

Calendar

College classes follow the college calendar start/end dates, holidays, and breaks. It is not unusual for CP to experience a weather delay or cancellation and PPSC to have a normal schedule. If a student is taking classes at both CP and PPSC, it is the student's responsibility to be aware of both schedules. Specific dates can be found in your course syllabus, on the PPSC website, from your instructor or your CP college advisor. When scheduling college classes, students must be aware of the start and stop times. The ending time of college classes may not overlap with the start of CP classes.

Attendance

Students are responsible for attending class at the scheduled times. Should an emergency situation arise, students are obligated to contact their instructor as soon as possible. Absences from college classes due to illness will normally require a doctor's note. When scheduling college classes, students must be aware of the start and stop times. The ending time of college classes may not overlap with the start of CP classes.

CP Dress Code

Students attending classes on both the CP and PPSC campuses are expected to follow the CP dress code when attending a CP class.

PPSC Student Support

Once a student begins their first semester of PPSC classes, the following free services are available for them to use for any of their classes:

- Math Lab
- Writing Center
- Science and Health Learning Center
- [Learning Commons](#) (Tutoring services in math, writing, science and other academic disciplines, and study skills)
- [Student Crisis Counseling](#)
- Public Safety for lost and found, escorts to vehicles after dark, or other campus security support. [PPSC Public Safety, 719-502-2900](#) and [PPSC Dispatch, 719-502-2911](#).

Accommodative Services

Students with accommodative needs may be eligible for accommodations through the college's office of accessibility services. New students must schedule an appointment with a disability specialist to determine accommodations. To schedule an appointment, call [719-502-3333](tel:719-502-3333) or email PPSC.access@PPSC.edu at least 4 weeks before the start of the semester.

Dropping, Withdrawing, or Repeating a Class

- Students may drop concurrent enrollment classes by the official drop date (approximately two weeks into the semester) without repayment or grade penalties. However, if an online code or digital book for the course being dropped has been used, the student must repay the cost.
- Students who withdraw from concurrent enrollment classes after the drop date must repay fees and the cost of any digital resources. A “W” will appear on the college transcript and “NC” on the high school transcript but will not affect either GPA.
- Students who pass a concurrent enrollment course with a grade of D or higher may not re-take the course under concurrent enrollment in order to earn a higher grade; however, students may repeat the course at their own expense. (**Exception:** A grade of D may be repeated in order to meet a required grade in a pre-requisite course.)
- College courses not successfully completed (**F or W**) may be repeated once under concurrent enrollment provided appropriate fees have been re-paid or the student has established a re-payment plan and is making payments. Subsequent repeats will be at the student’s/parent’s expense. In the case of repeated courses, both the original and repeated courses will be reflected on the college and high school transcripts. Only the most recent grade will be calculated into the PPSC GPA. However, the original grade will continue to impact the CP GPA.

Student Holds and Concerns

- Holds on student college accounts may prevent students from registering for college courses. Holds may include selective service, failure to apply for COF, financial, or incorrect personal information. Contact your CP college advisor as soon as possible for assistance.
- For final grade or other concerns, please contact your CP college advisor immediately for specific procedures and forms.
- Students with academic concerns such as instructor behavior, class policies, or unfair expectations or demands should initially try to discuss/resolve their concern with the instructor. If the attempt to resolve the concern fails, CP college advisors can assist students with the completion of an online [PPSC Academic Concern Form](#).

Grade/Tuition Appeals

PPSC has a process for submitting an appeal of a grade or tuition. Your CP college advisor can assist you should it become necessary. Course grade/tuition appeals stemming from a lack of attendance, repeated tardiness or failure to comply with withdrawal deadlines are not disputable. Inability to attend classes due to a medical issue or condition may be appealable. Please see your CP college advisor for assistance.

Transcripts, Grades, and Credits

College courses are recorded on both the college and high school transcripts. If a student does not successfully complete a college course or withdraws, the final grade of F or W is recorded on the PPSC transcript. A grade of W is recorded as NC (No Credit) on the CP transcript. A final grade of D earns high school credit but does **not** earn college credit. A college course can be repeated one time under concurrent enrollment if not successfully completed the first time (grade of F or W).

Students may continue to take concurrent enrollment college courses upon successful completion (A, B, or C) of both high school and college courses. Current students wishing to continue in concurrent enrollment must have no grades lower than a C in PPSC and CP classes for the current semester and have a minimum cumulative GPA of 2.00. Students who do not successfully complete college or high school courses may have their college course load reduced or terminated to minimize additional risk of repayments. This action could jeopardize a student's ability to graduate on time as College Pathways does not offer enough high school level courses to meet graduation requirements.

A student who earns a final grade of D, F, or W must complete a ***Concurrent Enrollment / ASCENT Enrollment Appeal Form*** in order to take concurrent enrollment classes the next semester. The form can be found on the CP homepage at the College Planning tab or the student may pick up a copy from a CP college advisor. A copy is also on page 17 of this handbook.

The college may place students on academic probation or suspension based on the college GPA and college academic performance. Please see the college catalog for an explanation of student standing.

Self-Pay Courses

Students who take a class on a **self-pay** basis must request an unofficial transcript from PPSC at the end of the semester and provide it to the CP College Advising Office so that the grade can be added to the student's high school transcript.

Self-pay courses may be included on the CP transcript and will count toward graduation requirements. However, self-pay courses are not considered as concurrent enrollment. As such, taking a course on a self-pay basis in the fall may affect the number of credits CP can pay for in the spring semester so be sure to communicate with a CP college advisor before deciding to self-pay for a course.

Weighted Grades

College-level Guaranteed Transfer courses receive weighted grading on a 5.0 scale and are included in the high school GPA calculation.

Credits Earned

- For college courses of 3 to 5 college credits, students receive 2.0 high school semester units (two semesters of high school credit).

- For college courses of 1 to 2 college credits, students receive 1.0 high school semester unit (one semester of high school credit).

5th Year and Beyond Students – Non-ASCENT

Students who remain past the fourth year of high school in order to meet minimum graduation requirements are subject to certain requirements and limitations. These students may not concurrently enroll into more than nine credit hours during the academic year with a maximum of six credits per semester as a full-time student and three credits per semester as a part-time student in any subsequent years. All college credit hours must apply towards the student meeting the student’s remaining graduation requirements.

CHSAA Eligibility

Concurrent enrollment college students participating in any CHSAA regulated activity are responsible for reporting in-progress college grades directly to the school athletic director or designee. High School students must be enrolled in and passing 2.5 Carnegie Units per semester in order to be eligible to compete in athletics and other CHSAA activities.

- College Classes (3 or more credit hours) = 1 cu
- College Classes (2 or less credit hours) = .5 cu
- High School Classes = .5 cu

ASCENT Program

Accelerating Students through Concurrent EnrollmentT is an opportunity for students to participate in Concurrent Enrollment as a fifth-year senior.

ASCENT is available only at PPSC.

The application process opens in September and closes in December. A **Fact Sheet** and **Application** are available on the CP website at the College Planning tab.

Students eligible to apply for the ASCENT Selection Process must:

- Complete all TCA College Pathways graduation requirements by the end of 12th grade year
- Complete 9 credits of postsecondary courses prior to the end of 12th grade year
- Have an up-to-date ICAP (Individual Career & Academic Plan)
- Have declared a college major or certification program plan
- Have strong academic and student conduct records
- Not be in need of remediation courses (zero-level courses)
- Have no previous participation in ASCENT
- Take 12+ college credits per semester while participating in ASCENT *Full-time*
- Take 3-11 college credits per semester while participating in ASCENT *Part-time*

ASCENT students are welcome to participate in all graduation activities with their class. However, they will receive their diplomas at the *end* of the ASCENT year.

When reviewing ASCENT applicants, the College Pathways ASCENT Selection Committee will consider several factors including, but not limited to, the number of completed PPSC credits, current course load, course mix, PPSC GPA, SAT/ACT scores, student conduct, etc. In addition to the overall academic record, student initiative and commitment, often demonstrated by who responds or initiates contact regarding ASCENT, are significant. Is it the student or is it their parents?

For college admissions purposes, ASCENT students should apply to 4-year universities as first-time freshmen, *not* as transfer students, to qualify for freshmen financial aid, even though they may have accumulated many college credits while in high school. This is also true for most scholarship providers; however, we encourage students to contact scholarship administrators to understand specific scholarship qualification requirements.



College Pathways Request to take PPSC Online Class

TCA College Pathways will pay the full tuition for online concurrent enrollment classes at PPSC if specifically approved, on a case-by-case basis.

Note: Students must exhaust on-campus PPSC options before requesting approval for online courses.

If approved, I acknowledge that I will be responsible for paying any additional fees associated with certain courses, supplies, and any other non-tuition costs associated with the course.

<p>The following information is required.</p> <p>I have officially declared _____ to be my major at PPSC and the course I am requesting is required to complete the major.</p> <p>____ This course is only offered online.</p> <p>____ My Degree Check is attached.</p>
--

Student Name _____ Grade _____ Date _____

Course: _____ Credits: _____ Semester: _____
(ex: ENG 1021) (ex: Spring 20XX)

Justification:

Return your completed form to the College Pathways main office or email to rstoneman@asd20.org.

Parent Signature

Student Signature

<p>College Pathways Use Only:</p> <p>Comments:</p>	Approved	Disapproved
	_____	_____
	College Pathways Official	Date

8/3/2022

Form A



College Pathways Request for Overload

Student Name _____ Grade _____ Date _____

I am requesting approval to take more than 15 college credits during _____
(ex: Spring 20XX)

Course	Credits
ENG 121	3
Total	

Justification: I am (check one)

- A senior needing the additional credits to meet high school graduation requirements
- A senior needing the additional credits to complete an Associate's Degree
- The mix of classes drives the total number of credits above 15 (i.e. three 3-credit classes and one 4- or 5-credit class)
- Other (please explain) _____

Return your completed form to the College Pathways main office or email to rstoneman@asd20.org.

College Pathways Use Only:	Approved	Disapproved
Comments:		
	_____	_____
	College Pathways Official	Date

9/30/2020



**Continuing Student
Concurrent Enrollment / ASCENT Enrollment Appeal Form**

Name: _____ PPSC S#: _____ Grade: _____

Enrollment Appeal Process:

Students must meet the following requirements in order to be eligible to enroll in CP sponsored college-level courses:

- Students wishing to continue in concurrent enrollment must have no grades lower than a C in PPSC and CP classes for the current semester and have a minimum cumulative weighted GPA of 2.00.
- Students wishing to continue in ASCENT must have no grades lower than a C in PPSC classes for the current semester and have a minimum cumulative weighted GPA of 2.00.

A student who does not earn a passing grade must do the following two things for the appeal process. The appeal will be reviewed by a committee and a decision will be made if the student may enroll in another concurrent enrollment or ASCENT class through College Pathways.

1. Repay TCA for the cost of fees and textbooks or set up a repayment plan.
2. Provide the following information and documentation below.

Course Information:

Semester and year course(s) taken: Fall <u>Spring</u> (circle one) Year _____ Cum Weighted GPA _____	
Course Number and Section: _____	Grade Earned _____
Course Number and Section: _____	Grade Earned _____
Course Number and Section: _____	Grade Earned _____

Documentation Needed:

1. **Typed Personal Statement:** Submit a typed statement explaining your reason for appealing. Please include why you were not successful in the course(s) listed above and what your plans are for the next semester that will allow you to succeed.
2. **Supporting Documentation:** Documentation related to your appeal must be submitted with your personal statement. It must also include correspondence with the TCA Finance Office, tcfinance@asd20.org or 719-488-6479, confirming that you have initiated the repayment process.

Student Signature

Date

Parent/Guardian Signature

Date

include all documentation with this form and submit it to the College Pathways College Advising Office or via email to rstoneman@asd20.org .	
<input type="checkbox"/> Appeal Granted	<input type="checkbox"/> Appeal Denied
_____ College Pathways Official	_____ Date



Initial Concurrent Enrollment Appeal Form

Name: _____ PPSC S#: _____ Grade: _____

Enrollment Appeal Process:

Students must meet the following requirements in order to be eligible to enroll in CP sponsored college-level courses:

- Students wishing to start concurrent enrollment must have no grades lower than a C in CP classes for both the current semester and the previous semester and have a minimum cumulative weighted GPA of 2.00.

A student who does not meet the criteria above must provide a typed statement explaining your reason for appealing in order to initiate the appeal process. The appeal will be reviewed by a committee and a decision will be made if the student may enroll in a concurrent enrollment class through College Pathways.

- Provide the following information and documentation below.

Eligibility Information and Required Documentation

1. Academic Details:
In a separate document or series of documents, please provide the following:

- A copy of your high school transcript
- A list of your current/most recent courses and current grades if they are not listed on your transcript

2. Typed personal Statement: Submit a typed statement explaining your reason for appealing. Please include why you think you were not successful in the course(s) and what your plans are for the next semester that will allow you to succeed. Be as specific as possible.

Student Signature

Date

Parent/Guardian Signature

Date

include all documentation with this form and submit it to the College Pathways College Advising Office or via email to rstoneman@asd20.org.

Appeal Granted Appeal Denied

Comments:

College Pathways Official

Date