

### POST-SECONDARY ENROLLMENT OPTIONS

Students must meet the following criteria to apply to enroll in post-secondary level courses under this policy.

- 1.0 Eligible students include:
  - 1.1 Students in their junior or senior year and not more than 21 years of age; and,
  - 1.2 Either:
    - 1.2.1 Is deemed by the student and his/her parent/legal guardian, after consultation with the Executive Director or designee of the high school in which such student is enrolled, to be in need of course work at a higher academic level; and
    - 1.2.2 Who have notified the Executive Director or designee in accordance with these procedures.
- 2.0 Eligible students may apply to enroll in post-secondary institutions when:
  - 2.1 The student and parent have consulted with the Executive Director or designee regarding the need to enroll in a post-secondary institution, and have considered the range of available options; and,
  - 2.2 After such discussion with the Executive Director or designee, the student and his/her parent believes the student will benefit:
    - 2.2.1 From a post-secondary course when:
      - 2.2.1.1 Such higher academic level course is not offered at the student's school; and the student has taken all upper level courses offered by that department or,
      - 2.2.1.2 Such higher academic level course is not available during the fall or spring semesters to the student as a result of scheduling conflicts that cannot be resolved; or,
      - 2.2.1.3 The student's skill level or academic and/or non-academic experience necessitates a course different than that offered at the high school; or
  - 2.3 Is deemed by the Executive Director or designee to be in need of a different environment because of the student's medical or safety needs.

*(Note: institutions of higher education may limit the courses available to high school students.)*
- 3.0 Students must notify the Executive Director or designee of their high school as follows:
  - 3.1 Students must notify the Executive Director or designee of intent to enroll in a specific post-secondary class or classes not later than 60 days prior to expected enrollment on forms which, may be obtained from the high school office.
  - 3.2 Such written notification must include a description of all course work for which the pupil plans to enroll and for which the student requests high school graduation credit. The Executive Director or designee receiving such notification shall forward a copy to the department of curriculum & instruction.
- 4.0 Executive Director or designee shall determine credit to be granted for post-secondary level courses as follows:
  - 4.1 Courses taken pursuant to this policy shall count for credit toward such student's graduation requirements unless such credit is denied by the Executive Director or designee of the high school in which the student is enrolled and such denial is upheld by

the superintendent and the local Board of Education on the basis that high school credit is inappropriate.

4.2 The Executive Director or designee of the high school in which the student is enrolled shall grant high school credit unless:

4.2.1 The student has taken the course in name or content through the school district or curriculum; or

4.2.2 The course cannot be applied to meet, or would exceed, district graduation requirements; or

4.2.3 The course is not consistent with parameters set forth in paragraph 2.0 of this policy.

5.0 In addition to the provisions of ¶4.3, a cooperative agreement entered into by the student's school and the institution of higher education shall include, at a minimum, all provisions required by law. Such provisions may be included as an exhibit to this administrative procedure.

5.1 When the student is enrolling to obtain high school and college credit, the school will pay the tuition. Tuition for the purposes of this policy includes registration and other mandatory fees identified on the tuition bill. It does not include the cost of optional fees, such as parking, ID's or books. (This allows the student to keep the books for later reference or to resell.)

5.2 When the student is enrolling to obtain college credit only, the tuition costs will be paid by the student.

5.3 No payment will be made by the high school unless arrangements have been finalized prior to the student's enrollment.

Eligibility for high school activities: students who attend institutions of higher education in accordance with this policy shall still be considered as enrolled in the district, and such students' eligibility to participate in high school activities shall be determined without regard to enrollment in post-secondary courses.

If a student enrolled in a post-secondary level course, pursuant to this policy, voluntarily drops a course without consent of the Executive Director or designee of the high school in which such student is enrolled, the student, or his/her parent/guardian, shall be responsible for reimbursing the school for the amount of tuition paid pursuant to applicable state law.

**Legal reference:** C.R.S. 22-35-101 et seq. (Post-Secondary Enrollment options act)

Administrative Procedure Code: 6179.1

Academy of Charter Schools

Adams County, School District No. 12, Colorado

Adopted: October 18, 1999

Revised: February 16, 2001

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