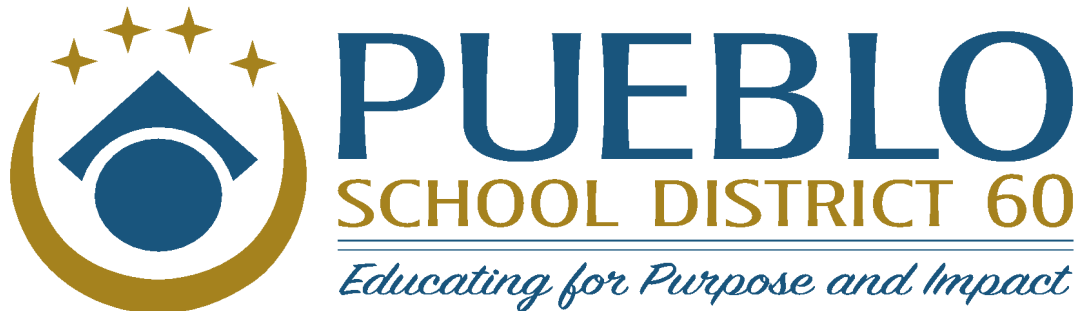


Department of Secondary Education

Concurrent Enrollment Handbook



REVISED September 17, 2026

Introduction

Pueblo Dist. No. 60 offers a concurrent enrollment program through our community partnerships with Pueblo Community College and Colorado State University Pueblo. This concurrent enrollment opportunity allows for students to take college/university course work while earning their high school diploma.

The intent of Colorado's Concurrent Enrollment legislation is to broaden access to, and improve the quality of concurrent enrollment programs, improve coordination between institutions of secondary education, and institutions of higher education, and ensure financial transparency and accountability.

Pueblo School District No. 60 does not discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity/expression, marital status, national origin, religion, ancestry, age, disability, need for special education services, genetic information, pregnancy or childbirth status, or other status protected by law in admission, access to, treatment or employment in its educational programs or activities. Additionally, a lack of English language skills is not a barrier to admission or participation in activities. The following individual has been designated to handle inquiries regarding the non-discrimination policies: Executive Director of Student Support Services, Andrew Burns, andrew.burns@pueblod60.org, Title IX Coordinator/Compliance Officer for complaints. This individual can be located at 315 West 11th Street, Pueblo, Colorado 81003, (719) 549-7100. Inquiries about Title IX can be directed to Pueblo School District No. 60's Title IX Coordinator/Compliance Officer named herein; the Assistant Secretary for Civil Rights of the Department of Education at (800) 421-3481, OCR@ed.gov; or both. Complaint procedures have been established for students, parents, employees, and members of the public. (Policy AC, AC-R-1, AC-R-2, AC-E-1, AC-E-2, AC-E-3). Si tiene alguna pregunta sobre esta información, por favor llame a la escuela de su niño.

Contact Information

Pueblo School District 60:

Executive Director of Secondary Education, Marci Imes, 719-549-7164
Director of Curriculum and Instructional Programming, Cindy Smith, 719-549-7157
Concurrent Enrollment and CTE Manager, Penny Grinstead, 719-240-8309

School Counseling Departments:

Centennial High School	719-549-7343
Central High School	719-549-7302
East High School	719-549-7231
South High School	719-549-7266
Paragon Learning Center (Dutch Clark Digital Online Learning)	719-423-3570

CONCURRENT ENROLLMENT PROGRAM

General Information:

CONCURRENT ENROLLMENT	
CE-CTE: Career & Technical Education	CE-GT: Guaranteed Transfer
Designed for students seeking approved CTE programs	Designed for students transferring to a four-year college degree
Classes offered at PCC and/or HS campus	Classes offered at PCC and/or HS Campus or CSU Pueblo
Intended Outcome: Certificate in area of emphasis or pathway towards completion of two-year degree	Intended Outcome: Courses are guarantee transfer to other Colorado Colleges and/or Universities based on articulation agreements

- There are two different Concurrent Enrollment Programs provided by Pueblo Dist. No. 60: Concurrent Enrollment- Guarantee Transfer (CE-GT), Concurrent Enrollment- Career and Technical Education (CE-CTE)
- Concurrent Enrollment opportunities are only available through Pueblo Community College (CE-CTE, CE-GT,) and Colorado State University Pueblo (CE- GT,). Acceptance into Concurrent Enrollment Programs is based on an application process, and students' ability to meet all eligibility requirements. Students **MUST** meet with your High School Counselor for approval each semester **BEFORE** being advised with college advisors.
- Students who are eligible can participate in all activities at their home high school.
- Applications for new Concurrent Enrollment students are only accepted in the spring for entry into the Concurrent Enrollment program for the following fall school year and accepted in the fall for entry into the following spring. Exceptions may be made for programs only taught in the spring.
- If the student seeks to add, drop, or withdraw from a college course, he or she must meet with the high school counselor or designee and notify the PCC or CSU Pueblo Concurrent Enrollment staff.

Minimum Criteria for Program Applicants:

Pueblo School District 60 Concurrent Enrollment Eligibility Requirements		
Program	Career & Technical Education PCC and HS	Guaranteed Transfer PCC or CSU-P
Required minimum non-weighted GPA	2.0	2.0
Minimum NEXT-GEN ACCUPLACER Scores*	<i>* some CTE programs may require a NEXT-GEN ACCUPLACER score</i>	Algebraic Functions - 235
Minimum ACT Scores		Math 19
Minimum SAT Scores		Math - 500
Attendance	Have no less than 90% attendance in the semester prior to enrollment, including full day excused and unexcused absences	Have no less than 90% attendance in the semester prior to enrollment, including full day excused and unexcused absences
Individual Career and Academic Plan	Have a completed and current Individual Career and Academic Plan (ICAP)	Have a completed and current Individual Career and Academic Plan (ICAP)
Student Enrollment, Behavior, and Graduation Status	<ul style="list-style-type: none"> ● Full-time student ● Not currently expelled ● Be on track to graduate 	<ul style="list-style-type: none"> ● Full-time student ● Not currently expelled ● Be on track to graduate
Types of Courses	District Approved CTE	Academic & Transferable
Tuition	Pueblo Dist. No. 60	Pueblo Dist. No. 60
Fees	Pueblo Dist. No. 60	Student/Pueblo Dist. No. 60
Textbooks	Pueblo Dist. No. 60	Student/Pueblo Dist. No. 60
Special Fees and/or Supplies	Student/Pueblo Dist. No. 60	Student/Pueblo Dist. No. 60
ACCUPLACER Fees	Student	Student
Transportation	Student	Student
Start/End Process	HS Counselor	HS Counselor

**Some programs may require scores in math. Please check with the Institution of Higher Education for complete program requirements.*

Approved Courses:

- Courses that are approved by the High School Counselor and or District. When starting to research courses, a great tool is the **CDE Guaranteed Transfer (GT)** website. GT Pathways courses, in which the student earns a C- or higher, will always transfer and apply to GT Pathways requirements in AA, AS and most bachelor's degrees at every public Colorado college and university.
- Online courses are only approved on a case-by-case basis
- Courses may not be approved if a student has previously failed a similar course at the high school level.

Approval Process:

- The Concurrent Enrollment Process **must** begin with the school counselor.
- Students' applications for the Concurrent Enrollment program are evaluated based on criteria established by the Institute of Higher Education and the Superintendent of Pueblo Dist. No. 60 or their designees.
- The student may not enroll in a course unless it is approved by the school district through the Concurrent Enrollment application process.
- Applications will be submitted to the respective school counselor. No applications will be accepted for submission at the district administration building.
- Participation in Concurrent Enrollment is based on the application and eligibility requirements.
- All students must have completed and have a current Individual Career and Academic Plan (ICAP) with the current graduation pathway and career cluster indicated.
- Concurrent Enrollment students with disabilities are eligible to receive appropriate accommodations. The college, the student, and the parent/guardian shall make the necessary coordination to ensure accommodations are made through the **Office of Disability Resources at the College or University**.

Cost:

- Tuition will be paid by Pueblo Dist. No. 60 from the per-pupil operating revenue.
- Books and fees will be the responsibility of the student. For the 2026/2027 school year, books and fees will be paid for by Pueblo School District 60.
- Students accepted into the concurrent enrollment program are expected to earn an "A", "B", or "C" in the course to earn college/university credit.
- Students are not eligible to receive financial aid, or scholarships for concurrent enrollment courses. The student **must** apply for the College Opportunity Fund (COF) before enrolling in a Concurrent Enrollment Course. If a student does not complete the COF, he or she or their parent/guardian will receive a bill for the amount of the stipend.

Attendance and Transportation:

- Students are responsible for providing their own transportation.
- Concurrent Enrollment participants will attend courses according to the college schedule.
 - Full time concurrent students need to follow the academic calendar of their college. If students attend both high school and college they will need to follow both high school and college academic calendars.
- Attendance is the responsibility of the student. Notification of absence should be made to the high school and to the professors at the college or university.
- Students must make sure that their college courses don't conflict with their high school courses. Make sure to allow travel time if you are attending both high school and college.

Records Reporting:

- Students must maintain an overall 2.0 G.P.A. to maintain eligibility for concurrent enrollment courses.
- A student must have approval from their counselor to drop, or withdraw from a course.
- **Drop Deadline:** A course must be dropped before the published drop date (see the college calendar). Drops made by this date will not appear on the student's transcript, and no tuition or fees will be charged. *(This date is typically one week after classes begin.)*
- **Withdrawal Deadline:** If a student withdraws from a course after the drop deadline but before the published withdrawal deadline (see the college calendar), PCC or CSU Pueblo will record a **"W"** on the student's transcript. *(This date is usually a few weeks before the end of the semester.)*
- **After Withdrawal Deadline:** If a student does not drop or withdraw by the deadlines and fails the course, PCC or CSU Pueblo will record an **"F"** on the student's transcript.
- The grade received in each course will appear on the student's **official** high school and college transcripts.
- In compliance with the Family Education Rights and Privacy Act (FERPA) of 1974, the student gives PCC or CSU Pueblo permission to report absences and disciplinary issues, and to release grades, transcripts, in-progress grades, class schedules, and billing information, as available to the school district for the courses covered under the Concurrent Enrollment Program.

Due Process:

- Students will be provided all due process afforded to any postsecondary student.
- Concurrent Enrollment students who fail one or more courses may not be eligible for the program and must meet with their counselor prior to enrolling for the new semester as per the guidance of the school district.

- Students may appeal decisions regarding dismissal from Concurrent Enrollment to the Superintendent or designee.
- The school district may intervene on behalf of a student to the appropriate departmental dean of the college.

CONCURRENT ENROLLMENT PROGRAM CONDITIONS AND PROCEDURES

Concurrent enrollment provides high school students the opportunity to earn college credit in a set of general education courses that the state guarantees to transfer to any Colorado public institution of higher education, or to enroll in career and technical education courses which enables students to earn college credits towards a certification or Associates of Arts degree. Students must earn a “C” or better in courses designated as guarantee transfer in order for guarantee transfer credit to be awarded.

The School District and the enrolled student have entered into an agreement whereby students may take courses offered by the institution of higher learning under conditions outlined below.

Conditions:

- The student may enroll in Concurrent Enrollment courses only during the regular school year. The School District will not pay for Concurrent Enrollment courses taken during the summer.
- College courses are transcribed at the end of the semester and affect the GPA at that time only.
- Grades earned for Concurrent Enrollment credit will be included in the computation of the grade point average and determination of eligibility.
- The following college semester credit hours will be awarded accordingly:

1 or 2-credit college course equals 0.5 high school credit

3, 4, or 5-credit college course equals 1.0 high school credit

6, 7- or 8-credit college course equals 1.5 high school credits

9-credit college course equals 2.0 high school credits

Procedures:

- The student will have a preliminary meeting with the high school counselor. The counselor will provide the student with the concurrent enrollment form and any other necessary forms upon meeting all Concurrent Enrollment eligibility requirements.
- Students will meet with the PCC or CSU-P college advisor for college advising.
- The student will return the completed Concurrent Enrollment application paperwork to their high school counselor by the school’s deadline for initial approval based on the above guidelines. The counselor will forward the applications to the principal for approval after ensuring that the above guidelines have been satisfied.
- The counselor will send the applications with a copy of the student’s current transcript, a copy of the student’s ICAP, Concurrent Enrollment Agreement, and a college application for first-time enrollees to Pueblo Dist. No. 60 District designee.
- The application will be reviewed and the applicant will be notified of the decision.

- Applications will only be accepted at the district administration building from the high school counselors.
- Students continuing in Concurrent Enrollment must meet with their counselor each semester to ensure continued eligibility.