



# Concurrent Enrollment Student-Parent Handbook

## 2026-2027

## Table of Contents

|                                                    |    |
|----------------------------------------------------|----|
| Overview                                           | 3  |
| Campus Locations                                   | 3  |
| Savings and Costs                                  | 3  |
| • College Opportunity Fund (COF)                   | 4  |
| • Financial Aid                                    | 4  |
| • Unpaid TCA Fees                                  | 4  |
| • Remedial and Summer Courses                      | 4  |
| Textbooks                                          | 4  |
| • E-Books, Access Codes, Portal Logins             | 5  |
| • PPSC Course Fees, Course Materials, and Supplies | 5  |
| Unauthorized Schedule Changes                      | 5  |
| What Qualifies a High Student to be College Ready? | 6  |
| • Ed Ready                                         | 6  |
| • CLEP                                             | 6  |
| • Accuplacer Testing                               | 7  |
| • On Course                                        | 7  |
| • Pre-College Advising                             | 7  |
| College Registration                               | 8  |
| • Register for PPSC Courses                        | 8  |
| • Online Courses                                   | 9  |
| • Part-Time Students                               | 9  |
| • Maximum Credit Hours                             | 10 |
| • GT Transfer Courses                              | 10 |
| Some Differences Between High School and College   | 10 |
| • College Course Content                           | 10 |
| • FERPA                                            | 11 |
| • Calendar                                         | 11 |
| • Attendance                                       | 11 |
| • CP Dress Code                                    | 11 |
| • PPSC Student Support                             | 11 |
| • Accommodative Services                           | 11 |
| Dropping, Withdrawing, or Repeating a Class        | 12 |
| Student Holds and Concerns                         | 12 |
| Grade/Tuition Appeals                              | 13 |
| Transcripts, Grades, and Credits                   | 13 |
| • Self-Pay Courses                                 | 14 |
| • Weighted Grades                                  | 14 |
| • Credits Earned                                   | 14 |
| • 5 <sup>th</sup> Year and Beyond                  | 14 |
| CHSAA Eligibility                                  | 14 |

## **Overview**

TCA College Pathways (CP) is a college prep 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 readiness 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.

[Please see Policy IHCD-CP and Policy IHCD-CP-R](#) for information about concurrent enrollment and Individual Career and Academic Plans (ICAP). Concurrent enrollment students meet with a CP College and Career advisor each semester to ensure ICAP goals are being met.

The successful College Pathways concurrent enrollment student should:

- have at least a 2.50 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 11<sup>th</sup> grade all students must be college ready in either math or English. By 12<sup>th</sup> 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. Students become eligible for On Course, our college/life skills prep course (discussed later) in the spring of their 10<sup>th</sup> grade year, not earlier.

CP offers concurrent enrollment courses at Pikes Peak State College (PPSC), with CP covering tuition, textbooks, and some PPSC fees. For more information see pages 4-5. Repayment of course fees and textbook cost is required for grades of 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 \$15,000-\$20,000 per year in tuition. Room and Board may

total approximately the same. In other words, Concurrent Enrollment may save a family \$25,000-\$35,000 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 \$116 per college credit. Students must authorize COF in their PPSC Student Portal. PPSC recommends authorizing “lifetime” COF to avoid issues during a given semester. For more COF details go to: [College Opportunity Fund](#) or <https://cof.college-assist.org>.

### **Financial Aid**

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

**Seniors** who have unpaid TCA fees 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 co-requisite courses **when required**. This includes courses like MAT 0300, MAT 0717 and ENG 0094. Co-requisite courses are not weighted. 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 may 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.

## **Textbooks**

College Pathways loans **required** college textbooks to students taking courses at PPSC at no cost to the student. Some classes may also recommend optional texts. Students may purchase any optional texts at their own expense. Loaned 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/extent 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. **Students who do not register for PPSC classes by deadlines set by College Pathways may be responsible for the cost of their textbooks.** See the section titled “PPSC Course Fees, Course Materials, and Supplies” on page 5 to understand fees students are responsible for. Students who receive a grade of F or W

(withdrawal) in a course are responsible for paying 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 an F or drop/withdraw from the course after the code has been activated.

### **PPSC Course Fees, Course Materials, and Supplies**

College Pathways covers PPSC course fees for courses that qualify towards a student's CP graduation requirements or is part of the student's PPSC degree program. CP does not cover the cost of materials and supplies such as art supplies, lab aprons, goggles, uniforms, computer software application/licenses, tools, cameras, consumables, special course fees for private music lessons, etc. even though they may be required for the course.

Specifically, CP pays the tuition but does not pay course fees for the following:

- Lab fees for online courses
- Advanced course end-of-course exams/certifications

CP will pay the course fee for the following fields of study if the student has declared the field as a major/certificate. The student must present a current PPSC Degree Check showing the major.

- CUA (Culinary Arts)
- DEA (Dental Assisting)
- FST (Fire Science Technology)
- LEA (Law Enforcement Arms)
- MUS (Private Music Lessons)

A list of all PPSC courses and fees and the amount can be found at the following link: [Pikes Peak State College Course Fees](#). CP does not pay course fees for those courses highlighted. Be sure to read any notes in the far right column of highlighted courses. Repayment of PPSC course fees is required for grades of F or W (withdrawal).

### **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. In addition, a senior who makes a schedule change without first coordinating with a CP college advisor may negatively affect their ability to graduate on time.

## **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 initial college classes until a subsequent semester.

The college journey for CP students typically begins in the fall of 11<sup>th</sup> grade when students are required to have tested college-ready on the Accuplacer, SAT, or ACT. 10<sup>th</sup> graders new to CP may not register for On Course or concurrent enrollment college classes in their first semester. (Note that 9<sup>th</sup> grade students are not permitted to take On Course.) 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 (not PSAT 9 or PSAT 10) 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.

Current CP 11<sup>th</sup> graders and new 11<sup>th</sup> and 12<sup>th</sup> graders wishing to start concurrent enrollment must have a minimum cumulative weighted GPA of 2.50

**EdReady:** Although PPSC may qualify a student for college classes using EdReady, CP does not accept EdReady scores to qualify for concurrent enrollment.

### **CLEP (College-Level Examination Program):**

PPSC sometimes includes a recommendation for CLEP when students score high enough on the Accuplacer. Although PPSC and other colleges may accept CLEP for college credit, TCA does not accept CLEP for high school credit per policy [IKAA-TCA-R-1: Transfer Credits](#). TCA and CP value the foundational learning that takes place in the classroom over the course of a full semester or year rather than on a single test.

### **Accuplacer Testing**

This test, completed through Pikes Peak State College, will help College Advising staff determine if students 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. There is a \$10 charge for each re-test.

|         | 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             |
|         | Adv Algebra & Functions | 280+/Test | 690   | 29  | Calculus MAT 2410                 |

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 and by visiting <https://www.accuplacer.org>.

### On Course

All new college ready students are required to take On Course, a one semester elective, which is a transitional course between high school and college focusing on college preparation and life skills. As such, the content and structure are designed for 11<sup>th</sup> graders. While 10<sup>th</sup> graders may become eligible for On Course in their spring semester – 10<sup>th</sup> graders must have a 3.75 or higher cumulative GPA – this is the exception. Experience has shown us that younger students simply need more time and a more mature life perspective for On Course to be of value and not just a way to check a box to meet graduation requirements. Additionally, On Course is more valuable when taken concurrently with a student's first college class. Students are on track to meet graduation requirements when they take On Course and their first concurrent enrollment class(es) starting in the fall semester of 11<sup>th</sup> grade.

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 work policy and high expectations. Self-advocacy, responsibility, and maturity are an absolute MUST.

### 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 September/October. It is expected that all 10<sup>th</sup> grade students and their parents attend one of these Pre-College Advising Sessions. Parents/students will be notified in August with the schedule of meeting dates/times and invited to register for a session.

At each Pre-College advising meeting we discuss in detail the steps for becoming college-ready and for beginning the college journey. After those meetings, students are better prepared for the rigor and expectations of On Course and college classes.

After testing college-ready, 10<sup>th</sup> graders wanting to take On Course and/or a PPSC course in the spring of the 10<sup>th</sup> grade year must first meet the 3.75 or higher cumulative GPA requirement and

the deadline to request On Course and/or a PPSC course communicated during the Pre-College Advising sessions.

### 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 request to from Frank Haist, [fhaist@tcatitans.org](mailto:fhaist@tcatitans.org), to take On Course and/or a PPSC course by the deadline communicated during the Pre-College Advising sessions. College Advising staff will verify the student has also met the 3.75 or higher cumulative GPA requirement.*

**Students New to CP:** To qualify for college level courses, students must first take the Accuplacer college entrance exam (see below) or provide equivalent SAT or ACT scores.

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

**If using Accuplacer scores:**

1. **Apply online to [Pikes Peak State College](https://www.pikespeak.edu) (<https://www.pikespeak.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 [Next Generation Accuplacer](#) page on the CP Website. To avoid testing fees bring a photo ID and your PPSC student S# on testing day. [Schedule a testing session at PPSC](#).
4. **Submit Accuplacer Scores** either in person or by email to Frank Haist: [tcatitansfhaist@tcatitans.org](mailto:tcatitansfhaist@tcatitans.org).
5. **College Advising Appointment.** Once college readiness has been confirmed, College Pathways will contact parents 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@tcatitans.org](mailto:fhaist@tcatitans.org).

### **Key Contacts:**

- **TCA Registrar:** [TCARegistrar@tcatitans.org](mailto:TCARegistrar@tcatitans.org),
- **For pre-college College Pathways questions:** Frank Haist [fhaist@tcatitans.org](mailto:fhaist@tcatitans.org) 719.487.2024
- **CP College Planning:** Rollie Stoneman [rstoneman@tcatitans.org](mailto:rstoneman@tcatitans.org), Shania Maestas, [smaestas@tcatitans.org](mailto:smaestas@tcatitans.org), Tami Saldana, [tsaldana@tcatitans.org](mailto:tsaldana@tcatitans.org).
- **PPSC High School Programs Office:** 719.502.3111, [HSP@pikespeak.edu](mailto:HSP@pikespeak.edu).

### **Register for PPSC Courses**

After meeting with a CP college advisor, register online by logging into your PPSC student account using the “MyPikesPeak Portal Login” on the PPSC homepage. 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 CP 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 discourages 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. Online courses are identified as CO Online @ PPSC or CO Online @ Consortium and have either an N or Z in the section number such as 1N1, or Z11. Consortium classes may be taught by non-PPSC instructors from other community colleges. Online courses may include additional materials not covered by CP (i.e. lab kits, software, etc.). Students registering for multiple online classes must take at least 50% of their PPSC classes each semester in-person.

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 CP Director of College Planning. Without approval, the student/parent will be responsible for the total cost of the course (ex: a 3-credit course would cost about \$800).
- Students should 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 & Advising.)

## Part-Time Students

Part-time students may only take 2 CP classes or 3-11 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.*

**Full-time versus Part-time at College Pathways**

| <b>Full-time (seeking a CP diploma)</b>                                   |                                  | <b>Part-time (graduate through homeschool)</b>                      |
|---------------------------------------------------------------------------|----------------------------------|---------------------------------------------------------------------|
| 5 CP classes                                                              | <b>Pre-college ready</b>         | 2 CP classes                                                        |
| 4-5 CP Classes + CP On Course                                             | <b>Seeking college readiness</b> | 1-2 CP classes + CP On Course                                       |
| 2 CP classes + 3 or more PPSC credit hours<br>OR<br>12+ PPSC credit hours | <b>College ready</b>             | 1 CP class + 3-11 PPSC credit hours<br>OR<br>3-11 PPSC credit hours |

\*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 are 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 & Advising tab > Maximum College Credit Hours.

Students must maintain a full-time schedule at CP to be classified as diploma seeking. Students who take a part-time load in the fall semester will be limited to a part-time load in the spring semester. Seniors that are approved for a part-time load in the spring should still have a “balanced schedule” for their senior year. In other words, a senior would not be approved for 15 credits in the fall and only 3 credits in the spring.

### **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 & Advising 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 and vice versa.

## **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 and vice versa. Likewise, students may not leave PPSC classes early to participate in other activities (i.e. sports or other CHSSA activities).

## **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
- [Online Writing Lab](#) (OWL)
- 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 [accessibilityservices@pikespeak.edu](mailto:accessibilityservices@pikespeak.edu) at least 4 weeks before the start of the semester. If

accommodations are approved, the student is responsible for asking the instructor for specific accommodations.

### **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. The highest grade will be calculated into the PPSC GPA. However, both the F and the most recent grade will impact the CP GPA in accordance with policy IKAA-TCA-R-2.
- Unsatisfactory progress (grades of D, F, and W) may affect a student’s academic or financial aid status when enrolling at a four-year college or university. While there is not a financial penalty from the school district for unsuccessful courses, there is potential for a longer term consequence at the college level in regard to ability to receive financial aid in the future based on completion rates and academic performance.

### **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. 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 more than one grade 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. 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 proceed according to the chart below in order to take concurrent enrollment classes the next semester. A parent must also attend in those instances that require a meeting with a CP college advisor.

| Course Grade         | Required Action                                                       |
|----------------------|-----------------------------------------------------------------------|
| D                    | No action required                                                    |
| D<br>(more than one) | Concurrent Enrollment Appeal Form* and meet with a CP College Advisor |
| F                    | Concurrent Enrollment Appeal Form* and meet with a CP College Advisor |
| W                    | Concurrent Enrollment Appeal Form* and meet with a CP College Advisor |

*\*This 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.*

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

In addition to the chart above, College Pathways may require additional actions such as scheduling a CP study hall, scheduling tutoring at PPSC, meeting with a CP counselor, scheduling a regular check-in with CP College Advising staff.

### **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**

Students who remain past the fourth year of high school in order to meet minimum graduation requirements are subject to certain requirements and limitations. Once a student has completed their 4th year of high school, they are restricted to a total of nine (9) Concurrent Enrollment credit hours **for the remainder of their high school career**. This is true regardless of whether the student is pursuing a traditional diploma program or working towards earning a GED/HSED. Credit hours taken during the 5th year and beyond **MUST** post to the student's high school transcript **AND** apply toward the student meeting their remaining high school graduation requirements.

- Students are limited in the number of college credit hours in which they can be concurrently enrolled.
  - o Up to 3 credit hours if scheduled less than part-time with high school courses, or
  - o Up to 6 credit hours if scheduled at least part-time with high school courses.

### **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