

CMA CONCURRENT ENROLLMENT HANDBOOK

Colorado Military Academy



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What Is Concurrent Enrollment?

Offered at Colorado Military Academy beginning fall of 2020, concurrent enrollment adds one more element to the excellence of CMA, giving students opportunity to embark upon postsecondary or undergraduate courses during the course of their academic journey with us.

At Colorado Military Academy, we desire to meet the expectations of our families by elevating our students to excel and succeed not only within academia of CMA, but beyond it. Concurrent enrollment courses allow for students to take college classes, here on campus, while simultaneously completing high school graduation requirements. In fact, some concurrent enrollment courses may serve as dual credit for CMA requirements and undergraduate requirements. Depending on credits, students typically earn 2 semesters of high school credit for each 1-semester college course.

CMA's higher education partner is Pikes Peak Community College (PPCC).

We are pleased to partner with you through deliberate course planning and advising, as we thoughtfully shape the journey to your college degree, professional certification, career plans, and life after high school.

Do I have to be a certain age to take Concurrent Enrollment courses?

Students in grades 9-12 are eligible to apply for Concurrent Enrollment if they meet the other eligibility criteria explained in the *How can I qualify for Concurrent Enrollment?* section.

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How can I qualify for Concurrent Enrollment?

GPA Minimum Requirement: 2.5

CMA requires students to have at least a 3.0 grade point average (GPA) in order to take Concurrent Enrollment courses with exemptions of qualifying college readiness assessment results. College readiness is a combination of academic readiness (current grades of A, B, and C) and personal readiness, including self-advocacy, self-management, time management, communication, 5 study skills, and work ethic.

Students with less than a 3.0 GPA, but at least a 2.5 GPA, will be subject to the college readiness assessment--this is processed administratively and completed by teachers. Students will not receive a copy of their readiness assessment results, but may meet with the department chairperson of Concurrent Enrollment, Kerry Glynn, shall they not qualify and would like to create an improvement plan. Promoting self-advocacy as necessary in pursuit of higher education, it is the student's responsibility to request a conference with Kerry Glynn upon being notified of assessment results.

Students demonstrate reading, writing, and math college readiness from NextGen Accuplacer. To apply for CMA's Concurrent Enrollment, all students must take the NextGen Accuplacer, including students taking courses without prerequisites (which are courses that must be completed before another course is taken).

Though all students are to take the Accuplacer, students taking Math and English classes are to earn qualifying Accuplacer scores. The scores are also required for courses that have the same Math or English pre-requisite. For example, the pre-req for PSY 101 is CCR 092 so students must score higher than the CCR 092 course to qualify for the class. You can view all prerequisites for courses in the course catalog.

College readiness scores (updated 10/15/18):

	NextGen Accuplacer	SAT	ACT
English	Writing 246+	470	18
Reading	--	470	17
Math	AR 265+ Career/Fin Math	500 Career/Fin Math	19
	QAS 240+ Lib Arts, Statistics	500 Lib Arts, Statistics	19
	AAF 245-279 College Algebra	590 College Algebra	23
	AAF 280+ Pre-Calculus	610 Pre-Calculus	24

AR-Arith; QAS-Quant Reasoning, Alg, Stats; AAF- Adv Alg & Functions



Where do I take the Accuplacer and how do I prepare?

CMA will host Accuplacer test dates, an initial test date and a retest date. Retests are \$5 at CMA, conducted only one day, and then \$10 at PPCC thereafter.

To prepare, find a practice app:

<https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice>

Does Concurrent Enrollment cost?

Postsecondary pursuit can be costly. However, with CE and CMA, it does not have to be. CMA is prepared to cover the tuition costs of students' undergraduate courses, with no expectation of repayment for earned grades of "C" or better.

To best assure tuition coverage, students are to apply for the College Opportunity Fund (COF), a stipend from the state of Colorado that funds a portion of college tuition (\$94 per credit) for students receiving Colorado resident tuition.

**All Concurrent Enrollment students must apply for COF to participate in Concurrent Enrollment or parents will receive an invoice for the amount of the stipend, which is now \$94 per college credit. COF can amount to \$282-470 per course, so please be sure to confirm your COF application and authorization.*

If CE students do not authorize the COF, then the COF is billed to the student's PPCC student account. If the student does not pay off the COF, then PPCC puts a hold on the student account and the student cannot enroll the next semester.

Financial Aid

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



What about books?

Though many PPCC courses rely on OERs (Online Educational Resources) which are free. Some courses may have accompanying text book costs, to be paid by the student unless a qualifying scholarship recipient.

Scholarship funding for texts are available for families who qualify through the Free and Reduced Lunch Program, only after a student submits verification that the text cannot be borrowed through Pikes Peak Library District (PPLD) and/or their Interlibrary Loan Request system. Students will get a demonstration on using PPLD during the application workshop they are to attend at CMA. Students not receiving free or reduced lunch are also encouraged to reference PPLD's resources.

If you must purchase texts for classes on the college campus, texts may be purchased new or used, or rented from online textbook websites or from the college bookstore.

College texts generally cost between \$50-300 each.

Registering for Courses

Concurrent Enrollment begins with a combination of high school and college courses, moving to heavier college course loads as you become more comfortable with college classes. There will be a workshop at CMA to show you how to register and Kerry Glynn will require a copy of your college schedule to confirm course alignment with your pathway *before* tuition payment is authorized.

Online Courses

Students are encouraged to take traditional, in-class college courses to experience college life and develop self-advocacy, time management, and communication skills before taking online college courses. Students must exhaust all college course options that apply to their post-secondary plan offered on the high school campus, before taking courses on the college campus. Online courses should be the exception and only taken if a student is unable to attend a live class due to extenuating circumstances. Any exceptions need to be approved by the Concurrent Enrollment designee prior to registration. Online courses require additional tuition and fees, currently an additional \$115 per college credit at PPCC, approximately \$345 for a 3-credit course. Parents/students are responsible for texts, digital texts or access codes, lab kits, and other associated costs if taking online classes or classes on a college campus.

Course Materials and Supplies

CMA will pay for course access portal logins; however, CMA does not cover materials and supplies, such as art supplies, lab aprons or uniforms, goggles, computer applications/licenses, consumables, etc.



What if a course is not passed?

Parents and students sign a Tuition Repayment Agreement. Parents reimburse tuition costs (approximately \$180/credit) for college courses earning a grade D, F, withdrawal (W), or behavioral dismissal. Further courses may be limited or not authorized if tuition reimbursement payments have not been received by the high school for previous semesters. This tuition repayment agreement will be sent electronically, only to the parental email address in accordance with CMA's school records. However, its contents can be reviewed [here](#). If preferred, parents/guardians may request a meeting with CMA's Department Chairperson of Concurrent Enrollment to review and sign the acknowledgement in person. Request must be made in writing, and can be sent to concurrentenrollment@cmacs.org

Remedial Courses

CE state statute permits school districts to fund remedial courses for seniors only, such as zero-level remedial courses like MAT055 and CCR094. Parents are financially responsible for college tuition for remedial courses taken prior to the senior year. These college courses can be added to high school transcripts by bringing a copy of the college transcript to the high school registrar. Remedial course grades are not weighted.

Summer Courses

CMA does not fund summer concurrent enrollment courses and parents are financially responsible for college tuition for summer courses.

Whether summer courses are offered at CMA's campus or only at PPCC's Centennial campus will depend on student interest and instructor availability.

Do I have to pay CMA back for courses?

Classes that are to be repaid due to grades below a C or expulsion due to poor behavior must be paid before a student can again enroll in a concurrent enrollment course. Re-enrollment into concurrent enrollment is to be no sooner than completion of one semester suspension, to better assure readiness.

How many classes can I take at a time?

Students are able to take up to 18 credits per semester before needing a college dean's approval to register for more than 18 credits. This is typically 6 courses.

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Where would I take classes?

While some courses will be offered on CMA's campus, others will be offered at PPCC's Centennial Campus. Other PPCC campuses are not available for concurrent enrollment courses. What CMA offers each semester will be based on the combination of student interest and educator qualifications. CMA will use some of their most qualified teachers to serve as educators of concurrent enrollment courses.

While concurrent enrollment courses will be primarily housed or offered on CMA's campus, there is a per-class pupil requirement.

Courses will be offered at CMA where we have a qualified subject matter expert (SME) to serve as the instructor, and at least 8 qualified students.

Otherwise, students with at least a 3.0 GPA AND a qualifying college readiness assessment may be approved to take courses at PPCC's Centennial campus.

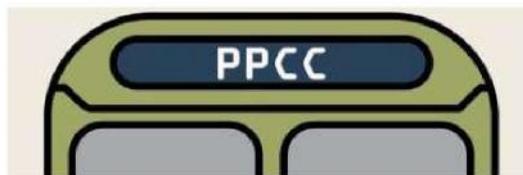
At this time, the student and parent would need to commit to public or private transportation. A message from PPCC:



Get On Board!

Starting Aug.13, 2018, all students are encouraged to "Get on Board" a clean, safe, and reliable public bus. As long as you are enrolled in classes on one of PPCC's campuses and have a new PPCC Student ID, you will have access to *unlimited* bus rides and transfers on the Mountain Metro Transit. This even includes a new route to the Rampart Range Campus!

Visit <https://www.ppcc.edu/get-on-board> for more information, including bus route information.



Whether at CMA or PPCC, students are expected to represent themselves well, according to collegiate standards.

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What do I call my instructors of Concurrent Enrollment courses?

Concurrent enrollment courses are undergraduate courses of higher education. These courses will be headed by qualified subject matter experts, and these instructors are to be addressed as Professor before their last name. This is atypical from the Mr./Ms. teacher address. The abbreviation for *Professor* is Prof.

The only exception to this would be if the instructor holds a PhD, EdD, or other terminal doctoral degree. In this case, you would precede your instructor's last name with *Dr.*

What other expectations are there?

CMA collegiate expectations are available on our website. Additionally, an analysis of high school versus college is on our website.

What course options are there?

Guaranteed Transferable Courses list appears at the end of the handbook (GTPathways), updated as of August 2019.

GTPathways courses are transferable to many degrees plans in all public Colorado colleges and universities. Many courses also transfer out of state, based on the transfer policies of the receiving schools.* GTPathways courses include core, general education courses such as English, Math, Sciences, Arts & Humanities, Social & Behavioral Sciences, and World Languages.

PPCC offers most of these, but their course offerings are updated each semester.

- The link to PPCC course catalog - <https://www.ppcc.edu/catalog-schedule>

Students must email the Concurrent Enrollment Coordinator to express course interest(s).

November 1, 2020 is when final tallies for course interest will be counted, and then teacher placement will be considered based on that count.

FERPA

Due to FERPA (Family Education Rights and Privacy Act), college in-progress grades are recorded and reported in the college information management system and are not available in the CMA system until final course grades are reported on the high school transcript. Students are encouraged to self-advocate as much as possible and are encouraged to be transparent with their parent/guardian and share grades and attendance information. To allow a parent/guardian access to speak to the college instructor, the CE student must complete a FERPA form. Once completed, the CE student submits the form to the Registrar's Office of the institution of higher education (i.e. Pikes Peak Community College). The

instructor will verify FERPA completion before meeting with the student and parent/guardian. Conferencing cannot infringe on class contact time and should be scheduled in advance. For more information about FERPA, go to the PPCC FERPA webpage.

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College Content

Neither students nor their parent/guardians can ask for adjustments to the content or delivery of college curriculum. Students may, however, preview textbooks and ask a professor for a copy of the syllabus before the semester begins, to determine if the class is appropriate for them. It is not appropriate for students to request extra credit or exemption from final exams or other assessments and assignments.

Calendar and Attendance

On-Campus Courses typically start when CMA classes begin and follow the college calendar for end dates, due to grade reporting deadlines. On-campus classes follow the same holidays and breaks as CMA high schools. On-campus courses also follow CMA snow delays and weather cancelations.

College-Campus Courses follow the college calendar start/end dates, holidays, and breaks. College Attendance Typical college expectation for attendance: Students are responsible to ensure that they meet the scheduled course meeting times throughout the semester as specified in the PPCC schedule, the course syllabus, and by the instructor.

As emergency situations arise, students have the obligation to contact their instructor within forty-eight hours. Course grade and/or tuition appeals stemming from a lack of attendance, repeated tardiness, and/or failure to comply with withdrawal deadlines are not disputable. Learn the specific, important dates from your course syllabus, the college calendar or website, your professor, or your high school counselor/advisor.

Support

PPCC Support

- Learning Commons for the following services at the Centennial, Rampart, and Downtown campuses:
 - Library Services, such as reference and resource assistance
 - Tutoring Services in math, writing, science, and other academic disciplines
 - Technology Assistance with D2L, personal, and borrowed devices
 - Academic Coaching
 - Pre-Placement Test Assistance and Online Academic Support
 - Learning Strategy Workshops such as Reading Efficiency, Time Management, Notetaking, and Test-Taking
- Counseling Center for crisis counseling
- Public Safety for lost and found, escorts to vehicles after dark, or other campus security support. PPCC Public Safety, 719-502-2900 and PPCC Dispatch 719-502-2911.
- PPCC Academic Concern - After addressing an issue with your college campus professor, if you feel your concern has not been appropriately addressed, please immediately talk to Kerry Glynn and complete a PPCC Academic Concern Form.

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CMA Support

- Upon request, Kerry Glynn can provide support in the areas of time management, test taking, study skills, and career and college planning.
- End-of-Year Parent Survey - At the end of each academic year, CE parents are asked to complete a survey to help us improve the CE program based on customer feedback.
- PPCC Academic Concern - After addressing an issue with your high school campus CE professor, if you feel your concern has not been appropriately addressed, please immediately talk to Kerry Glynn and complete a PPCC Academic Concern Form.

Accommodative Services

Students with accommodative needs may be eligible for accommodations through the college's office of accessibility services.

[Here](#) is a detailed description of ACCESSibility services, comparing high school to college.

PPCC ACCESSibility Services - To apply for accommodative services, complete the online [PPCC Accommodation Request Form](#). Students and parent/guardian must submit documentation and request an intake appointment the semester before classes begin to ensure services are coordinated for the semester college courses are taken. Students must report to the PPCC ACCESSibility office every semester to ensure that services will continue each semester. Call the PPCC ACCESSibility Services Office at 719-502-3333.

Dropping, Withdrawing, or Repeating a Class

Students may drop CE classes by the official college drop date (approximately two weeks into the semester) without repayment or grade penalties. It is the student's responsibility to confirm drop dates [here](#).

Students withdrawing from CE classes (approximately 3/4 into the semester; see www.ppcc.edu) *must* repay tuition and fees. The withdrawal "W" will be recorded on both the college and high school transcript, but will not affect the GPA.

College courses may be repeated once (only if the course was not successfully completed the first time). Both the original and repeated courses will be reflected on the college and high school transcripts, and the highest grade will be calculated into the GPA.

CE students may continue to take CE college courses upon successful completion (A, B, or C) of both high school and college-level courses. If successful completion of HS or college courses is not attained each semester, including excessive withdrawals, the college course load may be reduced or terminated to minimize additional risk of tuition repayments.

The college may place students on academic probation or suspension based on the college GPA and college academic performance.

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Student Holds and Concerns

Holds on student college accounts may prevent students from registering for courses. Holds may include selective service, COF, financial, or incorrect personal information. Contact Kerry Glynn as soon as possible for assistance.

For final grade or other concerns, it is the student's responsibility to contact Kerry Glynn immediately and go to the PPCC Concern/Incident Webpage for specific procedures and forms.

Transcripts, Grades, and Credits

Final Grades

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 D, F, or W are recorded on both transcripts. A final grade of D does not earn college credit. A college course can be repeated once, if not successfully completed the first time.

CHSAA Eligibility

Eligibility requirements as published by the Colorado High School Activities Association (CHSAA) will be observed by all college students. Concurrent Enrollment students are responsible for reporting inprogress college grades directly to the school athletic director or designee to retain eligibility.

Weighted Grades

Most college-level CE courses will receive weighted grading, and are included in the high school GPA calculation. Exceptions include remedial courses (zero-level courses such as CCR092/094, MAT050/055), academic achievement (AAA109), physical ed (PED), and outdoor studies (OUT) courses.

Credits Earned

For college courses of 3 to 5 college credits, students receive 1.0 high school credit. (two semesters of high school credit).

For college courses of 0.5 to 2 college credits, students receive 0.5 high school credits (one semester of high school credit).

After Graduation

Concurrent Enrollment students should apply to 4-year universities as first-time freshmen, not as transfer students, to qualify for freshman financial aid and housing. This is also true for most scholarship providers; however, students are encouraged to contact scholarship administrators to understand specific scholarship requirements.

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How do I get started?

Here's how to get started, if you miss(ed) the application days at CMA ...

1. Complete CMA's Concurrent Enrollment application
2. Upon CMA approval, [Apply Online to Pikes Peak Community College](#) - *Get your S number & student login.* As a note, CMA will also host an *application seminar* day to help ensure completion.
3. [Apply for Colorado Opportunity Fund](#) - *Print confirmation page.* As explained above, this is important to ensure your free tuition.
4. [Take the Accuplacer Exam](#) – *To prepare, find a [Study Guide](#).*

