

## **EXTENDED STUDIES Program (Requirements and Procedures for Participation in the EXTENDED STUDIES Program)**

Extended studies opportunities are courses that are usually taken at the high school where the student is enrolled, and for which the student has been granted permission to earn both Carnegie units (high school credit) and college credit. Students must have prior permission to enroll for dual credit and meet the requirements specified by the partnering institution of higher education. Students are responsible for verifying any college's acceptance of credits earned as dual credit. Enrollment in a dual credit course does not guarantee college acceptance.

Prior approval of enrollment in extended study is required. Students must complete an Extended Study Participation Agreement (see exhibit IHCDA-E-2) in accordance to a timeline established by the District. The principal/designee of the student's home school shall approve all applications.

The principal/designee shall provide the superintendent/designee a list of participating students in accordance to a schedule that suits enrollment timelines established by postsecondary partners.

### **Agreement with Institution of Higher Education**

Colorado Springs School District 11 (the District) shall maintain annual Memorandums of Understanding with each participating institution per Colorado Springs School District 11 Board of Education (the Board) policy IHCDA.

A qualified student may enroll in postsecondary courses at an institution of higher education (as defined above) with which the District has a written Memorandum of Understanding.

The District will identify qualified District high school instructors who would be eligible to teach college courses on behalf of the Institution of Higher Education at District sites where feasible.

The MOU must include procedures for payment of tuition or equivalent costs and statements that any courses taken by students under this program shall qualify as high school credit and also as credit toward earning a degree or certificate at the institution of higher education. The agreements must also include provisions for an established Academic Plan of Study (ICAP) for each qualified student who concurrently enrolls in the postsecondary institution.

Qualified student applicants shall follow the enrollment procedures outlined in the Memorandum of Understanding located in the Career and Technical Education Director's Department.

### **Payment of Tuition or Equivalent Costs**

The District may pay the tuition or equivalent costs for academic credit for qualified students participating in programs in which postsecondary credit is available.

The tuition rate shall be established in the MOU and not exceed the student share of the tuition rate established for Colorado residents enrolled in a general studies course at the community college rate, which rate is established by the State Board for Community Colleges and Occupational Education.

## **Transportation**

The District may elect to provide or pay for transportation to the institution of higher education. Transportation is not guaranteed.

## **Academic Plan of Study (ICAP)**

The qualified student shall establish, in consultation with the principal/designee, an academic plan of study that the student intends to complete to satisfy the Board's high school graduation requirement of postsecondary workforce readiness.

## **Extended Study Participation Agreements**

An Extended Study Participation Agreement must be written for each specific extended study program offered at an LEP.

The extended study contract shall notify students who earn an 'F' or an incomplete, or who withdraw from the course after enrolling with the college, that the student will owe the District the cost per credit specified by the participating institution of higher education as outlined in the annual cooperative education agreement. The Extended Study PPA shall:

- include an exact statement or an estimate of the cost of the extended program.
- include a statement that explains that the course may apply to guaranteed transfer credit requirements in public postsecondary Colorado institutions.
- advise that students should always seek advising from the appropriate advisor at the college or university they plan to attend to ensure they are selecting the appropriate coursework for their degree and to ensure it will apply to those degree requirements.
- notify students who are found guilty of cheating or plagiarizing in their extended study course may owe tuition to the District depending on the outcome of their case.
- notify students that they are not provided a college transcript by the high school. They must order transcripts through the college website upon completion of the course.

The Extended Study PPA must be signed by both the student and their parent/guardian for each postsecondary program that a student is participating in. Multiple courses in a program can be included in the same Extended Study PPA.

## **Off-Site Extended Studies**

A high school student may request to enroll in extended instructional opportunities which occur off-site and for which the student seeks to earn high school credit with prior approval by an administrator or designee. Before the superintendent/designee approves credit for an off-site extended study program, the following must be confirmed:

- Institutions/programs must be accredited by the state of Colorado or by a regional accrediting agency recognized by the District.
- The student must be notified that they may be responsible for tuition and fees as designated by the contract agreed to with each extended studies program.

- Upon successful completion, the student shall present an official transcript in order to have high school credit recognized for course work earned outside the District.

### **On-Site Extended Studies**

Students participating in extended study courses where college credit is available shall be advised of the opportunity to participate in the program by the principal/designee.

Successful completion of course work at an LEP will be included on the student's official transcript.

Students and their parents/guardians shall receive information regarding guaranteed transfer and requirements statewide, and the availability of other credit-bearing postsecondary options per policy IHCDA.

The qualified student and their parents/guardians must sign the Extended Study PPA.

Adopted March 22, 2017

LEGAL REFS.:       C.R.S. 22-32-109(1)(oo)  
                          C.R.S. 22-35-101 et seq.  
                          C.R.S. 23-1-125  
                          C.R.S. 23-2-103  
                          C.R.S. 23-18-201, 202  
                          1 CCR 301-39  
                          1 CCR 301-81  
                          1 CCR 301-86

CROSS REFS.:       IHCDA, Postsecondary Enrollment  
                          IHCDA-R-1, Concurrent Enrollment  
                          IHCDA-R-3, Articulation  
                          IHCDA-E-1, Postsecondary Participation Agreement/Concurrent Enrollment  
                          IHCDA-E-2, Postsecondary Participation Agreement/Extended Studies  
                          IHCDA-E-3, Articulation Application  
                          IHCDA-E-4, Postsecondary Opportunities Chart  
                          IKF, Graduation Requirements