

## **Concurrent Enrollment**

(Procedure for students seeking to enroll in postsecondary courses)

### **1. Academic plan of study**

The qualified student shall establish, in consultation with the high school career counselor, an academic plan of study that describes all of the courses (including postsecondary courses) the student intends to complete to satisfy the Board's high school graduation requirements. Prior to the qualified student's enrollment in a postsecondary course, the high school career counselor shall review and approve the student's academic plan of study in accordance with applicable State Board of Education rules.

### **2. Application**

The qualified student who seeks to enroll in a postsecondary course shall complete the district's concurrent enrollment application form and submit it to the high school career counselor at least 60 days prior to the end of the academic term immediately preceding the term of the student's proposed enrollment in a postsecondary course.

The requested postsecondary course(s) on the student's application shall be consistent with the student's approved academic plan of study. The high school career counselor may waive the 60 day requirement at his or her discretion. The high school career counselor shall approve or disapprove the student's application in accordance with this regulation's accompanying policy, and the priority requirements of the Concurrent Enrollment Programs Act, and State Board of Education rules. The high school career counselor shall notify the student of the decision, which shall be final.

Approval date: 08/20