

Concurrent Enrollment Courses Procedure

Purpose: This procedure provides a process to develop and maintain concurrent enrollment classes that are articulated between Casper College (CC) and Natrona County School District (NCS D). It is a supplement to the Memorandum of Understanding between the college and the school district.

1. The CC Deans and the NCS D high school Principals meet each fall and spring term (i.e., Deans and Principals meetings). These meetings are arranged through cooperative efforts from the offices of the NCS D Associate Superintendent for Curriculum and Instruction and the CC Vice President for Academic Affairs. The primary agenda item for these meetings is to discuss and develop the next semester's list of concurrent enrollment classes within agreed upon timelines.
2. Requests for new concurrent enrollment classes from either CC or NCS D should be simultaneously forwarded to the NCS D Associate Superintendent for Curriculum and Instruction, the CC Vice President for Academic Affairs, and the Board of Cooperative Educational Services (BOCES) Coordinator for review and consideration. These requests can be forwarded any time.
 - a. If a mutual preliminary agreement is obtained regarding offering a proposed concurrent course the CC Dean and Department Head/Program Director who would oversee the course will be notified by CC's Office of Academic Affairs.
 - b. The CC Dean and Department Head/Program Director will review the proposed course and determine if specific details concerning the proposal need to be considered prior to final approval of the proposed course.
3. CC's Office of Academic Affairs is responsible for obtaining NCS D faculty credentials (i.e., resume and transcripts) and ensuring the faculty credential review process for these faculty members are completed in a timely manner. All NCS D faculty members teaching concurrent enrollment classes will be considered CC adjunct faculty members. All CC faculty members must meet the credential standards established by the CC Office of Academic Affairs in keeping with guidance from the [Higher Learning Commission](#).
 - a. The Executive Assistant for Academic Affairs in conjunction with the BOCES Manager will:
 - i. arrange for NCS D faculty credentials to be forwarded to the college for review,
 - ii. contact the relevant CC academic Department Chair/Program Director and Dean to arrange for a review of the credentials,
 - iii. advise the Associate Vice President of Academic Affairs of the status of NCS D faculty credential review process,
 - iv. forward all received documents to the CC Human Resources office for development of new faculty files and maintenance of these records,
 - v. maintain a listing of existing and proposed concurrent classes that contains the following information:
 1. NCS D course name
 2. CC course prefix, title, and credit hours

3. course status; either general transfer or vocational/occupational
4. NCSD faculty member teaching the class
5. CC faculty member who will oversee and observe the course
- b. The CC Associate Vice President of Academic Affairs in collaboration with the BOCES Manager will oversee the proposed listing of concurrent enrollment courses to ensure all concurrent classes are:
 - i. aligned with existing CC courses
 - ii. taught by qualified faculty members
 - iii. observed by college faculty members at least annually (observation documentation and syllabi are collected and stored)
4. The BOCES Manager will draft and obtain signatures for the articulation agreements for all concurrent courses prior to the start of the semester they are to be taught.
5. NCSD faculty members teaching concurrent enrollment classes, NCSD Counselors advising potential students enrolled in BOCES courses, and the BOCES Manager will:
 - a. inform students and parents/guardians about concurrent enrollment courses that will be available each academic term and
 - b. distribute and collect required enrollment forms within two weeks of the start of NCSD semesters.
6. The BOCES Manager and NCSD Counselors will ensure students meet all course prerequisites prior to enrolling students in the classes. NCSD students will not be enrolled in a college credit bearing course if they do not meet the course's prerequisite requirements by the second week of the term in which the course is being offered.
7. The BOCES Manager will:
 - a. collect the completed concurrent enrollment forms from the high schools,
 - b. review the information provided by the student,
 - c. notify students and parents/guardians when students are enrolling in more courses than which BOCES will pay,
 - d. process concurrent enrollment forms in conjunction with the CC Registrar's Office and complete before semester midterm, and
 - e. provide the high school teachers with a roster of students enrolled for college credit.
8. The CC Registrar's Office and Enrollment Services will:
 - a. enroll students in the courses, and
 - b. request final grades from the high schools to post on the student's CC transcript.