

COMMUNITY COLLEGE OF DENVER

Title: HLC Additional Location Criteria for High Schools Offering
Concurrent Enrollment

Guideline #: INST-24

Approved: June 6, 2017
August 9, 2017

References: HLC – Institutional Change
CCD Additional Location Application
CCD College Pathways

Approved By: Dr. Everette J. Freeman

1. PURPOSE

Details how the Community College of Denver (College or CCD) adds or removes high schools as HLC-recognized additional locations of the College, defines the process a high school will follow to apply for this designation, and how the College will review, approve and submit applications to HLC.

2. APPLICABILITY

These guidelines apply to any high school that wants to offer 50% or more of the courses that lead to a degree or a Title IV-Eligible Certificate through CCD concurrent enrollment at a high school. The combination of course offerings at a high school will be reviewed for a

period of four (4) years which is based on the typical amount of time designed for students to be at that location.

3. DEFINITIONS

Additional Location (HLC definition) – An additional location is a place where instruction takes place and students can complete between 50% and all courses leading to a degree or a Title IV-Eligible Certificate or can complete a degree begun elsewhere, or a place that provides access to instruction requiring students to be present at a physical location that receives interactive TV, video, or online teaching. It typically does not have a full range of administrative and student services on site.

Concurrent Enrollment – The simultaneous enrollment of a high school student at CCD.

HLC (Higher Learning Commission) – The regional accrediting body for CCD.

Title IV-Eligible Certificate – A college recognized certificate that is based on the successful completion of 16 or more credit hours of college coursework.

4. GUIDELINES

Per HLC requirements, a high school may offer less than 50% of the courses that lead to a degree or a Title IV-Eligible Certificate at their site without becoming an officially recognized additional location of the College by HLC. If a high school wishes to offer 50% or more of the courses that lead to a degree or a Title IV-Eligible Certificate, HLC requires that they must become an officially recognized additional

location of the College by HLC prior to offering 50% or more courses leading to a degree or a Title IV-Eligible Certificate. This includes any combination of courses that may lead to a degree or a Title IV-Eligible Certificate, even if no students are currently taking this combination of courses.

5. APPLICATION PROCESS

A high school that is interested in becoming an HLC-recognized additional location of the College, should complete PART I of CCD's Additional Location Application (Application). CCD's HLC Accreditation Liaison Officer (Liaison Officer) will be responsible for assisting high schools in completing PART I of the Application, consulting with appropriate College staff and securing the approval of the College President to move the Application forward.

Once approval by the College President, the Liaison Officer will assist the high school in completing PART II of the Application. The Liaison Officer will collaborate with appropriate College staff to finalize and submit the official HLC application for an additional location. The Liaison Officer will be the College's point person for the entire Application process including coordinating HLC required site visits and communicating to College and high school personnel HLC's final decision.

6. DISOLUTION PROCESS

CCD reserves the right at any time and for any reason to de-certify an additional location designation.