



Concurrent Enrollment Agreement

To the Student: You have indicated that you are interested in taking a course at Emily Griffith Technical College. If you are a person under 21 years of age who is enrolled in the 9th – 12th grade in a school district and who demonstrates academic preparedness are eligible for Concurrent Enrollment Programs. To enroll in a course at an eligible postsecondary institution, a student must have met the qualified criteria, and show college readiness with required documentation. **To be successful you understand that there are attendance requirements for each program. You acknowledge that EGTC programs are of a fast-paced learning environment shared with adult students and your classroom conduct will show that you are a productive member of this setting.**

SECTION A: To be completed by the Student (PLEASE PRINT & USE BLACK OR BLUE PEN)

STUDENT NAME: _____ SEMESTER/YEAR: _____
SASID (10 DIGITS) #: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
HOME/CELL PHONE: _____ DATE OF BIRTH: _____
H.S. GRADUATION YEAR: _____ H.S. ATTENDING: _____
NAME OF PARENT/GUARDIAN: _____

SECTION B: To be signed by the Student and the Student's Parent or Guardian

Attention Student and Parent or Guardian: Your signature below indicates that you wish the above-named student to participate in the Concurrent Enrollment Program and that you agree to the following:

1. The student received advice and counsel about participating in the Concurrent Enrollment Program from their high school counselor or advisor.
2. The student must meet the same program requirements and course expectations as all other college students in a program, as noted in the current academic year catalog and the course syllabus.
3. The grade received in each course will appear on the student's official high school and college transcripts.
4. College course credits may transfer in congruence with Colorado Community Colleges or articulation agreements if the student earns a "C" or better in the course.
5. If the student seeks to add, drop or withdraw from a college course, they must meet with their high school counselor and notify the Concurrent Enrollment Outreach Coordinator (concurrent.enrollment@emilygriffith.edu) of the college and if they started the program their instructor.
6. If the student exits from a course after the census date, EGTC will record a "W" for their withdrawal. If the student exits after the withdrawal date a grade will be given by the instructor. Census and withdrawal dates are found on a student schedule.
7. If the student receives a grade of "F" or an "Incomplete" or withdraws from a course after census or withdrawal date, the student and the student's parent or guardian may be required to pay the school district for the tuition it paid EGTC for the course.
8. The student may not enroll in a course under the Concurrent Enrollment Program unless it fits with his or her Individual Career & Academic Plan (ICAP/PEP).
9. The student may not enroll in a course under the Concurrent Enrollment Program unless it is approved by their School District or High School.
10. Completing and signing this form does not guarantee the student will be enrolled into the program. The high school student will have to follow protocol for requesting registration themselves. Registration is on a first come, first serve basis.
11. If registered and enrolled for the program the School District or High School will cover the costs of tuition and fees only while the student is considered a concurrent enrollment student. After a student graduates from high school and is no longer a student, they will be responsible for covering the tuition and fees to continue their program.
12. If registered the student understands and has read [the Student Code of Conduct](#) knowing that violating it may result in being removed from the program.

I have read, understand and will abide by the statements in this Agreement, Section B.

Student Signature

Date

Parent or Guardian Signature

Date

CONCURRENT ENROLLMENT CHECKLIST

SECTION C: Part 1 – Student Eligibility: To be completed by High School Counselor/Principal. Check all that apply.

_____ This student is under 21 years of age.

_____ This student is currently in the _____th grade.

All Students must have the following to be eligible to register to enroll as a concurrent enrollment student in our CTE programs:

_____ Emily Griffith Admissions application

_____ Qualifying assessment scores/program requirements

_____ This CE Agreement form completed with ALL signatures

SECTION C: Part 2 – Program Selection: To be completed by Student and High School Counselor.

Attention High School Counselor: *Please add your initials next to the program to verify that it is included in the Student's ICAP.*

Program of Interest	Counselor Initials

Section D: Part 1 – School/District Approval

Approved by High School Administrator or Principal

Signed:

Title:

Date:

SECTION D: Part 1 – College Approval

Approved by EGTC Administrator

Amberlyn Varrusa

Concurrent Enrollment Outreach Coordinator

Signed:

Title: