



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 to take a CTE program under the Concurrent Enrollment Program. 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: Student Information

Student First & Last 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: Student Understanding & Expectations for Concurrent Enrollment Program

Attention Student and Parent or Guardian, please sign and read 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 their college courses, they must meet with their high school counselor, notify the college via concurrent.enrollment@emilygriffith.edu and initiate the exit through their program instructor if they are past the start date of their program.
6. If the student exits from a course after the census date, the college 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.
13. In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, the Student gives the college permission to report absences and disciplinary issues, and to release grades, transcripts, test scores, in-progress grades, class schedules, student ID numbers, and billing information to the School District for the courses covered under the Concurrent Enrollment Program.

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

Student Signature	Date	Parent/Guardian Signature	Date
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SECTION C: Part 1 – Student Eligibility

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

- This student is under 21 years of age.
- This student is currently in the ____th grade.
- 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 determined and completed by Student and High School Counselor verifying that it is included in the Student’s ICAP.

Program of Interest: _____ Approved by: _____

Section D: Part 1 – School/District Approval

Approved by High School Administrator or Principal

Signature	Title	Date
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SECTION D: Part 1 – College Approval

Approved by the Emily Griffith Technical College Administrator

Amberlyn Varrusa

Concurrent Enrollment Outreach Coordinator

Signature	Title
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