Full-Time Early College/University (FTECU) Application Checklist

_____ Signed Student and Parent/Guardian Commitment Form (Page 4)

_____ Signed Intent to Participate Agreement (Page 5)

_____ Completed Student and Parent/Guardian Current Information (Page 6)

_____ Completed Goals Questions (Page 7)

_____ Two Letters of Recommendation (One from Math teacher - Required)

_____ Up-to-Date Individual Career and Academic Plan (ICAP)

_____ Proof of College Opportunity Fund (COF) Application

_____ Pueblo Community College or Colorado State University - Pueblo Application for Admission

Grades/Scores

_____ Transcripts

_____ Accuplacer Scores

_____ ACT Scores (if applicable)

_____ SAT Scores (if applicable)

_____ State Assessment Scores (if applicable)

_____ PLAN Scores (if available)

Please Read the Guidelines, Criteria and Procedures to determine if you meet the qualifications for and agree to the requirements of this academic offering before filling out any other part of the application.
PUEBLO SCHOOL DISTRICT 70 EARLY COLLEGE (D70 FTECU) PROGRAM GUIDELINES, CRITERIA AND RULES

GUIDELINES

1. Through the Full-Time Early College/University program (FTECU), qualifying high school juniors and seniors can attend college/university full time while completing high school. FTECU participants earn credits applicable toward high school graduation and college/university degree requirements at a minimal cost to the student. Students are accepted into the program upon recommendation of his/her high school Counselor and Principal with the approval of the District Concurrent Enrollment Coordinator.

2. The maximum length of the FTECU is four semesters for students who enter as high school juniors and two semesters for those who enter as seniors.

3. Students who enter the FTECU as high school juniors may enroll in a maximum of three developmental courses the semester immediately preceding the semester of FTECU enrollment. Students who enter as high school seniors may enroll in a maximum of three developmental courses the fall, spring, and/or summer semester prior to FTECU enrollment. These courses will be at students’ expense.

4. Pueblo School District 70 and Pueblo Community College/Colorado State University - Pueblo (PCC/CSU-P) will ensure compliance with the Children’s Internet Protection Act (CIPA) and will comply with the Code of Conduct of PCC/CSU-P. Violation of PCC/CSU-P’s Code of Conduct could result in disciplinary action at the postsecondary level as well as the high school level.

5. PCC/CSU-P shall accommodate students who wish to enroll in courses leading to and/or providing: 1) Terminal two-year career/technical degree, 2) College/university transfer credits for a program in the career/technical fields, 3) Credit hours applicable toward an Associate or Bachelor’s degree that meets the student’s Individual Career and Academic Plan (ICAP).

6. Students must declare a postsecondary or career/technical major with PCC/CSU-P.

MINIMUM ELIGIBILITY CRITERIA FOR PROGRAM APPLICANTS

1. Complete tenth grade.

2. Meet or exceed expectations on the current Colorado assessment or have an active Advanced Learning Plan (ALP).

3. Earn credit in courses required for high school diploma. Students must complete Technology, Geometry and Physical Education requirements at the high school before applying to D70EC.

4. Have a minimum cumulative Grade Point Average (GPA) of 3.0 (on a 4.0 scale) in classes required for high school diploma.

5. ACCUPLACER/ACT scores must qualify student to enroll in courses numbered 100 or above. Students who do not meet any of these requirements, but meet the other criteria for program participation, may qualify by passing applicable developmental courses prior to enrollment in the FTECU. These courses will be at students’ expense.

6. An FTECU application and completion of the ACCUPLACER must be accomplished by May prior to entering the program.

7. Complete the Colorado Opportunity Fund (COF) online application and other necessary paperwork to access the COF stipend for the FTECU.

COST

1. FTECU students will enter selected program as a full-time student and must maintain a minimum of 12 credit hours per semester.

2. District 70 will pay tuition for qualifying classes and some fees.

3. Students will be responsible for books, supplies, and other materials or fees typically required of full time college enrollment.

4. Students will have available to them a current District 70 laptop computer for use during each FTECU semester. Students will be responsible for complying with all standard District 70 computer checkout procedures, providing required insurance proof, and signing all applicable agreements upon receipt of a District 70 computer.

5. If the student earns a grade of D, F, I, or W she/he is responsible to repay D70 the cost of tuition and fees for the course(s) in which the unsatisfactory grade was earned.

Pueblo County School District 70 does not unlawfully discriminate on the basis of race, color, religion, national origin, gender, age, genetic information, or handicap (disability) in admission or access to, or treatment, or employment in its education programs or activities. Inquiries about ADA, Section 504, Title VI, and Title IX may be addressed to the Superintendent of Schools, 301 28th Lane, Pueblo, Colorado 81001. 719-542-0220.  2016
STUDENT ATTENDANCE AND TRANSPORTATION
1. Students are responsible for providing their own transportation to FTECU.
2. FTECU participants shall attend classes according to the requirements of PCC/CSU-P.

STUDENT PROGRESSION
1. Student’s applications for the FTECU are scored based on criteria established by a high school committee appointed by the principal.
2. Potential FTECU applicants shall have on file a four-year plan in an ICAP developed through coordinated efforts between secondary and postsecondary Counselors to ensure that coursework is appropriate at all levels for entry and successful completion of the FTECU and to ensure that students are on track to graduate.
3. FTECU students shall receive detailed academic advisement and counseling at the college/university to ensure they are making acceptable progress in the FTECU, with particular emphasis on acceptable progress toward high school graduation.
4. FTECU students are not eligible for Federal financial aid.
5. FTECU students are counted in attendance reports for both D70 and PCC/CSU-P. PCC/CSU-P shall report absences, discipline, and other information as required by the District Concurrent Enrollment Coordinator.
6. In compliance with the Family Education Rights and Privacy Act of 1974, District 70 shall acquire student/parent signatures on the “High School Programs Student & Parent Agreement” form giving permission to PCC/CSU-P to release transcripts/schedules to District 70 for courses enrolled under the FTECU.
7. Students must maintain an overall GPA of at least 2.5 (on a 4.0 scale) in the FTECU.
8. A student who receives a mid-term progress report of less than a “C” is required to attend tutoring sessions or other special assistance activities arranged by the college until the academic advisor determines adequate progress is being made in the applicable course(s).
9. For the duration of the program, FTECU students who pass one course with a “D” shall be placed on academic caution. Those who pass two courses with a “D” shall be placed on academic alert. Those who pass three or more courses with a “D” shall be dismissed from the FTECU. FTECU students on academic caution or alert shall be provided tutoring sessions or other special assistance activities arranged by PCC/CSU-P until the academic advisor determines adequate progress is being made in the applicable course(s). If the student earns a grade of “D” or “F”, she/he is responsible to repay D70 the cost of tuition and fees for the course(s) in which the unsatisfactory grade was earned.
10. FTECU students who fail a course shall be dismissed from the program unless granted a waiver by District 70. Students on academic alert status cannot be granted a waiver. A waiver can be granted only after consultation with the students, parent/guardian, high school counselor, and college academic advisor. Through consultation, all parties shall be informed of and acknowledge that, because of the failing grade(s), the student may not be eligible to graduate from high school “on time” and may have to take additional classes should the student leave the FTECU and return to the traditional high school setting. To protect the student’s academic progress toward a high school graduation, waivers should rarely be granted and only in response to extreme circumstances faced by the student.
11. The full array of student services offered by PCC/CSU-P, including tutoring, shall be available to FTECU participants.
12. FTECU students with disabilities will receive appropriate accommodations. PCC/CSU-P and D70 shall make the necessary coordination to ensure the accommodations are made.
13. PCC/CSU-P shall provide an orientation meeting for students and their parents prior to FTECU entry. This orientation is to ensure that the parties understand the FTECU and are aware of the program policies and procedures.

PROCEDURES
1. The student will have a preliminary meeting with the high school Counselor. The Counselor will provide the students the FTECU application and any other necessary forms.
2. The student will return the completed application to the Counselor for initial review based on the above guidelines and minimum eligibility criteria. The Counselor will forward applications that meet the guidelines and criteria to a building-level committee for review and recommendation to the Principal for approval.
3. Each high school committee shall review the student’s academic record and course interest at PCC/CSU-P and shall recommend to the Principal for approval only those students who are considered to have demonstrated evidence of responsibility for and commitment to successfully completing postsecondary courses.
4. Upon the Principal’s recommendation, the Counselor will send the application with a copy of the student’s high school transcript(s), and a college application for first-time enrollees, to the D70 Concurrent Enrollment Coordinator.
5. The D70 Coordinator will review the application and will notify the Counselor of the decision to enroll the student in the program or not.
Full-Time Early College/University Student and Parent/Guardian Commitment

1. I have read and understand the information, policies and procedures in this Early College Program Guidelines, Criteria and Rules.
2. I have read, reviewed and understand the rights, responsibilities and rules in this document with my son/daughter listed below.
3. I understand the expectations and responsibilities as a student and a parent/guardian of a student enrolled in the Full-Time Early College/University Program.

<table>
<thead>
<tr>
<th>Student Name (Please Print)</th>
<th>Date</th>
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Student Signature

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<tr>
<th>Parent/Guardian Name (Please Print)</th>
<th>Date</th>
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Parent/Guardian Signature

This page must be signed (student & parent/guardian) and returned to the FTECU Student Service Office at the high school (usually the student’s counselor’s office unless otherwise indicated.)
Intent to Participate Agreement

A signed **Intent to Participate Agreement** is required of all eligible students applying for the program. Students may graduate after 2 years with an Associate of Arts, Associate of Science, Career and Technical Degree or Certificate, or credit applicable toward a bachelor's degree. (Please read carefully)

**Expectations of the Student**
- Take the ACCUPLACER test (Basic Skills Assessment – Math, Reading, & English.)
- ACCUPLACER Test scores must qualify for courses numbered 100 or above.
- Complete FTECU enrollment and Pueblo Community College registration forms.
- **Participate in tutoring as needed and/or recommended by the FTECU Liaison and/or staff.**
- Participate and/or reply to FTECU Liaison and office emails, letters and phone calls.
- **Follow mandatory and scheduled check-in policy with the FTECU Liaison and/or staff.**
- Participate in state-mandated academic testing.
- Allow for Grade/Attendance/Performance checks by the FTECU Liaison.
- Follow the PCC/CSU-P Attendance Policy.
- Maintain a minimum of 12 credit hours per semester.
- Maintain a 2.5 GPA by receiving an A, B, or C grade in each course.
- Grades D, F, I or W will result in class tuition costs and fees being reimbursed by the student and parents.
- Demonstrate the mature academic work ethic and social behavior of a college student.
- Ultimately, it is the responsibility of the student to ensure success at PCC/CSU-P.

**Expectations of the Parent**
- Complete and sign the Intent to Participate Agreement Form.
- Attend Parent Information Night if offered by college/university.
- Support student’s studies by checking in with him/her daily.
- Contact FTECU Liaison with concerns regarding student progress.
- Provide transportation for your student to FTECU.

**Expectations of the High School/Early College**
- District 70 will pay initial ACCUPLACER test fees.
- PCC/CSU-P will provide post-secondary advisement and support.
- PCC/CSU-P will place student on probation when grades fall below 2.5 GPA.
- District 70 will pay class tuition and some fees.

Student Signature:_________________________________________________________ Date:____________________

Parent Signature:_________________________________________________________ Date:____________________

HS Admin/Cnslr Signature:_________________________________________________ Date:____________________
Student Name: ____________________________________________

Last       First       Middle

Home Address: _____________________________________________

Mailing Address       City       State       Zip

Phone Numbers: (___) ___________ (___) ___________ (___) ___________

Home       Cell       Work

Student Email Address: ______________________________________

(Required)

Current High School: _______________________________________

Name       City       State       Zip

Other High School(s) Attended: _________________________________

Name       City       State       Zip

Name       City       State       Zip

Class: 10th  11th
(Please Circle your current grade)

Current No. of HS Credits: ________
(Please attach all high school transcripts)

Anticipated Graduation Date: ________________

Current GPA: ________________

ACCUPLACER: __________  __________  __________
Rdg       Wrtg       Math

State Assessment: __________  __________  __________
Engl       Math       Rdg       Sci

PLAN: __________  __________  __________
Engl       Math       Rdg       Sci

ACT: __________  __________  __________
Engl       Math       Rdg       Sci

SAT: __________  __________  __________
Rdg       Math       Wrtg

Parent/Guardian Address: __________________________________

Mailing Address       City       State       Zip

Phone Numbers: (___) ___________ (___) ___________ (___) ___________

Home       Cell       Work

Parent/Guardian Email Address: _______________________________

(Required)

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Student Goals

Please answer the following questions:

1. Why do you want to participate in the Early College Program?

2. What are your long-term academic goals?

3. In what occupation do you foresee yourself working in the future?

4. How will participating in the Full-Time Early College/University program support your academic and career goals?