



## Concurrent Enrollment

In an effort to give high school students ready access to a college-level course, Berkshire Community College (BCC) offers concurrent courses at local high schools. High School students can earn college credit at no cost to them or their families.

Concurrent courses are courses taught at the high school by high school faculty. The curriculum and faculty must be vetted by BCC. BCC representatives shall be allowed to visit the concurrent course to explain the benefits of attending BCC and the way in which the course can connect to academic pathways at BCC. BCC faculty or dean may request to observe a concurrent course. Concurrent students will be encouraged to visit the BCC campus.

## Concurrent Course Approval process

For a high school course to be considered for concurrent enrollment, the high school must:

- Submit Concurrent Course Request form
- Submit the course curriculum
- Submit High School Concurrent faculty's resume

The appropriate BCC faculty (department chair and/or faculty) will review curriculum to verify alignment with particular BCC credit course. BCC can request modification to high school course to meet outcomes and the rigor of the credit course. Faculty will receive a stipend in support of engagement with high school faculty in the review and approval process.

High School faculty will receive a stipend for:

- Collaborate with BCC faculty for curriculum review and updates
- Use BCC's Webadvisor for attendance census and student grades

High School faculty can expect to be invited to BCC Adjunct Faculty Professional Development events.

The appropriate academic dean will review high school faculty credentials to verify qualifications are met to teach the BCC college course. Qualifications must be the same as if teaching the course at BCC.

The high school concurrent course will be reviewed each year prior to June 1 for courses being offered in the next academic year. Modifications to the BCC college course curriculum must also be reflected in the concurrent course. A change in concurrent course faculty must be approved by BCC. BCC faculty will receive a stipend for the annual review process.

When curriculum and faculty are approved and documents signed by BCC faculty and dean, a course section may be then added to the semester schedule and registrations can be taken. Concurrent courses will be coded with an instruction method of DEC (dual enrollment course). Concurrent students are BCC students, with access to the same services as any BCC student and with the understanding that they are held to the same standards as explained in the BCC Student Policy Guide.

Once approved, High School faculty will need to fill out HR paperwork in order to add the faculty to the Student Information System and set up for stipend.



### Student Registration Process

Students wishing to take the course at the high school for college credit must submit an Early College application. Students receive high school and college credit in this course. Students taking a concurrent course must meet the pre-requisites of the BCC course. Students must be Massachusetts residents. Tuition and fees for the course are absorbed by the college. Students who do not meet the requirements can still take the high school course, but they will not be eligible to receive college credit from BCC. Students wishing to transfer the credit to another college or university can order a BCC transcript at [www.berkshirecc.edu/transcripts](http://www.berkshirecc.edu/transcripts)

### Forms required:

#### High Schools:

- Concurrent Course Request form
  - attach appropriate documentation (curriculum and faculty resume)
  - Required signatures: high school faculty teaching the course and principal.

#### Berkshire Community College:

- Concurrent Course approval form
  - Note any modifications needed to high school course to align with college course
  - Sign off on course approval (BCC faculty and dept. chair)
  - Sign off on high school faculty credentials (BCC academic dean)

#### Students:

- Early College Application with appropriate signatures
- Massachusetts Residency form