

Colorado Community College System Service Area Course Clearance Form

Purpose of Service Area Clearance Form: While CCCS Colleges acknowledge the importance of creating relationships within the geographic area in which they serve, they also acknowledge the need to remove barriers that may keep students from pursuing educational opportunities. To serve this need, the Colleges may create partnerships with entities outside their service area when those partnerships provide educational opportunities for students that cannot be provided by the designated service area college. Prior to establishing these partnerships, both College Presidents must agree and sign this form.

Instructions: Institutions desiring to offer courses outside the defined geographic service area must use this form to request approval from the institution designated for that service area. Forms must be signed by each institution's President. Completed forms must be submitted to CCCS for approval at least sixty (60) days before planned implementation. Courses are not to be offered until both institutions are notified of final approval by CCCS.

Exceptions to use of Form: This form is not required for employer-arranged apprenticeships or internships outside of a college's service area, but College Presidents should still communicate with one another when they occur. Neither this form, nor communications between College Presidents is required for student-driven apprenticeship and internships.

References: [House Bill 18-1052](#) ; (C.R.S §23-1-109(6)); [CCHC Service Area Policy](#); and [CCCS System Procedure SP9-20a](#)

Requesting Institution:

Service Area Designated Institution:

Course Type: Non-Credit Credit

Credit Type: Transfer Academic Career and Tech Ed Concurrent Enrollment BAS/BSN

Enter course(s) here (include course prefix, number, and title):

Credit Hours: Academic Year: Start Term: End Term:

Projected Headcount Enrollment: Projected FTE Enrollment:

Location(s):

By signing below, institutional representatives agree that:

- No other institution is providing the course(s) in the designated service area.
- The community college responsible for the service area agrees to provide the necessary facilities without charge.
- There is sufficient student demand to sustain a cohort through the entire program for the period requested.

Requesting Institution: President's Signature

Date

Service Area Designated Institution: President's Signature

Date

Please email copy of signed form to the Executive Assistant to Vice Chancellor for Academic and Student Affairs, Stacie.Amaya@cccs.edu