

**Postsecondary Enrollment Options Program  
(Appeal Procedure)**

**Appeal Procedure for Denial of High School Credit for Courses Taken Pursuant to Postsecondary Enrollment Options Program (PSEO Program)**

1. If the principal is denying credit toward high school graduation for any of a student's requested postsecondary courses, the principal must notify the student and his or her parent(s)/guardian(s) in writing of the reason within ten (10) school days of receipt of the student's enrollment application.
2. If the student or parent(s)/guardian(s) wish to appeal the principal's denial of credit, they must file the appeal in writing with the superintendent or designee within ten (10) school days after first receiving notice of denial of credit. The appeal must specify how the student or parent(s)/guardian(s) believe the requested course(s) will assist the student in meeting the district's graduation requirements.
3. The superintendent or designee shall notify the student and parent(s)/guardian(s) in writing of his or her decision within ten (10) school days of the filing of the appeal.
4. If the student or parent(s)/guardian(s) wish to appeal the decision of the superintendent or designee, the appeal must be in writing and filed with the Board within ten (10) school days after receiving notice of the superintendent's or designee's decision.
5. The Board shall notify the student and parent(s)/guardian(s) in writing of its decision within thirty (30) calendar days of the filing of the appeal. The decision of the Board regarding approval or denial of high school credit shall be final.

**Appeal Procedure for Denial of Tuition Payment or Reimbursement for Postsecondary Courses Taken Pursuant to PSEO Program**

1. Any denial of tuition payment or tuition reimbursement for postsecondary courses may be appealed by a student or student's parent(s)/guardian(s) by filing a written appeal with the superintendent or designee within ten (10) school days of first receiving notice of such denial. The appeal must state the basis for claiming entitlement to the tuition payment or tuition reimbursement.

2. The superintendent or designee shall notify the student and parent(s)/guardian(s) in writing of his or her decision within ten (10) school days of the filing of the appeal.
3. If the student or parent(s)/guardian(s) wish to appeal the decision of the superintendent or designee, the appeal must be in writing and filed with the Board within ten (10) school days after receiving notice of the superintendent's or designee's decision.
4. The Board shall notify the student and parent(s)/guardian(s) in writing of its decision within thirty (30) calendar days of the filing of the appeal. The decision of the Board shall be final regarding whether tuition payment or tuition reimbursement for postsecondary courses will be made.

LEGAL REFS: C.R.S. 22-35-101 *et seq.*

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