Process for Creating a Concurrent Enrollment Course

- [ ] High School administrator identifies a college course the high school would like to offer for concurrent enrollment. If you are a USHE, Utah System of Higher Education institution, please contact public school district administration at the location you would like to offer a course, to initiate the process.

- [ ] Class must be a high school Junior or Senior level course, and would be offered as a 1000-3000 level course as a concurrent enrollment offering.

- [ ] The HS administrator secures both school and district approval to continue the exploration of offering a new concurrent class. The district may ask for documentation describing the higher education curriculum. (Descriptive text, syllabus, test can be found online or by contacting an institution of higher learning.)

- [ ] The district and high school administrators use the documentation initial comparison to the public education Core curriculum and identify the 11-digit course code, course title, number of units, and credit type the district anticipates assigning the course.

- [ ] Contact reciprocal institution- if you are a school district, a USHE institution must collaborate with you. If you are a USHE institution, as school district must collaborate with you.

- [ ] Participating high school instructors must be approved by USHE institution as an adjunct instructor USHE professor teaches the course. (If the high school teacher is denied adjunct concurrent faculty status, the process ends. If approved, the adjunct instructor develops a concurrent syllabus following NAECP standards. The syllabus is submitted to the campus concurrent administrator to be reviewed by the academic department.)

- [ ] Complete the Concurrent Enrollment Course Proposal on the USOE/Curriculum/Concurrent Enrollment Website, completing the first two sections.

- [ ] Attach a syllabus form the USHE institution and the high school concurrent syllabus, information about materials including a test and submit these along with the Course Proposal to Cyd Grua at the Utah State Board of Regents. cgrua@utahsbr.gov

- [ ] Packet with be fully reviewed by the USBR and the electronic version will be sent to the Utah State Office of Education Early College Specialist, Moya Kessig.

- [ ] The Early College Specialist reviews the course packet, forwards the information on to the Content Area Specialists who confirms or denies the district alignment decision. The specialist also identifies any potential enrollment conditions.

- [ ] If approved in original form or with amendments, the concurrent syllabus, the completed cover sheet, and the supporting curriculum documents are submitted by the USHE institution to the commissioner's office for review.

- [ ] USHE conveys the final curriculum packet to USOE for final approval by the Early College specialist and for inclusion In the CE Master List.