

Utah System of Higher Education
Right of First Refusal Agreement for Concurrent Enrollment for Academic Year 2017-18

Each USHE institution has the responsibility for offering concurrent enrollment courses within their designated service region per Regents' Policy R315. If the local institution chooses not to offer a concurrent enrollment course, a LEA may ask another USHE institution to provide the course. The USHE local institution shall indicate in writing whether it will offer the requested course within 30 days of the LEA contact and request. This form documents this process. Signed copies of the agreement should be kept on file by both USHE institutions and the LEA for five years.

STEP 1 Identify CE course, LEA, and local institution.

Prefix/No. College Course Title of College Course
Public Education Core Code Title of Public Education Course

High School(s)
LEA LEA CE Contact
Phone Email

Local institution Institution CE Contact
Phone Email

Date local Institution was contacted

Reason local institution provided for not offering course, including explanation:

- Adjunct qualifications:
- Bell schedule conflict:
- Other:

LEA Concurrent Enrollment Coordinator Date LEA Superintendent (optional) Date

STEP 2 Local USHE institution confirms it waives the right to offer course for CE.

Reason local institution will not offer course

- The primary college will offer this course; RFR is not necessary. *Local institution signs RFR and returns to LEA.*
- The primary college does not offer this course.
- This course is fully online course (no place- or time-specific requirements); RFR is not necessary.
- Another USHE institution may offer this course for one, two, three, four, five years. *LEA will have to seek new RFR thereafter.*

Explanation for decision

- Adjunct qualifications:
- Bell schedule conflict:
- Other:

Concurrent Administrator Date Chief Academic Officer or designee (optional) Date

STEP 3 LEA contacts alternative USHE institution.

Proposed College UU USU WSU SUU Snow DSU UVU SLCC

Proposed College Decision

- The proposed college will offer this course for one, two, three, four, five years.
- The proposed college will not offer this course. *Proposed institution signs RFR, copies local institution, and returns to LEA.*

Conditions for offering course

- Course will be taught by an adjunct teacher in the high school.
- Course will be taught by college faculty over EDNET/IVC.
- Course will be team taught by college faculty and teacher.
- Other :

Concurrent Administrator *Date* *Chief Academic Officer or designee (optional)* *Date*
 Institution CE Contact

Local Institution	CE Contact	LEAs in Service Area
USU	Darrell Harris 435-797-1698 Darrell.harris@usu.edu	Box Elder, Cache, Carbon, Daggett, Duchesne, Emery, Grand, Logan, Rich, Uintah, San Juan, Tooele. CHARTER: Fast Forward, Intech, Pinnacle Canyon, Terra Academy, Uintah River.
WSU	Beth Rhoades 801-626-7297 bethrhoades@weber.edu	Davis, Morgan, Ogden, Weber. CHARTER: Legacy Prep, NUAMES, Utah Connections Academy*, Utah Military Academy.
SUU	Brodee Nelson 435-865-8035 concurrentenrollment@suu.edu	Beaver, Garfield, Iron. CHARTERS: Success Academy/Cedar City
Snow	Doug Johnson 435-283-7320 doug.johnson@snow.edu	Juab, Millard, North Sanpete, Piute, Sevier, South Sanpete, Tintic, Wayne
DSU	Kevin Simmons 435-652-7671 kevin.simmons@dixie.edu	Kane, Washington. CHARTER: Success Academy/St George, Tuacahn.
UVU	Memo Caldera 801-863-8939 gcaldera@uvu.edu	Alpine, Nebo, North Summit, Park City, Provo, South Summit, Wasatch. CHARTER: American Leadership Academy, Athenian eAcademy*, Karl G Maeser Prep, Liberty Academy, Lumen Scholar Institute*, Merit College Prep, Pioneer HS for Performing Arts, Rockwell, UCAS, Walden.
SLCC	Brandon Kowallis 801-957-6342 Brandonkowallis@slcc.edu	Canyons, Granite, Jordan, Murray, Salt Lake, Tooele (select CTE courses). CHARTER: American Academy of Innovation, American International School of Utah, AMES, Beehive, City Academy, East Hollywood, Itineris, Paradigm, Mountain Heights Academy*, Real Salt Lake Academy, Spectrum Academy, Summit Academy, Utah Virtual Academy,* Vanguard Academy

**Mountain Heights Academy and Utah Virtual have administrative offices in the local institution's service area but are state-wide online charter schools; Athenian eAcademy has multiple campuses across the state.*

COMMENTS ON THE PROCESS

1. A USHE primary or local partner cannot refuse to grant permission for a district to seek other USHE partners to offer a class. The primary partner can only indicate it gives up the right to offer the course for a number of academic years after which a new RFR is required.
2. The proposed institution is not obligated to offer a class. Districts may have to contact more than one institution to find a secondary partner.
3. It is common for an institution to sign a RFR for a single year; however, if the institution is confident it will not offer a class for a number of years, that institution can approve an RFR for up to five years. This consideration is highly valuable in instances where a district must purchase textbooks for a class, ensuring that investment will be used for more than one year.
4. One RFR covers the course(s) listed for all high schools within a district.
5. For Right of First Refusal situations where the RFR is deemed not necessary because a) the primary institution will offer the course, or b) the primary institution does not offer the course to begin with, the Concurrent Enrollment program administrator is typically the only person signing for the USHE institution.
6. If the primary college waives offering the class for one, three, or five years, the CE administrator, department chair, dean, and chief academic officer generally sign the agreement. If a proposed institution declines offering a course, there may be one (CE administrator) to four signatures.
7. Historically, a principal or assistant principal signs for a high school; teachers do not sign RFR agreements. The superintendent, associate superintendent, curriculum director, or CE coordinator sign for the district. One district signature alone will suffice as approval for the RFR.