

## Process for Creating a Concurrent Enrollment Course

- ❑ The high school administrator identifies a college course that the high school would like to offer for concurrent enrollment. If a Utah System of Higher Education (USHE) wishes to initiate the process of offering a course, they should contact the public high school administrator at the location desired.
- ❑ The course must be a high school junior or senior level class, and would be a 1000-3000 level course as a concurrent enrollment offering.
- ❑ The high school administrator secures both school and district approval to continue the exploration of offering a new concurrent course. The district may ask for documentation describing the higher education curriculum. (Descriptive text, syllabus, and tests may be found online or by contacting an institution of higher learning.)
- ❑ The district and high school administrator use the documentation to make an 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.
- ❑ The administrator contacts a reciprocal institution. If you are a school district, a USHE institution must collaborate with you. If you are a USHE institution, a school district must collaborate with you.
- ❑ Participating high school instructors must be approved by a USHE institution as an adjunct instructor or a USHE professor may teach 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 NAACP standards. The syllabus is submitted to the campus concurrent administrator to be reviewed by the academic department.
- ❑ Complete the first two sections of the Concurrent Enrollment Course Proposal on the Utah State Office of Education (USOE) Concurrent Enrollment website.
- ❑ Attach a syllabus from the USHE institution and the high school concurrent syllabus. Attach information about materials, including a test. Submit these along with the Course Proposal to Cyd Grua at the Utah State Board of Regents ([cgrua@utahsbr.gov](mailto:cgrua@utahsbr.gov)).
- ❑ The USBR will fully review the packet and send an electronic version to the USOE Early College Specialist, Moya Kessig.
- ❑ After review, the Early College Specialist forwards packet to the Content Area Specialists who confirms or denies the district alignment decision. The Content Area Specialist also identifies any potential enrollment conditions.
- ❑ If approved in original form or with amendments, the USHE institution submits the concurrent syllabus, the completed cover sheet, and the supporting curriculum documents to the commissioner's office for review.
- ❑ USHE conveys the final curriculum packet to the USOE for final approval by the Early College Specialist and for inclusion in the CE Master List.