

- G. Home schooled students are eligible for CE courses with principal permission from the high school they would attend. They are subject to all rules and requirements that apply to student participation in the CE program. They must have a parent affidavit (Utah Code 53A-11.102(2)) on file to participate in concurrent enrollment.

V. STUDENT PARTICIPATION

The following conditions apply to student participation in the CE program:

- A. Students shall complete the application process for each USHE institution from which they intend to take concurrent courses.
- B. Students are assessed a one-time admissions application fee per credit-granting institution. Payment of the admissions fee to enroll in concurrent enrollment satisfies the general admissions application fee requirement for a full-time or part-time student at an institution so that no additional admissions application fee may be charged by the credit-granting institution for continuous enrollment at that institution during or following high school graduation.
- C. Parent/Guardian consent must be secured in writing, annually, for CE courses taken.
- D. Students must abide by the Student Code of Conduct for each institution from which they take CE courses.
- E. Students will be assigned a permanent Student ID by each USHE institution from which they take CE courses.
- F. Student enrollment in CE courses will create a permanent college transcript.
- G. Students are responsible for miscellaneous fees and textbooks subject to fee waiver under R277-407.
- H. Students must complete all CE courses before they receive a diploma, or before their class graduates.
- I. Students may complete up to 30 concurrent semester credit hours in one academic year.

VI. COURSE DELIVERY & ELIGIBILITY

The delivery system and curriculum program shall be designed and implemented to take full advantage of the most current available educational technology. CE course offerings must meet the following criteria:

- A. Course is typically taught in 11th or 12th grade.
- B. Curriculum matches or exceeds the curriculum taught in the introductory level college course.
- C. Curriculum taught in a core credit course must align to the public education standards and objectives at 90%.
- D. Institution, the academic department, and LEA agree to offer the course.
- E. The CE course utilizes the same expected student outcomes as the college course.
- F. Appropriate textbooks and instructional materials are used.
- G. Students have appropriate access to faculty and to equipment needed to complete the course.
- H. The course is listed on the CE Master List for this academic year. Proposed new CE courses, existing course realignments, hiatus and retired status changes must be submitted to the system offices annually on or before November 30.

VII. FACULTY ELIGIBILITY & PROFESSIONAL DEVELOPMENT

Identification of qualified adjunct faculty is the joint responsibility of the LEA and the Institution. Final approval of the adjunct faculty will be determined by the appropriate department at the Institution. Public school educators who instruct CE courses as adjunct faculty must possess a current Utah teaching license and appropriate endorsements.

- A. Selection criteria for CE adjunct faculty should be the same as those criteria applied to other adjunct faculty appointments in specific departments.
- B. Institutions must supervise CE adjunct faculty and provide for professional development, including review of FERPA and human sexuality guidelines for secondary students.
- C. Educators approved for TICE courses must participate in TICE professional development workshops, use TICE curriculum materials, and administer the TICE common assessment to all enrolled students.
- D. Institution faculty shall meet the following criteria prior to teaching CE courses:
 - 1. Complete CE faculty training, including FERPA and human sexuality guidelines for secondary students, either by reviewing the USHE Concurrent Training document or receiving live instruction; and
 - 2. Pass a BCI criminal background check.

VIII. FUNDING

This Contract is for concurrent enrollment activities supported by the State of Utah Concurrent Appropriation. Appropriation funds will be disbursed to LEAs and USHE institutions by the Utah State Office of Education and the Utah System of Higher Education.

IX. PARTIES OBLIGATIONS

A. Institution and LEA agree jointly to:

1. Coordinate college admissions and concurrent registration. LEA and Institution registrars work together to ensure CE students are:
 - a. officially registered or admitted as degree seeking, non-degree-seeking, or non-matriculated students of institution;
 - b. registered within Institution deadlines;
 - c. enrolled both in the college course and the high school course; and
 - d. awarded the same final course grade and credit hour value on both high school and college transcripts.
2. Coordinate academic advising with high school counselors and/or concurrent administrators to ensure students register for appropriate CE courses.
 - a. Provide information on general education requirements at higher education institutions. Advise students how to efficiently choose concurrent enrollment courses to avoid duplication or excess credit hours.
 - b. Provide math and English placement testing to CE students.
 - c. Monitor student academic achievement for consideration when advising on future CE course taking.
3. Collaborate to ensure a 90% systems data match of student and course data.
4. Communicate, in a timely fashion, any staffing or administrative changes that could impact CE course offerings. When possible, note impending cancellations one year in advance on the CE Master List (November 30).
5. Submit annual contracts to the USHE system offices no later than 5 p.m. May 30. USHE system office will retain hard copies for seven years and will update the State Office of Education on completed contracts by June 30.

B. LEA agrees to:

1. Screen students for success in a CE program:
 - a. Verify students have met all course prerequisites before enrolling them in a CE course; arrange placement testing if needed;
 - b. Gather and maintain parent/guardian consent forms and include language that states participation in the CE program generates a permanent college transcript; and
 - c. Advise students who receive poor or failing grades to reconsider other course options for subsequent enrollment.
2. Manage CE adjunct faculty and facilitator issues:
 - a. Present adjunct faculty credentials to the Institution in a reasonable timeframe. Notify all students and parents the first day of class, if the educator has not received adjunct faculty approval, and that there is a possibility the course will not carry CE course credit.
 - b. For technology delivered CE courses, ensure facilitators are familiar with and adhere to facilitation standards of best practice.
 - c. Provide information to district personnel, students, and parents about privacy protections in the Family Educational Rights and Privacy Act ("FERPA").
3. Monitor class enrollments to:
 - a. Ensure at least 50% of the students in academic courses are earning CE course credit. Career and Technical Education ("CTE") courses are exempt from this rule.
 - b. Monitor CE course taking to ensure students do not exceed the 30 credit per year limit.

C. INSTITUTION agrees to:

1. Collect all CE course fees and partial tuition.
2. Provide LEA with all deadlines that pertain to admission and registration into CE courses and with program enrollment data two weeks prior to the drop date. Provide LEAs with the last day students may add and/or drop a course.
3. Monitor Institution semester credit limits.
4. Provide guidelines for the transfer of credit among USHE institutions.
5. Conduct student end-of-course evaluations.

X. TERM

This contract shall be effective starting May 30, 2014 and shall remain in effect for the 2014-2015 academic year.

The parties hereby execute this Contract on the dates indicated below.

for Institution

for LEA

by _____ date
Title: _____
Institution: Snow College

by _____ date
Title: _____
LEA: _____

by _____ date
Title: _____
Institution: Snow College

by _____ date
Title: _____
LEA: _____