

**NAME OF SECTION FOR POLICY**  
**CONCURRENT ENROLLMENT**  
**CHAPTER 4**  
**POLICY 2.02**

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**I. PURPOSE**

To promote partnerships between Salt Lake Community College (SLCC) and secondary schools in Utah, particularly those in SLCC's service area, to provide quality concurrent enrollment instruction for academically prepared secondary students; to describe and clarify processes and standards of curricular integrity for this instruction; and to set forth procedures related to the evaluation and conduct of the Concurrent Enrollment program.

**II. POLICY**

In harmony with state statute (Utah Code 53-A-15-01), Board of Regents policy (R165), and Utah State Office of Education policy (R277-713), SLCC collaborates with secondary schools in Utah, especially those in SLCC's service area, to provide quality concurrent enrollment instruction for academically prepared secondary students. SLCC evaluates and ensures the curricular integrity of concurrent enrollment course offerings, making certain that this instruction meets SLCC's standards, as established by the College's academic departments, Faculty Senate, and academic administration.

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**REFERENCES**

Utah Code 53-A-15-01 (Higher Education Courses in the Public Schools—  
Cooperation between Public and Higher Education)

Utah Code 53-A-17A -120 (Appropriation for Accelerated Learning Programs)

Utah State Office of Education Policy R277-713 (Concurrent Enrollment of High  
School Students in College Courses)

Utah System of Higher Education Policy R165 (Concurrent Enrollment)

**II. DEFINITIONS**

**Concurrent Enrollment:** The practice of having secondary students enroll concurrently for secondary and college credit, receiving both college credit and high school credit. It exists when college enrollment occurs pursuant to contractual arrangements between a secondary school or a school district and a USHE credit-granting institution. Concurrent Enrollment is distinct from Early College Enrollment.

**Contractual Basis:** For concurrent enrollment, the secondary school or school district and the credit-granting higher education institution negotiate all aspects of the concurrent enrollment annual contract including course location and instructor.

**Early Enrollment:** A program that allows high school juniors and seniors to attend Salt Lake Community College (SLCC) prior to high school graduation. Early Enrollment students must meet published eligibility requirements to participate in this program, must pay regular college tuition and applicable fees, and must attend scheduled college class sections outside of secondary school attendance as non-matriculated SLCC students. Concurrent enrollment policies and funding mechanisms do not apply to the Early Enrollment program. Student enrollments are reported as budget related enrollments by USHE credit-granting institutions.

**USHE:** The Utah System of Higher Education, governed by the Utah State Board of Regents.

**USOE:** The Utah State Office of Education, governed by the Utah State Board of Education.

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### **III. PROCEDURES**

#### **1. Curriculum**

- 1.1 Concurrent enrollment courses maintain the same level of rigor and standards as other SLCC courses. Salt Lake Community College has the responsibility and authority for evaluating and ensuring the curricular integrity of all course offerings, including course content, instructional procedures, examinations, teaching materials, and program monitoring.
- 1.2 Concurrent enrollment offerings are limited to for-credit general education courses typically taken by college freshmen during their first year, along with a broad range of Career and Technical Education courses.
- 1.3 Concurrent enrollment offerings must be on the master list jointly approved by the Office of the Commissioner of Higher Education (OCHE) and the Utah State Office of Education (USOE), and must be approved to be offered as concurrently enrolled courses by the appropriate SLCC academic department.
- 1.4 Concurrent enrollment courses must assist students toward post-secondary certificates or degrees.
- 1.5 Salt Lake Community College will provide advising for students seeking a degree or certificate.

#### **2. Student Status, Eligibility, and Initial Assessment**

- 2.1 Students must be enrolled in high school and have high school student status before and throughout enrollment in concurrent enrollment courses.
- 2.2 Students must have junior or senior standing in their secondary institutions, except in individual cases where both the Concurrent Enrollment Office and the appropriate academic department chair approve the petition of an exceptional sophomore to take a specific concurrent enrollment course.

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- 2.2.1 Exceptions for secondary sophomores to take concurrent enrollment courses will only be granted through individual petition. Each sophomore must submit an individually composed petition to the Concurrent Enrollment Office and to the relevant SLCC academic department. This petition must provide evidence that the student is academically and socially ready to take the specific college-level course. The request must be accompanied by a written recommendation from a high school teacher or advisor.
- 2.2.2 SLCC academic departments reserve the right to foreclose the possibility of such petitions from sophomore students by designating that a particular concurrent enrollment course is open only to high school juniors and/or seniors, without exception.
- 2.3 Initial Assessment.
  - 2.3.1 Many of SLCC's courses have either test score or course prerequisites, and concurrent enrollment students are subject to those prerequisites. School district personnel, working in collaboration with SLCC's Concurrent Enrollment Office, are responsible for ensuring that students have met test score or course prerequisites for the concurrent enrollment course(s) the student would like to take.
  - 2.3.2 Students must submit a qualifying placement test score before registering for concurrent enrollment courses that have test score prerequisites. Eligible placement tests include the ACT examination, SAT examination, the Accuplacer examination, or the Utah Basic Skills Competency Test (UBSCT).
  - 2.3.3 When an SLCC course that is being offered concurrently has course prerequisites, the appropriate SLCC academic department may, in consultation with the SLCC Concurrent Enrollment Office, identify suitable high school courses and acceptable grades that constitute an equivalent prerequisite. This equivalent prerequisite may override any test score requirement in section 2.3.2.

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**3. Processes of Admission and Enrollment**

- 3.1 Admission and enrollment are two separate processes. To be admitted, students submit a completed admission application form (in hard copy or online) and pay the required admission application fee. SLCC admits the secondary student as a non-matriculated college student, notifies the student, and issues the student a unique SLCC identification number.
- 3.2 Newly admitted concurrent enrollment students are encouraged to attend an orientation meeting sponsored by Salt Lake Community College's Concurrent Enrollment Office within 6 months of admission to SLCC.
- 3.3 Concurrent enrollment sections with fewer than ten (10) students will be canceled by the Concurrent Enrollment Office.
- 3.5 Students accepted into SLCC Concurrent Enrollment will receive credit toward a college degree and generate an official college transcript.

**4. Concurrent Enrollment Instructor Eligibility, Teaching Load, and Responsibilities**

- 4.1 The appropriate SLCC academic department will approve instructors to teach concurrent enrollment courses. Selection criteria for instructors teaching concurrent enrollment courses are the same as criteria applied to other adjunct faculty appointments in academic departments.
- 4.2 SLCC adjunct faculty who are not K-12 teachers and who have significant unsupervised access to K-12 students shall complete a criminal background check. SLCC's Human Resources department shall have responsibility for determining the need for criminal background checks consistent with the law and for satisfying this requirement and shall maintain appropriate documentation.
- 4.3 Concurrent Enrollment adjunct instructors are subject to the same limit on the number of courses allowed as any SLCC adjunct instructor.
- 4.4 Concurrent Enrollment instructors have responsibilities common to all SLCC instructors, including teaching the approved SLCC curriculum, using SLCC textbooks and assessments, providing a syllabus to each

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student on the first day of class, complying with college policy for class size, contact hours and teaching load, submitting student grades in the College system on time, and grading student work according to SLCC guidelines and practices.

- 4.5 In addition to the responsibilities common to all adjunct faculty members at SLCC, concurrent enrollment instructors have responsibilities unique to concurrent enrollment instruction, including the following:
- 4.5.1 Complying with state guidelines requiring students to receive the same grade on high school and college transcripts.
  - 4.5.2 Submitting a syllabus for each CE course to the CE office at the start of each term.
  - 4.5.3 Complying with the concurrent enrollment evaluation process (see section 5 below) by helping to set up and conduct SLCC liaison evaluation visits.
  - 4.5.4 Submitting course proposal documents annually.
  - 4.5.5 Guiding students through the college admission process on-line or using paper forms.
  - 4.5.6 Registering students into CE classes or guiding them in registering themselves.
  - 4.5.7 Directing students to the CE Student Handbook on the SLCC Concurrent Enrollment website and assisting students in concurrent enrollment orientation.
  - 4.5.8 Attending four hours of college-sponsored or college-approved professional development each year.

**5. Concurrent Enrollment Evaluation and Responsibilities of Concurrent Enrollment Liaisons**

- 5.1 To ensure the curricular integrity of concurrent enrollment courses, SLCC assigns concurrent enrollment liaisons who observe learning

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sessions of concurrent courses and certify that the courses meet all appropriate SLCC standards. Concurrent enrollment liaisons are responsible to assure that concurrent enrollment students are informed and trained regarding College-approved curriculum, approved textbooks, and the academic standards and rigor expected of all students enrolled in a particular course. Liaisons must meet the following criteria:

- 5.1.1 They must be full or part-time College faculty or staff.
  - 5.1.2 They must have appropriate academic credentials to serve as an instructor in the academic program of the course evaluated.
  - 5.1.3 They must have thorough knowledge of the College program's curriculum, teaching methods, and academic standards.
- 5.2 When an academic department offers a large number of concurrent enrollment class sections, and the department lacks sufficient personnel to supervise and evaluate a large number of concurrent enrollment instructors, the department may ask the Concurrent Enrollment Office to hire and assign a full-time liaison (provided the Concurrent Enrollment Office has sufficient funds).
- 5.2.1 Full-time liaisons must meet adjunct instructor hiring requirements for the department and teach at least 2 class sections per year of the course they will supervise in the high schools.
  - 5.2.2 The full-time liaison will report to the Concurrent Enrollment Director and be involved in academic department faculty meetings.
  - 5.2.3 The academic department will be represented on the hiring committee for full-time liaisons.
- 5.3 Liaisons conduct site visits to observe, evaluate, supervise, and train concurrent enrollment instructors. Site visits are vital to the quality of concurrent enrollment courses and to the SLCC peer review evaluation for concurrent enrollment teachers. For each concurrent instructor assigned, the liaison schedules and conducts a visit to a learning session (a class or

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lab period) in the concurrent instructor's teaching location, on a regular secondary school instruction day.

- 5.3.1 Liaisons observe the secondary teacher for an entire learning session, evaluate his or her teaching methodology, and ascertain that appropriate curriculum, textbooks and academic rigor are applied to the course, assuring that concurrent enrollment courses are conducted with the same quality and rigor as the courses offered to traditional College students.
- 5.3.2 The liaison documents the visit and records the evaluation on a form provided by the Concurrent Enrollment Office.
- 5.3.3 After the liaison has observed the learning session and completed the evaluation form, both the liaison and the concurrent enrollment instructor sign the form, affirming that the visit occurred at the date and time indicated, and the concurrent enrollment instructor provides contact information on the completed form at the conclusion of the evaluation visit.
- 5.3.4 Concurrent enrollment instructors have the right to read what is written on the form before they sign it, and to keep a copy.
- 5.3.5 Liaisons must submit the completed form (signed by both the liaison and the concurrent enrollment instructor) to the Concurrent Enrollment Office for processing before compensation for site visits or projects can be processed. Payment will be made according to the SLCC payroll calendar.
- 5.3.6 Faculty liaisons and the Concurrent Enrollment office will work together to communicate changes in the high school teachers' schedules. The Concurrent Enrollment office will notify the liaisons of changes as they are received from the high school. When a faculty liaison schedules a class visit, the liaison will verify the high school teacher's concurrent enrollment teaching schedule and notify the Concurrent Enrollment office of any changes to that schedule. If a concurrent enrollment section is cancelled, no liaison payment will be made.



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- 5.4 Other Concurrent Enrollment Projects: A concurrent enrollment liaison may be compensated at the adjunct hourly rate of pay for specific projects that may include but are not limited to meeting with future Concurrent Enrollment teachers to help them prepare to teach the college curriculum; inspecting the high school classroom or lab for the necessary equipment to teach a Concurrent Enrollment course; extra meetings or site visits with concurrent enrollment teachers who need help meeting college standards; or developing video tutorials or demonstrations.
- 5.4.1 Before conducting concurrent enrollment projects for compensation, liaisons must complete and submit to the department or division chair for approval the Concurrent Enrollment Project Proposal Form, describing the project in detail.
- 5.4.2 Upon completion of the project, the chair again signs and dates the form indicating satisfactory completion of the project and sends the form to the Concurrent Enrollment Office for payment.
- 5.5 The Concurrent Enrollment Office will pay for properly documented site visits upon receipt of the visit forms. The Concurrent Enrollment Office will pay for time spent on additional visits or projects related to a concurrent enrollment course upon receipt of the Concurrent Enrollment Project Proposal Form that includes the final approval by the appropriate chair. The Concurrent Enrollment Office uses the visit and project forms to monitor the quality of instruction and to calculate payments.

**6. Tuition and Fees**

- 6.1 Tuition may not be charged to high school students for participation in this program consistent with Utah Code 53-A-15-101.
- 6.2 Students will be assessed a one-time admission application fee. Payment of the admission fee satisfies the general admission application fee requirement for a full-time or part-time student at the institution so that no additional admission application fee will be charged for concurrent students continuing their education at SLCC within one year after high school completion.

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- 6.3 Concurrent Enrollment program costs attributable only to credit or enrollment are not secondary education fees and as such are not subject to fee waiver under R277-407. All students' costs related to concurrent enrollment classes, which may include consumables, lab fees, copying, material costs, and textbooks required for the course, are subject to fee waiver consistent R277-407. The school district/school shall be responsible for these waivers.

**7. Credit**

- 7.1 Participation in Concurrent Enrollment begins a student's college experience and results in a permanent college transcript. Enrollment in Concurrent Enrollment constitutes an understanding that the final course grade will be recorded on the student's permanent college record, regardless of the results. Further, credit is earned by performance and participation throughout the class, rather than by an exit examination alone. SLCC will record credit on students' transcripts under these terms.
- 7.2 In compliance with USOE policy, individual students will be permitted to earn up to 30 semester hours of college credit per year through contractual concurrent enrollment. In order to promote student success, students may take a maximum of 12 credit hours in any given semester. Students wishing to take more than 12 credit hours per semester must obtain approval from the appropriate SLCC office.
- 7.3 SLCC complies with Regents policy to accept concurrent enrollment transfer credits from USHE institutions.

**8. Location and Delivery**

- 8.1 SLCC will offer concurrent enrollment courses on College administered campuses and centers, in district administered high school facilities, and distance education methods of delivery such as online, Interactive Video Conferencing, etc. Because location and delivery method impact SLCC's financial ability to offer college courses, concurrent enrollment courses shall be offered at a feasible and appropriate location using a feasible and appropriate delivery method.

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- 8.2 On-Campus Concurrent Enrollment: Qualified students residing within commuting distance of SLCC are encouraged to pursue their concurrent enrollment study on a SLCC campus or center, and SLCC will report student grades to the secondary school for recording.
- 8.2.1 Although the high school determines student eligibility to participate in concurrent enrollment at the secondary school facilities, students may participate in concurrent enrollment on an SLCC campus as long as –
- 8.2.1.1 They are counted in the average daily membership of a public high school with which SLCC contracts for concurrent enrollment. Students who have graduated from high school are not eligible for concurrent enrollment classes.
- 8.2.1.2 They meet other academic requirements, including qualifying placement test scores and appropriate grades in prerequisite courses.
- 8.2.1.3 They have completed 10th grade.
- 8.2.1.4 The secondary concurrent enrollment administrator, as agreed with the school districts, signs an approval form allowing the student to enroll in on-campus concurrent enrollment. The administrator must sign an approval form before the student is allowed to enroll in on-campus concurrent enrollment courses.
- 8.2.1.5 The student and the parent or guardian have signed a memorandum of understanding, indicating that on-campus concurrent enrollment courses mix high school and college students, and indicating that high school students may be exposed to topics, language and issues beyond what might be allowed in a high school setting.
- 8.3 No tuition will be charged for on-campus concurrent enrollment; however students are responsible to pay all lab fees and purchase textbooks and materials required for the class. Students must purchase SLCC parking

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permits if they will park a car on a College campus where a permit is required.

- 8.4 On-campus concurrent enrollment classes are taught by college faculty, and the concurrent enrollment students mix in with traditional College students.
- 8.5 On-campus concurrent enrollment classes are scheduled according to the regular College schedule, with the same semester start and end dates, deadlines for adding, dropping and withdrawing from classes, and the same holidays.
- 8.6 On-Campus Concurrent Enrollment is limited within specified class sections, days and times as determined by the academic department and the Concurrent Enrollment Office.
- 8.7 On-Campus Concurrent Enrollment is not the same as Early Enrollment, in which students pay tuition and may enroll in any class for which they are qualified.
- 8.8 Students must work with their high schools to receive credit toward high school graduation for on-campus concurrent enrollment classes.

**9. Annual Contracts with Secondary Schools**

- 9.1 Participating school districts and SLCC will negotiate annual contracts for administrative and instructional support of concurrent enrollment courses as outlined in USHE policy. The agreements will include:
  - 9.1.1 Instructor eligibility requirements;
  - 9.1.2 Student eligibility requirements;
  - 9.1.3 The administrative supervisory services, professional development, reporting mechanisms;
  - 9.1.4 A provision regarding parental permission for students to participate in concurrent enrollment classes, which includes notice

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to parents that participation in concurrent enrollment courses count toward a student's college record/transcript.

- 9.1.5 A provision requiring that all students in General Education sections of concurrent enrollment courses taught in high schools must be concurrently enrolled students.
- 9.1.6 The individual and joint responsibilities of USHE institutions and secondary education with regard to administering the Concurrent Enrollment Program;
- 9.1.7 A provision regarding the entity responsible for parent notification about concurrent enrollment purposes and student and family protections;
- 9.1.8 A provision for discussion and training, as necessary, to all concurrent enrollment instructors about student information, student records laws, and student confidentiality.

**10. Providing Concurrent Enrollment in Partnership with Private Secondary Schools**

- 10.1 Board of Regents policy R165 provides for Salt Lake Community College to agree to enter into a contract to provide services similar to Concurrent Enrollment for students in a private high school. These services will be rendered in the form of concurrent enrollment courses in all areas that have been identified and articulated by both entities as current, viable courses. This agreement is in compliance with the educational philosophy set forth in the Utah State Code 53A-15-101 and 53A-17a-120, which provides for high school students to enter into concurrent college programs.
- 10.2 An annual agreement will be negotiated which will identify the responsibilities of the College and the high school. The high school responsibilities may include but are not limited to use of college syllabi, textbooks, and exams; submission of course proposals, selection of eligible students, advising, registration, and grading. The College responsibilities may include but are not limited to supervision and support

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of high school teachers, and ensuring that course curriculum, assessment, textbooks, etc., are the same as courses taught on the College campus.

- 10.3 If the concurrent enrollment classes are being taught in the high school by faculty paid by the high school, the following will apply: A one-time admission application fee will be required of all students upon initial enrollment in the Concurrent Enrollment Program. Students will pay a recording fee per credit hour as negotiated. Students will pay any other SLCC fees incurred by enrollment in concurrent enrollment courses (lab, parking, library, etc.). Students may obtain a concurrent enrollment Student ID Card from the SLCC One-Card Office for a small fee.
- 10.4 High school teachers will participate fully in the SLCC faculty evaluation process: the SLCC student evaluation of courses, liaison visits, submission of syllabi, and attendance of required professional development each year. The Concurrent enrollment course material will not be taught in fewer contact hours than the college course. All instructional costs will be the responsibility of the high school.
- 10.5 Qualified students enrolled in a private school that contracts for Concurrent Enrollment with Salt Lake Community College may attend on-campus concurrent enrollment classes.
  - 10.5.1 These courses may be taught at Salt Lake Community College campuses, centers or sites, by full-time or adjunct faculty paid by SLCC, or via distance education methods of delivery such as Internet, Interactive Video Conferencing, etc.
  - 10.5.2 These concurrent enrollment students will mix in with the traditional college students.
  - 10.5.3 Students will pay for the cost of textbooks.
  - 10.5.4 Students will pay any other SLCC fees incurred by enrollment in concurrent enrollment courses on campus (e.g., lab, parking, and library).

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- 10.5.5 Students are responsible to arrange credit toward graduation with the high school and to pay a recording fee per credit hour as required.