

UVU

CONCURRENT ENROLLMENT

Instructor Extended Leave

At times, unexpected circumstances arise that take a concurrent enrollment instructor out of the classroom for an extended period (greater than 2 consecutive weeks). When such an instance occurs, the following steps should be taken:

- Upon finding out that an instructor will be on extended leave, the high school instructor should immediately contact the Concurrent Enrollment University Relations Manager listed on the [UVUCE contact page](#).
- The University Relations Manager will then reach out to the Department Liaison and Department Chair to notify them of the extended leave situation.
- The academic department will then:
 - Have the liaison to meet with the instructor (in person or phone call) to assess:
 - How much of the college content has been covered up to the point the current instructor leaves/left.
 - Whether the instructor, upon their return, can cover the remainder of the content, given, the length of time available during the semester/year.
 - Work with the instructor and high school to produce a solution for covering the college content.
 - If the current instructor cannot be reached, when the high school becomes aware of the extended leave situation, the liaison will meet with the high school administration or CE (Concurrent Enrollment) Coordinator to assess what has been addressed.
 - Solutions may include finding a qualified substitute, revising the course calendar, etc.
- If a solution can be identified, the liaison will notify the UVUCE University Relations Manager who will notify, in writing, all parties listed above.
- If a solution cannot be identified, the UVUCE University Manager will then:
 - Instruct the UVUCE Enrollment Coordinator (assigned to the high school) to drop the affected students from the course, so their college transcript is not impacted.
 - Notify, in writing, all parties listed above.
 - The High School coordinator or administrator will inform the students that the course has been dropped.

Student Teachers & Substitutes

Student teachers are not allowed to teach UVUCE courses because they have not been approved by UVU and do not hold the credentials established by the UVU academic departments to teach college-level courses. The CE Office recommends that student teachers work with high school instructors who are not teaching concurrent enrollment. However, student teachers may observe CE classes.

Substitute teachers may teach UVUCE courses for a few days if they have adequate curriculum information from the approved instructor. If the approved instructor is unable to teach for more than two (2) weeks, high schools should follow the extended leave procedures listed above.

If the substitute teacher is not approved, or a qualified long-term substitute teacher is not available, the students may not receive UVUCE credit. The high school should notify the students and parents



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immediately. UVUCE will work with the high schools as much as possible to find a qualified substitute or drop the students from the class, resulting in no impact to the student's UVU transcript.