

*Thank you for your interest in UVU Concurrent Enrollment!*

1. **Contact your district to verify that your course is in alignment.**  
Your concurrent enrollment district director or charter school administrator must verify and match the course with the state master list.
2. **Visit the concurrent enrollment website to review and compare course curriculum.** Review and compare your curriculum with the corresponding UVU syllabus to verify your course curriculum is a match.
3. **Submit paperwork.**
  - ❖ Portfolio (All art courses, except ART1010)
  - ❖ Completed application with high school principal and district administrator signatures.
  - ❖ Unofficial college transcript.
  - ❖ Personal updated resume.

**Application Deadlines**

July 1 for courses starting in fall semester (*no exceptions*)

October 15 for courses starting in spring semester

**Applications submitted late will be processed for the following semester/year.**

4. **Notification.** All applicants are notified by email of approval or denial. If approved the start date will be included in the approval letter. If denied an explanation will be included.
5. **Training.**
  - ❖ **UVU FERPA training.** Training in accordance with the Family Educational Rights and Privacy Act (FERPA).
  - ❖ **Course specific training.** UVU department chair/liaison training to discuss curriculum, assessment, and department procedures.
  - ❖ **Concurrent enrollment new instructor training.** Training to review Concurrent Enrollment policies and procedures.
6. **Course Activation.**  
Upon completion of STEP 5:
  - ❖ Your course and CRN will be added to the concurrent enrollment website.
  - ❖ Your UVID number will become active as a CE instructor.
  - ❖ You will have access to your class roster and Canvas.

- Include all unofficial college transcripts.
- Include updated resume.
- Portfolio (All art courses except ART1010)
- Complete all fields in this application and obtain the required high school and district signatures.
- Submit the two (2) page completed application and above paperwork to: Concurrent Enrollment | 800 West University Parkway, MS136 | Orem, UT 84058 • or **email: [dawng@uvu.edu](mailto:dawng@uvu.edu)**

**Incomplete applications will be returned.** If you have any questions regarding the application process, please contact Dawn Gross at [dawng@uvu.edu](mailto:dawng@uvu.edu).

Current Date \_\_\_\_\_ Proposed Semester Start Date \_\_\_\_\_

High School \_\_\_\_\_ District \_\_\_\_\_

Full Name \_\_\_\_\_

UVU ID# \_\_\_\_\_ Birth Date \_\_\_\_\_

Home Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School E-mail Address \_\_\_\_\_ Other \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

❖ **Please identify and describe which of the following statements you qualify under per Utah Board of Regents policy.** ❖

- A Master’s Degree or higher in the CE course’s academic field: \_\_\_\_\_
- A Master’s Degree or higher in any Academic field and at least 18 completed credit hours of graduate course work in an academic field that is relevant to the CE course: \_\_\_\_\_
- Qualifying experience, as determined by the institution of higher education: \_\_\_\_\_

High School Course Name \_\_\_\_\_ UVU Course Number \_\_\_\_\_ (Ex: ENGL1010)

UVU Course Name \_\_\_\_\_ UVU Credit Hours Earned \_\_\_\_\_

High School Course will be Offered | Fall Semester (**Aug. – Jan.**) \_\_\_\_\_ Spring Semester (**Jan. – May**) \_\_\_\_\_

Full Year Only (**Aug. – May**) \_\_\_\_\_

**Is this an additional course? Yes \_\_\_\_\_ No \_\_\_\_\_**

**\*If no, please list the name of the instructor being replaced: \_\_\_\_\_**

Instructor Name: \_\_\_\_\_

UVU Course Number: \_\_\_\_\_

**As a UVU concurrent enrollment instructor, I agree to the following:**

- Conduct each course using the content, instructional materials, course syllabus and student performance standards agreed upon with the sponsoring academic department.
- Allow the sponsoring UVU department liaison into my classroom annually for collegial interaction and the discussion of course standards.
- Attend the following mandatory meetings: Concurrent enrollment new instructor training, annual Professional Development Conference, and other meetings per UVU departmental requests.
- Check UVU class roll(s) frequently for accuracy and communicate discrepancies to the Concurrent Enrollment Office.
- Submit all grades online at the end of the semester during the grade submission window. If teaching a full year course your submission window will be at the end of the school year.

*\* I understand my status will be renewed annually according to these requirements. Not adhering to the requirements listed above could result in probation or loss of concurrent enrollment teaching status.*

High School Instructor

Date

High School

I give approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program. I will assist this instructor in efforts to maintain good communication with the Concurrent Enrollment Office and corresponding department liaison as well as attend required training.

Principal/Assistant Principal

Date

District

I verify the above listed course(s) align with the state master list. I give district approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program.

School District Administrator

Date

UVU

Our department has approved this instructor and discussed course curriculum and assessment as well as reviewed credentials. We pledge to contribute support of this instructor in participating in the Concurrent Enrollment Program at UVU.

\_\_\_\_\_  
Department Chair/Liaison Date

\_\_\_\_\_  
UVU Concurrent Enrollment Director Date