Utah System of Higher Education

Right of First Refusal Agreement for Concurrent Enrollment for Academic Year 2014-2015

Each USHE institution has the responsibility for offering concurrent enrollment courses within their designated service region per Regents' Policy R315. If the local institution chooses not to offer a concurrent enrollment course, a LEA may ask another USHE institution to provide the course. The Right of First Refusal (RFR) is initiated by a LEA. The USHE local institution shall indicate in writing whether it will offer the requested course within 60 days of the LEA contact and request. This form documents this process. Signed copies of the agreement should be kept on file by both USHE institutions and the LEA for five years.

STEP 1 Identify course and LEA.

Prefix/No./Title College Course  Title of College Course
Public Education Core Code  Title of Public Education Course
Name of LEA  CE Contact  Phone  Email

STEP 2 Contact primary USHE institution (see list next page).

Primary College  [ ]UU  [ ]USU  [ ]USU-Eastern  [ ]WSU  [ ]SUU  [ ]Snow  [ ]DSU  [ ]UVU  [ ]SLCC

Primary College Decision
[ ] The primary college will offer this course; RFR is not necessary.
[ ] The primary college does not offer this course; RFR is not necessary.
[ ] This course is fully online course (DESCRIPTION); RFR is not necessary.
[ ] This course is a hybrid course (IVC, TICE); RFR is necessary.
[ ] The primary college waives offering the course for [ ] one, [ ] three, or [ ] five years.

Rationale for decision:

Concurrent Administrator  Date  Chief Academic Officer or designee  Date

STEP 3 Contact alternative USHE institution.

Proposed College  [ ]UU  [ ]USU  [ ]USU-Eastern  [ ]WSU  [ ]SUU  [ ]Snow  [ ]DSU  [ ]UVU  [ ]SLCC

Reasons for requesting RFR
[ ] Adjunct qualifications conflict:
[ ] Bell schedule conflict:
[ ] Other:

Proposed College Decision
[ ] The proposed college will offer this course for [ ] one, [ ] two, [ ] three, [ ] four, [ ] five years.
[ ] The proposed college will not offer this course.

Conditions for offering course
[ ] Course will be taught by an adjunct teacher in the high school.
[ ] Course will be taught by college faculty over EDNET/IVC.
[ ] Course will be team taught by college faculty and teacher.
[ ] Other:

Concurrent Administrator  Date  Chief Academic Officer or designee (optional)  Date

LEA Concurrent Enrollment Coordinator  Date  LEA Superintendent (optional)  Date
<table>
<thead>
<tr>
<th>Primary Institution</th>
<th>Concurrent Enrollment Contact</th>
<th>LEAs in Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>USU</td>
<td>Darrell Harris 435-797-1698 <a href="mailto:Darrell.harris@usu.edu">Darrell.harris@usu.edu</a></td>
<td>Box Elder, Cache, Daggett, Duchesne, Emery, Logan, Rich, Uintah, Tooele (shared with SLCC). CHARTER: Fast Forward, Intech, Pinnacle Canyon, Uintah River</td>
</tr>
<tr>
<td>USU Eastern</td>
<td>Melanie Nelson 435-613-5358 <a href="mailto:Melanie.nelson@usu.edu">Melanie.nelson@usu.edu</a></td>
<td>Carbon, Emery, Grand, San Juan. CHARTER: Pinnacle Canyon</td>
</tr>
<tr>
<td>WSU</td>
<td>Beth Rhodes 801-626-7297 <a href="mailto:bethrhodes@weber.edu">bethrhodes@weber.edu</a></td>
<td>Davis, Morgan, Ogden, Weber. CHARTER: Legacy Prep, NUAMES</td>
</tr>
<tr>
<td>SUU</td>
<td>Leilani Nautu 435-865-8081 <a href="mailto:leilaninautu@suu.edu">leilaninautu@suu.edu</a></td>
<td>Beaver, Garfield, Iron. CHARTERS: Success Academy/Cedar City</td>
</tr>
<tr>
<td>Snow</td>
<td>Doug Johnson 435-283-7320 <a href="mailto:doug.johnson@snow.edu">doug.johnson@snow.edu</a></td>
<td>Juab, Millard, North Sanpete, Piute, Sevier, South Sanpete, Tintic, Wayne</td>
</tr>
<tr>
<td>DSU</td>
<td>Becky Smith 435-652-7836 <a href="mailto:bsmith@dsu.edu">bsmith@dsu.edu</a></td>
<td>Kane, Washington. CHARTER: Success Academy/St George. CHARTER: Tuacahn</td>
</tr>
<tr>
<td>UVU</td>
<td>Ted Ungricht 801-863-8008 <a href="mailto:ungricht@uvu.edu">ungricht@uvu.edu</a></td>
<td>Alpine, Nebo, North Summit, Park City, Provo, South Summit, Wasatch. CHARTER: American Leadership Academy, Karl G Maeser Prep, Liberty Academy, Merit College Prep, Pioneer HS for Performing Arts, Rockwell, UCAS, Walden</td>
</tr>
<tr>
<td>SLCC</td>
<td>Wendy Holyoaks 801-957-4945 <a href="mailto:wendy.holyoaks@slcc.edu">wendy.holyoaks@slcc.edu</a></td>
<td>Canyons, Granite, Jordan, Murray, Salt Lake, Tooele (with USU). CHARTER: AMES, Beehive, East Hollywood, Itineris, Paradigm, Summit Academy, [*]</td>
</tr>
</tbody>
</table>

[*] Mountain Heights Academy and Utah Virtual have administrative offices in SLCC’s service area but are statewide online charter schools.

**COMMENTS ON THE PROCESS**

1. The RFR allows the USHE primary partner first right to sponsor a class. Should the primary institution decline, it cannot prevent other USHE institutions from sponsoring the class.
2. The primary partner can only indicate it gives up the right to offer the course for a number of academic years after which a new RFR is required.
3. The proposed institution is not obligated to offer a class. Districts may have to contact more than one institution to find a secondary partner.
4. It is common for an institution to sign a RFR for a single year; however, if the institution is confident it will not offer a class for a number of years, that institution can approve an RFR for up to five years. This consideration is highly valuable in instances where a district must purchase textbooks for a class, ensuring that investment will be used for more than one year.
5. One RFR covers the course(s) listed for all high schools within a district.
6. For Right of First Refusal situations where the RFR is deemed not necessary because a) the primary institution will offer the course, or b) the primary institution does not offer the course to begin with, the Concurrent Enrollment program administrator is typically the only person signing for the USHE institution.

If the primary college waives offering the class for one, three, or five years, the CE administrator, department chair, dean, and chief academic officer generally sign the agreement. If a proposed institution declines offering a course, there may be one (CE administrator) to four signatures.

Historically, a principal or assistant principal signs for a high school; teachers do not sign RFR agreements. The superintendent, associate superintendent, or curriculum director sign for the district. One district signature alone will suffice as approval for the RFR.