Concurrent Enrollment Procedures
Department of Earth Sciences
September 2026

Purpose: This document is intended to outline the department-approved instructor qualifications, procedures for assessing instruction, providing training, and the overall responsibilities of the Earth Sciences CE liaison, who assumes these primary responsibilities.

CE Instructor and Liaison Qualifications, Standards, and Expectations: UVU's accrediting body, the Northwest Commission on Colleges and Universities (NWCCU), has its own teacher qualification standards. The National Alliance of Concurrent Enrollment Partnerships (NACEP) have specific standards for quality in CE. The Utah State Legislature has its own standards according to HB 335 Alternative Concurrent Enrollment Options for Capacity Flexibility, which do not necessarily align.

Earth Science	Utah HB 335
Geology & General Track: • Master's degree or higher in the CE course field. **Environmental Track:** • Master's degree or higher in Environmental Science or a closely related academic field.	Master's degree or higher CE course field
Geology & General Track: • Master's degree in any field AND at least 18 graduate credit hours in a relevant academic field.	Master's degree or higher in any 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: **Geology Track:** • At least 5 years of documented professional teaching experience at the high school level or higher • Multiple years of documented experience working as a professional geologist. **Environmental Track:** • Documented experience teaching Advanced Placement (AP) courses. • Mastery of environmental policy, law, and corporate responsibility. **General Track:** • Extensive professional and teaching experience in a specific discipline.	OR qualifying experience defined in Section 53E-10-301, including • Number of years of teaching experience • Student performance on qualifying test scores or AP exams the CE instructor teaches • Continuing education in a master's degree or higher in any academic field, or other criteria established by the institution of higher education

Earth Science Exception to Above Standards and Related Procedures

As a department, we expect high schools to meet the standard CE instructor qualifications when there is a qualified instructor available at the high school. As a student-centered department highly invested in the student learning experience, we acknowledge that there may be exceptions that a high school may need to request in order for the students enrolled in a given CE class to have the best learning experience possible when there is no available teacher that meets the above standards. Therefore, as a department, we reserve the right to make an exception to the above Teaching Qualifications & Standards under the following circumstances (this decision will be recommended by the Earth Science CE Faculty Liaison and approved by the Earth Science Department Chair): Exceptions:

- Under the direction of the high school principal (or equivalent), a candidate may be considered for an exception under one of the following track-defined pathways:
    - **Environmental Track Exception**: Applicant holds a minimum of a Bachelor's degree in Environmental Science (or a related field) AND possesses a substantial amount of field experience (over 15 years) across environmental disciplines.
    - **General Track Exception**: Applicant holds a Bachelor's degree in the subject area but possesses extensive, documented professional and teaching experience in the field.
    - **Geology Track Constraint:** Note that exceptions are strictly not considered for specific geology-centric courses.

- When an exception is considered, the department will execute the following multi-layer review and probationary procedures:
    - Case-by-Case Evaluation: The CE liaison reviews the application package based on the evidence provided.
    - Departmental Panel Escalation: If uncertainty or questions arise, the case is collectively evaluated by the core program faculty and the Department Chair.
    - Information Gathering Meeting: The liaison will schedule a mandatory interview or meeting with the applicant to request further evidence supporting their qualifications.
    - Course Outline Vetting: The applicant must submit a comprehensive course outline to the department liaisons. For environmental courses, this outline must explicitly detail the enforcement agencies, purposes, and key provisions of major regulations (including NEPA, RCRA, CAA, CWA, SDWA, FIFRA, TSCA, and CERCLA). o Probationary Onboarding: Approved exception candidates are hired on a probationary status (p. 2). The liaison will meet prior to the semester to review the syllabus, conduct a teaching observation within the first two weeks, and coordinate with the principal if teaching quality standards are not met.
    - Reapplication Pathway: The department is not obligated to approve applicants who are not a clear fit. Disapproved applicants receive clear, well-supported reasoning and are encouraged to reapply later after completing advanced degrees or additional coursework.