Concurrent Enrollment Procedures
Department of Information Systems & Technology
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 Information Systems and Technology 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.

Information Systems & Technology	Utah HB 335
Preferred Qualifications: • Master's degree in Information Systems, Information Technology, Cybersecurity, Business, or a closely related field.	A degree, certificate, or industry certification in the concurrent enrollment course's academic field
• Bachelor's degree in Information Systems, Information Technology, Cybersecurity, Business, or a closely related field **and** one or more of the following: ○ At least 18 semester credits in the course-specific discipline; ○ A current industry certification in the course's field; or ○ Relevant industry experience in the course-specific discipline. ○ Utah teaching license or appropriate teaching endorsement is preferred. **CYBR 1700** Applicants: All instructors are required to complete the **Methods of Teaching Cybersecurity** course provided by the Utah State Board of Education (USBE). Please see additional information on the following page.	Qualifying experience, as determined by the eligible institution

Information Systems and Technology Exception to Above Standards and Related Procedures

As a department, we expect high schools to meet the CE instructor qualifications outlined by NACEP and NWCCU whenever a qualified instructor is available. As a student-centered department committed to providing high-quality instruction, we recognize that exceptions may occasionally be necessary. Therefore, the department reserves the right to make an exception to the above Teaching Qualifications & Standards under the following circumstances (recommended by the Information Systems & Technology CE Faculty Liaison and approved by the Department Chair):

Exceptions will be allowed on a case-by-case basis:

- The instructor holds a bachelor's degree in a related field and demonstrates substantial subject matter expertise through relevant coursework, industry certifications, and/or professional experience.
- The department chair and program faculty evaluate the instructor's academic preparation, teaching experience, industry experience, professional certifications, and demonstrated ability to teach the course content.
- When an exception is granted, the instructor may be required to receive additional mentoring or oversight from a UVU faculty liaison during the initial year of teaching.
- If the department determines the instructor demonstrates sufficient subject matter expertise, an exception request will be submitted through the Concurrent Enrollment Office for review and approval.

CYBR 1700 Applicants

To ensure the continued quality and consistency of Concurrent Enrollment (CE) cybersecurity courses, all instructors must complete the Utah State Board of Education (USBE) Methods of Teaching Cybersecurity course.

This course is a mandatory requirement for instructor qualification and is designed to support effective teaching practices specific to cybersecurity education. It provides guidance on instructional strategies, curriculum alignment, student engagement, and assessment methods that reflect both state standards and postsecondary expectations.

COURSE ACCESS:

The course is available through USBE Canvas at the following link:

https://usbe.instructure.com/courses/2659

Instructors must log in using their USBE credentials. If access issues arise, please contact your district Concurrent Enrollment coordinator or USBE support.

COMPLETION REQUIREMENTS:

To fulfill this requirement, instructors are expected to:

- Complete all assigned modules within the course
- Participate in required activities and discussions
- Submit all required assignments and reflections
- Pass the Midterm and Final Exams
- Submit the course completion documentation to the CE Office