

Concurrent Enrollment Procedures
 Department of Organizational Leadership
 MGMT 1010 and MGMT 1250
 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 Organizational Leadership 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.

| Organizational Leadership MGMT 1010 and MGMT 1250 | Utah HB 335 |
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| <p>MGMT 1250</p> <ul style="list-style-type: none"> • Master’s degree in leadership, business, management, organizational behavior, or a closely related field (with graduate-level coursework in leadership or leadership-related topics) <p>MGMT 1010</p> <ul style="list-style-type: none"> • Master's degree in business (preferred) | <p>Master’s degree or higher CE course field</p> |
| <p>MGMT 1250</p> <ul style="list-style-type: none"> • Master's degree in a related field, provided the candidate has completed graduate-level coursework in leadership, management, organizational behavior, communication, or related subjects. <p>MGMT 1010</p> <ul style="list-style-type: none"> • Bachelor's degree (BA) in business, provided the candidate has documented business employment experience. | <p>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</p> |
| <p>MGMT 1250</p> <ul style="list-style-type: none"> • Experience teaching leadership, business, or related courses at the secondary or postsecondary level, combined with professional leadership roles. <p>MGMT 1010</p> <ul style="list-style-type: none"> • Alternative degree path accepted if the candidate has direct business employment experience or is a self-employed individual holding a degree. | <p>OR qualifying experience defined in Section 53E-10-301, including</p> <ul style="list-style-type: none"> • 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 |

Organizational Leadership 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, 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 CE Faculty Liaison and approved by the Department Chair):

- Under the direction of the high school principal (or equivalent), a candidate may be considered for final approval by the Organizational Leadership department based on the following specific course exceptions:
 - **For MGMT 1250:** Candidates who demonstrate relevant preparation to teach leadership through professional experience in leadership roles, or significant experience teaching leadership, business, or related courses. Preference is given to instructors with secondary or postsecondary teaching experience and familiarity with foundational leadership theories.
 - **For MGMT 1010:** A Master's Degree or Bachelor's Degree (BA) in some other field, provided the candidate has documented business employment experience.
 - **For MGMT 1010:** Self-employed individuals who hold a degree will also be considered under this exception.
- When this is the case and an exception is granted, the teacher will be hired on a probationary status. The CE Faculty Liaison will:
 - ...meet with the CE instructor prior to the semester to review the syllabus and discuss the instructor's plan to teach the course.
 - ...observe the CE instructor within their first two weeks of teaching to evaluate teaching quality, the learning environment, etc., and work with the CE instructor on goals and opportunities for improvement.
 - ...continue to work with the CE instructor, as needed, to help the CE instructor improve.
 - ...meet with the principal (or equivalent) if the CE instructor is not making progress and/or meeting the anticipated standard of teaching quality and performance and determine a path forward, which may include additional performance measures or a termination of the contract to teach CE.