

Concurrent Enrollment Procedures

Department of Music

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 Music 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.

Music	Utah HB 335
A Master’s degree or higher in CE specific course	Master’s degree or higher CE course field
<ul style="list-style-type: none"> • A Master’s Degree or higher in any academic field and at least 18 completed credit hours of graduate coursework in an academic field that is relevant to the CE course. <ul style="list-style-type: none"> ○ Bachelor of Arts in Music or Bachelor of Music degree - Requires evaluation of teaching experience and professional musical background. 	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: <ul style="list-style-type: none"> • Documented professional classroom teaching experience at the high school level or higher • Demonstrated leadership with church choirs, community bands, or regional ensembles. • Specialized external certificates in conducting, music pedagogy, or performance. 	OR qualifying experience <u>defined in Section 53E-10-301</u> , including <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

Music Exception to Above Standards and Related Procedures

The Department of Music expects high schools to meet the standard CE instructor qualifications when a qualified instructor is available. Recognizing that exceptions ensure vital access to music education, the department reserves the right to grant exceptions recommended by the Music CE Faculty Liaison and approved by the Music Department Chair under the following circumstances:

- **Music Exception Criteria**
 - Considered under the direction of the high school principal when the recommended teacher lacks a standard Master's degree.
 - The candidate must hold at least a Bachelor of Arts in Music and possess the necessary musical dispositions to positively impact the student learning experience.
 - The candidate must show proof of enrollment in a related graduate degree program.
 - Alternatively, the candidate must possess advanced music certifications beyond standard graduate work or document extensive relevant musical experience in the community.
- **Mandatory Probationary Procedures**
 - Instructors approved under a qualification exception are hired strictly on a probationary status.
 - The Music CE Faculty Liaison will meet with the instructor prior to the semester to review the official syllabus, course materials, and lesson plans.
 - The Music CE Faculty Liaison will conduct a mandatory on-site classroom visit within the first two weeks of teaching to evaluate instructional quality and ensemble management.
 - The liaison will provide continuous mentoring and help the instructor set actionable goals for teaching improvement.
 - If the instructor fails to demonstrate progress or meet department standards, the liaison will meet with the high school principal to determine a path forward or terminate the contract.