

Concurrent Enrollment Procedures

Department of Psychology

~ROUGH DRAFT~

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Purpose: This document is intended to outline the department-approved instructor qualifications, procedures for assessing instruction, providing training, and the overall responsibilities of the Psychology 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.

Psychology	Utah HB 335
Master's degree in psychology	Master's degree or higher CE course field
Master's degree in a related field (e.g., social work, clinical mental health counseling, family studies/science, sociology, etc.) AND completed substantive psychology courses during their bachelor's and/or master's program, OR have significant and quantifiable educational or professional experience in the proposed psychology course's subject matter.	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
• Master's degree in an unrelated field, combined with a significant number of psychology courses completed in the past 3 years (earning a B+ or higher in the specific course to be taught), and substantial experience teaching psychology at the high school level. [Note: Department marks this path as a potential "maybe" under current review]. OR • Bachelor's degree in psychology or a related field (e.g., family studies, social work, sociology, etc.), combined with 5+ years of high school teaching experience (including 2+ years teaching the high school version of the course or a similar course), and completion of the proposed course from UVU with a B+ grade or higher.	OR qualifying experience <u>defined in Section 53E-10-301</u> , 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

Psychology 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 Psychology department based on the following specific criteria and onboarding requirements:
 - **Interview Requirement:** All individuals applying to teach a CE course for the Department of Psychology and Counseling under the Bachelor's degree qualifying experience path must pass an interview (in person or via Teams Video Chat) prior to final approval moving forward.
 - **Demonstrated Subject Mastery:** Candidates must explicitly show significant experience teaching the specific topic they are applying to teach or have documented professional experience in the course's subject matter.
- 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.

Additional Note: This document represents a work in progress. The department's standards have varied over the past decade, and efforts are currently underway to solidify these standards with increased academic rigor by the end of Summer 2026.
