

**Concurrent Enrollment Procedures**  
 Department of Student Leadership & Success Studies  
 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 SLSS CE liaison, who assume 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.

SLSS	Utah HB 335
Master’s degree or higher in CE course field, OR	Master’s degree or higher CE course field
Master’s degree or higher in related CE course 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
At least 5 years documented professional teaching experience at the high school level or higher	OR qualifying experience <u>defined in Section <a href="#">53E-10-301</a></u> , including <ul style="list-style-type: none"> <li>• Number of years teaching experience</li> <li>• Student performance on qualifying test scores or AP exams the CE instructor teaches</li> <li>• Continuing education in a master’s degree or higher in any academic field, or</li> <li>• Other criteria established by the institution of higher education</li> </ul>

### SLSS 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 SLSS CE Faculty Liaison and approved by the SLSS Department Chair):

- Under the direction of the high school principal (or equivalent), the recommended CE teacher does not have a masters degree or higher, but...
  - ...does have multiple years of teaching experience AND has the teaching dispositions to have the greatest positive impact on the student learning experience for the specific CE course
  - OR is currently enrolled in a related graduate degree program, has not completed at least 18 graduate credit hours in a related program, AND has the teaching dispositions to have the greatest positive impact on the student learning experience for the specific CE course
- When this is the case and an exception is granted, the teacher will be hired on a probationary status. The SLSS 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 for SLSS.