

Date: \_\_\_\_\_ Proposed Semester Start Year: Fall \_\_\_\_\_ or Spring \_\_\_\_\_

High School: \_\_\_\_\_ School District: \_\_\_\_\_

**INSTRUCTOR INFORMATION**

Full Name: \_\_\_\_\_

UVU ID # (if applicable): \_\_\_\_\_ Birth Date (MM/DD/YYYY): \_\_\_\_\_

Home Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School E-mail Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Have you taught a Concurrent Enrollment course for UVU before?  Yes  No

**COURSE INFORMATION**

To help enter the information below, visit:  
<https://ushe.edu/concurrent-enrollment-master-list/>

High School Course Name: \_\_\_\_\_  
(ex: Biology CE with SEEd)

State Core Code: \_\_\_\_\_  
(ex: 08020013010)

UVU Course Name: \_\_\_\_\_ UVU Course Credit Hours  
(ex: General Biology) 1  2  3  4

UVU Course Number: \_\_\_\_\_ (ex: BIOL 1010)

If Applicable: UVU Lab Course Number: \_\_\_\_\_ UVU Lab Credit Hours  
1  2

High School Course will be offered:

Fall Semester Only (Aug - Jan)  Fall AND Spring Semester (Aug - Jan | Jan - May)

Spring Semester Only (Jan - May)  Full Year Only (Aug - May)

Is this a new CE course at the high school:  Yes  No

If no, list the name of the instructor being replaced: \_\_\_\_\_

## Submission Instructions:

Submit all application documents via email to Jordan Lee at [jordanl@uvu.edu](mailto:jordanl@uvu.edu) with the applicable individual CC'd:

Alpine SD: Mari Braithwaite -  
[mbraithwaite@alpinedistrict.org](mailto:mbraithwaite@alpinedistrict.org)

Provo SD: Clay Bingham - [clayb@provo.edu](mailto:clayb@provo.edu)

Nebo SD: Kristen Massic - [kristen.massic@nebo.edu](mailto:kristen.massic@nebo.edu)

Park City SD: Lyndsay Huntsman - [lhuntsman@pcschoools.us](mailto:lhuntsman@pcschoools.us)

Wasatch SD: Tod Johnson - [tod.johnson@wasatch.edu](mailto:tod.johnson@wasatch.edu)

North Summit SD: Katie Silcox - [ktsilcox@nsummit.org](mailto:ktsilcox@nsummit.org)

South Summit SD: Stephanie Clegg - [sc1@ssummit.org](mailto:sc1@ssummit.org)

Charter: CE Coordinator

Outside Service Region: Not Applicable

## ACADEMIC COURSE QUALIFICATIONS

Required Application Documents:

- Course Application page
- Course Qualification page
- Unofficial Transcripts
- Resume

Identify and describe which of the following statements you qualify under per the Utah Board of Regents Policy

- A Master's Degree or higher in the CE course's academic field:

\_\_\_\_\_

- A Master's Degree or higher in any Academic 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, as determined by the institution of higher education  
\*If marked qualifying experience, please explain why you feel you meet the qualifications to teach this college-level course:

Optional: Note for the UVU Department to consider when reviewing your application: