



Include all unofficial college transcripts.

Include updated resume.

Portfolio (All art courses except ART1010)

Complete all fields in this application and obtain the required high school and district signatures.

Submit the two (2) page completed application and above paperwork to Concurrent Enrollment, 800 West University Parkway, MS136 or email: [rotheyre@uvu.edu](mailto:rotheyre@uvu.edu)

Incomplete applications will be returned. If you have any questions regarding the application process, please contact Becca Rothey at [rotheyre@uvu.edu](mailto:rotheyre@uvu.edu).

Current Date \_\_\_\_\_ Proposed Semester \_\_\_\_\_ Start Date \_\_\_\_\_  
 High School \_\_\_\_\_ District \_\_\_\_\_

Full Name \_\_\_\_\_  
 SSN \_\_\_\_\_ UVUID# \_\_\_\_\_ Birth Date \_\_\_\_\_  
 Home Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 School E-mail Address \_\_\_\_\_ Other \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Please identify and describe which of the following statements you qualify under per Utah Board of Regents policy.

A Degree or higher in the CE academic field \_\_\_\_\_

A Degree or higher in any Academic field and at least 18 completed credit hours of graduate work in an academic field that is relevant to the CE course \_\_\_\_\_

Qualifying experience as determined by the institution of higher education \_\_\_\_\_

High School Course Name \_\_\_\_\_ UVU Course Number \_\_\_\_\_  
 UVU Course Name \_\_\_\_\_ UVU Credit Hours Earned \_\_\_\_\_  
 High School Course was Offered | Fall Semester (Aug. Jan.) \_\_\_\_\_ Spring Semester (Jan. May) \_\_\_\_\_  
 Full Year Only (Aug. May) \_\_\_\_\_

Instructor Name: \_\_\_\_\_

UVU Course Number: \_\_\_\_\_

**As a UVU concurrent enrollment instructor, I agree to the following:**

- Conduct each course using the content, instructional materials, course syllabus and student performance standards agreed upon with the sponsoring academic department.
- Allow the sponsoring UVU department liaison into my classroom annually for collegial interaction and the discussion of course standards.
- Attend the following mandatory meetings: Concurrent enrollment new instructor training, annual Professional Development Conference, and other meetings per UVU departmental requests.
- Check UVU class roll(s) frequently for accuracy and communicate discrepancies to the Concurrent Enrollment Office.
- Submit all grades online at the end of the semester during the grade submission window. If teaching a full year course your submission window will be at the end of the school year.

*\* I understand my status will be renewed annually according to these requirements. Not adhering to the requirements listed above could result in probation or loss of concurrent enrollment teaching status.*

High School Instructor

Date

High School

I give approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program. I will assist this instructor in efforts to maintain good communication with the Concurrent Enrollment Office and corresponding department liaison as well as attend required training.

Principal/Assistant Principal

Date

District

I verify the above listed course(s) align with the state master list. I give district approval for this instructor to participate in the Utah Valley University Concurrent Enrollment Program.

School District Administrator

Date

UVU

Our department has approved this instructor and discussed course curriculum and assessment as well as reviewed credentials. We pledge to contribute support of this instructor in participating in the Concurrent Enrollment Program at UVU.

\_\_\_\_\_  
Department Chair/Liaison Date

\_\_\_\_\_  
UVU Concurrent Enrollment Director Date