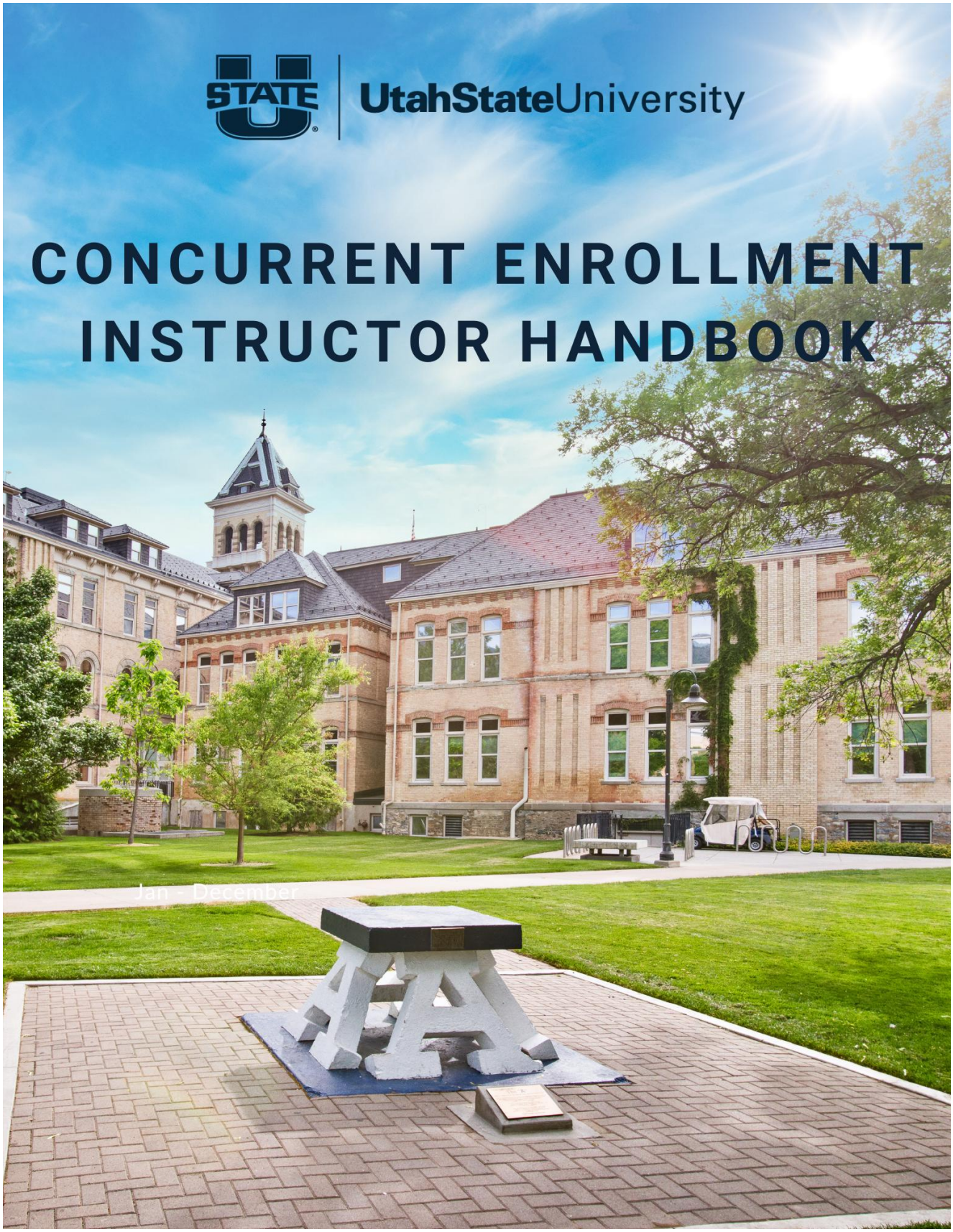
UtahStateUniversity

CONCURRENT ENROLLMENT INSTRUCTOR HANDBOOK



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USU Concurrent Enrollment Overview

Concurrent Enrollment (CE) is a state subsidized program designed to provide options for prepared high school students to take courses that earn both high school and college credit. Qualification requirements are designed to facilitate student success as CE grades are recorded on both the high school and official college transcripts upon successful completion of the course.

CE policies from both the State Board of Education and the Board of Regents reflect a similar purpose and goals for the program.

Board Rule R277-713 defines concurrent enrollment as follows:

> The purpose of the concurrent enrollment program is to provide a challenging college-level and productive experience in high school and to provide transition courses that can be applied to post-secondary education.

Board of Regents Policy R165 mirrors the Board definition:

> Concurrent enrollment provides course options to prepared high school students that earn high school and college credit. Concurrent enrollment allows students to complete a high school diploma while concurrently earning credits for first- or second-year coursework at a USHE institution, which can accelerate college completion and reduce college costs.

To promote academic success and collegiate educational opportunities to academically prepared students in our service region, the USU Concurrent Enrollment program offers college courses that are rigorous and engaging, lead to meaningful credit, and promote the value of higher education.

Student Participation & Eligibility

The following conditions apply to student participation in the CE program:

a) Students shall complete the online USHE Concurrent Enrollment Participation Form.
b) Students will be assigned a unique, permanent Student ID (A#).
c) Students must abide by the USU Student Code of Conduct.
d) Student enrollment in CE courses will create a permanent college transcript.
e) Students are responsible for miscellaneous fees and textbooks subject to fee waiver under R277-407 *(USBE – School Fees)*.
f) HB390 (2022 General Session)
    - An LEA shall use program funds to increase access to CE courses for students experiencing socioeconomic disadvantage, including by paying student fees related to the student's participation in a CE course, except fees for textbooks; and allocate funding equal to the cost of fees [related to CE participation] excluding fees for textbooks, from the LEA's total allocation of CE funding before allocating the remainder of program funds for a use [to increase access to CE for groups of students who are underrepresented in this program].
    - NOTE: CE textbooks are specifically excluded in HB390 because funds for textbooks comes through the fee waiver process, a separate fund.
g) Students must be counted in the Average Daily Membership (ADM) of a public high school before and throughout enrollment in CE courses.
h) Students must complete their CE courses before they receive a high school diploma or before their class graduates.
i) Students may attempt up to 30 concurrent semester credit hours in one academic year.
j) Students may be subject to additional participation requirements as set forth by USU.

State Eligibility Requirements

CE eligibility is restricted to students who meet the following criteria:

a) In grades 9, 10, 11, or 12.
b) A grade point average, ACT score, or a placement score (generally considered to be a B average or **3.0 GPA** or ACT score of 22 or higher or a C average or 2.0 GPA for non-General Education CTE courses) or other indicators which predict the students' likelihood of achieving a B or better in the concurrent course.
c) For courses such as math (and Bridge courses), earn an appropriate placement test score or pass prerequisite course(s). To enroll in a CE mathematics course:
    a. Students must complete Secondary Math I, II, III with a "C" average or better course grade in all three courses: and
    b. Must meet additional institutional prerequisite requirements.
d) Current academic year CE participation form authorized by parent/guardian.
e) Counselor/principal and college approval to register for college credit for CE courses.
f) Current plan for College and Career Readiness on file.
g) Home schooled students are not eligible to enroll in CE courses. These students may enroll part-time in the local high school they would attend and enroll in CE courses provided they meet the LEA rules and requirements that apply to full-time students who participate in CE. They must have a parent affidavit (Utah Code section 53G-6-703) on file to participate in concurrent enrollment.

Note: Eligibility criteria are used to predict student success in a CE course.

USHE and USBE Teacher Qualifications

In addition to specific USU department requirements (if applicable), USU Concurrent Enrollment adheres to the minimum USHE and USBE high school teacher qualifications:

SB291

Provides conditions under which public educators are eligible to teach CE courses. Educators, called "LEA employee(s)" in statute, is eligible to teach CE if they:

a) are licensed under statutory Education Professional Licensure; and
b) Possess a current Utah teaching license and appropriate endorsements; and
c) meet the academic qualifications listed below.

Qualifications to teach an Academic CE course:

a) a master's degree or higher in the concurrent enrollment course's academic field.
b) 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 OR
c) qualifying experience, as determined by the institution of higher education.

Qualifications to teach a CTE CE course:

a) a degree, certificate, or industry certification in the CE course's academic field OR
b) qualifying experience, as determined by the institution of higher education.

R165-10

College or university faculty or public-school educators teach concurrent enrollment courses for the offering institution.

10.1. Selection of CE Instructors: LEAs and the participating USHE institution shall jointly select instructors for concurrent enrollment courses. Selection

criteria for instructors are the same as those criteria applied to other adjunct faculty appointments in specific departments within the USHE institution. Once approved as an adjunct, CE instructors who teach a CE course may continue to teach CE courses given curricular standards and student performance outcomes in the classes that meet sponsoring academic department standards. The appropriate academic department at the institution must approve CE instructors prior to teaching the concurrent enrollment class and determine ongoing approval to teach the course.

Syllabus Information

The course syllabus is subject to appropriate USU academic department approval prior to teaching the course. Please consult with your department liaison for more information.

Academic Integrity:
Students have a responsibility to promote academic integrity at the University by not participating in or facilitating others' participation in any act of academic dishonesty and by reporting all violations or suspected violations of the Academic Integrity Standard to their instructors.

The Honor Pledge:
To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

Cheating:
(1) using or attempting to use or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity, including working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done "individually"; (2) depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work; (4) acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission; (5) continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity; (6) submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or (7) engaging in any form of research fraud.

Falsification:
altering or fabricating any information or citation in an academic exercise or activity.

Plagiarism:
representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Disability Accommodations:
Accommodations in concurrent enrollment classes must be requested through the Disability Resource Center (DRC) at Utah State University. While an IEP or 504 Plan may be used as supporting documentation for accommodation requests, the accommodations listed therein must be approved by USU's DRC before they may be provided for this course. If you have a physical, mental health, or learning disability that may require accommodations in this course, please contact the DRC as early in the semester as possible (435-797-2444, drc@usu.edu). All disability related accommodations must be approved by the DRC. Once approved, the DRC will coordinate with your instructor to provide accommodations.

Violations of the Code of Conduct

USU Code of Conduct: https://studentconduct.usu.edu/

If a student violates the code of conduct as described in Article VI-1 (Cheating, Falsification, or Plagiarism), the instructor must complete the online Academic Integrity Violation Form (AIVF) located at https://cm.maxient.com/reportingform.php?UtahStateUniv&layout_id=18 within 7 days of the incident.

An instructor has full autonomy to evaluate a student's academic performance in a course. If a student commits an academic violation (Section VI-1, above), the instructor may sanction the student.

Application of this sanction must follow Section VI-4 procedural policy. Such sanctions may include:

a) requiring the student to rewrite a paper/assignment or to retake a test/examination;
b) adjusting the student's grade - for either an assignment/test or the course;
c) giving the student a failing grade for the course; or
d) taking actions as appropriate. Additional disciplinary action beyond instructor sanction shall be determined by the Student Conduct Officer and the University.

Student Registration

a) We encourage instructors to remind their students that they must register for their concurrent enrollment course with USU as well as at the high school.
b) Students register for university course credit at concurrent.usu.edu.
c) Registration dates and deadlines are available at concurrent.usu.edu.
d) Students who register late (approximately after the first 12-15 days of class) will be charged a $100 late fee.
e) Tuition is due upon registering for classes. Students can see how much they owe by logging into their USU financial account at any time. After a Concurrent Enrollment course has reached 20% completion, students who have an outstanding balance will have a $15 late payment fee added to their USU account. Students will also have a registration hold placed on their USU account and will not be able to register for additional classes until their account has been paid in full. Students with an outstanding balance will not be able to order a copy of their official transcript until their account is paid in full.

Textbooks

Prior to the start of the term that they will be teaching the concurrent enrollment course, instructors are sent an email once a week requesting that they submit textbook information.

Textbook information is submitted at https://coursematerials.usu.edu. Even if you do not need the bookstore to add any materials to you course, you still need to complete the process. For more in-depth instructions, please use this Course Materials Guide.

Your course will not be active for student registration until your textbook and course material information has been submitted.

FERPA (Family Educational Rights and Privacy Act)

If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any student records. The same information is available at the university level, but a parent requesting information on their student from the university would be referred to the high school.

Thus, for CE enrollments, parents may request the high school and high school instructor provide them information on their students' academic progress in the CE class.

Grading

a) **Grades are due 96 hours after the last day of class.** Give the grade the student earned by the end of the term. Instructors may always submit a "change of grade" later. To enter grades:
b) Go to https://www.usu.edu/myusu
c) Click on the "Login to Access (Banner)" link
d) Enter your A number in the User ID field
e) Enter your password and click the login button
f) Click on the "Faculty Services" tab at the top of the page
g) Click on the "Final Grades" link in the menu
h) Select the correct term and click the submit button
i) Choose the appropriate course from the drop-down list of courses or enter the CRN
j) Select the grade for each student
k) Click the submit button

The final grade on the high school transcript and the USU transcript must be the same.

If the student dropped the class at the high school but is still on your USU roll, please have your high school registrar work with the USU CE office to have the student removed from your course.

Students should receive a letter grade. D- grades are not allowed.

Incomplete Grades

Do not enter a grade of incomplete. Give the grade the student currently has in the course. If a change is required, a change of grade form may be submitted.

Change of Grade Form

Change of grade requests are completed through the USU Service Now platform: https://www.usu.edu/registrar/staff/forms

Face-to-Face Instructors

Course Building:

a) Each time you teach your course, we need the following information at least 4 weeks prior to the start of the class to set up the course in our system.
    i. Begin and end date of the course.
    ii. Days the course will meet (Monday, Tuesday, Wednesday, Thursday, Friday, or A/B schedule).
    iii. Begin and end time of each period.
    iv. Which school period the course is taught (1st period, 2nd period, etc.)

Registration:

a) Instructors are expected to remind their students of the need to register for the course with USU as well as the high school.
b) Students go to concurrent.usu.edu to be admitted (receive their A-Number) and to register for your course. Please compare your class list in your high school system with those who have registered with USU.
    i. You can see this in the USU Banner system – follow the steps to enter grades but click on Class List instead of Final Grades.
    ii. You can also compare your class roster in Canvas if you are using the USU Canvas instance.
c) Students who register late (after the first 12-15 days of class) will be charged a $100 late fee.

Broadcast/Connect Instructors (IVC)

a) USU's broadcast course schedule does not exactly match any individual high school's bell schedule. Students should be in their seats at the beginning and ending of each class; otherwise, every high school would have students entering late or leaving early. Any overlap with other courses not on USU's broadcast schedule should not take away from the time the student is in the broadcast class.
b) High school facilitators are an extension of the professor and are expected to help maintain a healthy classroom environment.
c) Students, or their high schools, will be responsible for providing required textbooks for courses.
d) Canceling broadcast courses: please do not cancel any of your broadcasts except for the observed holidays/breaks dates given to you. If you cannot teach, please plan accordingly.
e) Do not schedule exams that take more time than for which the broadcast is scheduled. We cannot extend the broadcast time because other broadcasts are used in each classroom (by USU and other institutions).
f) Being a broadcast instructor means you may be teaching students located at up to 14 different high schools at the same time. This means up to 14 different bell schedules, vacation dates, pep assemblies, etc. It is impossible to accommodate every school. As such, hold class on the dates and times given to you from the concurrent enrollment office. High school students desiring to do well in your course will make the proper arrangements to attend your classes.
g) **Site facilitators:** the high school staff member who controls the equipment in the high school.
h) What you can expect them to do:
    i. Manage the audio/visual elements in the room (adjust the sound and camera).
    ii. Manage the students-ensure they are quiet and respectful.
    iii. Proctor quizzes and exams.
    iv. Hand out documents and materials you send to them via email, collect, and scan assignments to send back to the instructor.
    a. What they **CANNOT** do: Grade quizzes or exams, be added as a TA in Canvas
    b. If you have a facilitator who would like to observe their students' progress in Canvas, tell them to email concurrent@usu.edu.

Canvas

USU Concurrent Enrollment instructors are expected to utilize the USU Canvas platform for their CE courses. This has been requested by both the Utah State Board of Education and the Utah System of Higher Education.

The USU Center for Innovative Design & Instruction (CIDI) helps university instructors create and maintain high quality learning environments. They provide access to practical tools, relevant data, prompt and effective support, consultation, and hands-on training. Your CIDI representatives are also available to assist you with your instruction design needs.

Assistance with Canvas design, as well as tutorials and workshops are provided for all instructors, including concurrent enrollment instructors. Visit usu.edu/cidi

If you have already built your CE course in your district Canvas platform, please visit the following sites for instructions on how to move your course from one Canvas account:

- Export your course to a file from Canvas: https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-export-a-Canvas-course/ta-p/785

- Import an exported course file into a new Canvas account: https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-import-a-Canvas-course-export-package/ta-p/795

If your high school section is a "mixed" section (students taking the CE class for USU credit and high school credit and those who are ONLY taking the course for high school credit), you will not be able to use the USU Canvas system. Students must have an A# to access the course in USU Canvas. **Please ensure that all students in mixed sections who plan to receive credit on their USU transcript have registered for the course with USU before the registration deadline.**

MyUSU

MyUSU is the student portal for Utah State University. Concurrent Enrollment students will see a brand new MyUSU Dashboard built tailored to their needs. Students access MyUSU at my.usu.edu. As Concurrent Enrollment instructors, you can connect your students to the necessary USU tools to help them succeed at USU and MyUSU is one of those tools.

The new CE student dashboard links all the important information students might need, in one location. CE students may access their USU Canvas account, USU email account, payment account, degree audit, and academic records on MyUSU. Important dates and messages are also posted to student dashboards.

Instructors do not have access to MyUSU, but your students do. You will not need access to successfully guide your students to get started on MyUSU.

Please visit https://www.usu.edu/myusu-info/concurrent-enrollment and watch the short "Getting Stared with MyUSU" video and walk your students through the steps to access their USU portal.

Professional Development

To develop a culture of teaching excellence, the Center of Empowering Teaching Excellence (ETE) at USU offers non-formal professional development programs that are free to all instructors, including concurrent enrollment teachers.

These programs include the Professional Development Pathway, where instructors can earn digital badges, micro-credentials, and certificates of recognition from Utah State University. While these professional development opportunities do not provide CEUs for license renewal, they are designed around current research in teaching and learning in post-secondary education to help you make evidence-based changes as a scholarly teacher. All are welcome to participate.

Visit usu.edu/empowerteaching for more information on ETE's Professional Development Pathway. Visit usu.edu/teach for USU specific teaching resources,

tutorials on utilizing educational technologies, and additional information for instructional support.

Each March, the USU Concurrent Enrollment office provides an annual concurrent enrollment conference. This virtual event includes sessions on relevant topics for USU instructors, technology breakout sessions, and departmental breakout sessions for collaboration opportunities with other CE instructors and department representatives.

Course Evaluations (IDEA Surveys)

Annual course evaluations are required by the USU Office of Analysis, Assessment and Accreditation. Course evaluations (IDEA surveys) are used to make improvements in course offerings, course content, and course delivery. Instructors may use course evaluation results to make changes and improvements in their course materials and delivery, creating a better student experience.

- What your students will receive:
    - When the evaluation window opens, usually about 3 weeks before the last day of classes, students will receive emails with links to our course evaluation system (IDEA). The emails will have the subject line: "**End of Semester IDEA Course Survey.**" Students will receive one email for each USU concurrent enrollment class in which they are enrolled.

- Note: Before your students receive the survey, you will receive an email requesting that you pick the Learning Essentials you would like to be excluded in the survey. You also have the option of adding any questions specific to the course that you would like your students to provide feedback on.

- How students will complete the evaluations:
    - Students will access their dashboard, which will take them to any active evaluation forms. In most e-mail programs, this should appear as a blue link which they can just click on. Students will receive reminder emails every three days. Once the student completes the evaluations, the reminders stop automatically.

- Are evaluations anonymous?
    - Yes. All student responses are kept confidential. Instructors will be provided a report summarizing the responses of their entire class, including all written comments.

For questions about **IDEA Course Evaluations**:

- Concurrent Enrollment Program Assistant
    - 435-797-5680, concurrent@usu.edu

USU CE High School Teacher Agreement

We appreciate the time and effort you invest to ensure a high-quality course is delivered at your school. **By teaching a concurrent enrollment course for USU, you agree to the following guidelines:**

a) I recognize that this is a college class taught at the high school, instead of being a high school class that awards college credit. The course should match college-level standards, rigor, course curriculum, etc.
b) I will submit each student's final letter grade into USU Banner within 96 hours of the class's conclusion. The grade entered in USU Banner should reflect the cumulative letter grade for *all* course work across all terms.
c) I will submit student artifacts for department and college assessments when requested.
d) I recognize that I should expect a USU professor to have access to the Canvas course and to schedule a class visit at least once during the year.
e) I will provide a detailed syllabus to the applicable USU department liaison.
f) I agree to contact appropriate college officials for assistance if any questions or concerns about my course arise.

Concurrent Enrollment Contacts

For questions about **grade entry**, **student registration**, and **general concurrent enrollment policies**:

- Toni Gibbons (Concurrent Enrollment Director)
  - 435-797-0834, toni.gibbons@usu.edu
- Kassidie Gunnell (Concurrent Enrollment Coordinator)
  - 435-797-5680, concurrent@usu.edu

For questions about **Canvas** and **Instructional Design**:

- Center for Innovative Design and Instructions (CIDI)
  - 435-797-9506, cidi@usu.edu

For questions about **password issues**, **logins, USU Box and email accounts:**

- USU Information Technology
  - 435-797-HELP, servicedesk@usu.edu

For questions about **learning objectives**, **curriculum**, **syllabi, departmental training,** and **instructor approval**:

- Contact the CE Director, Toni Gibbons, for the current USU Department Chair or CE Liaison
  - 435-797-0834, toni.gibbons@usu.edu

For questions about **IDEA Course Evaluations**:

- Kassidie Gunnell
  - 435-797-5680, concurrent@usu.edu

Links

The Utah Board of Regents Policy R1365
https://higheredutah.org/policies/policyr165/

Utah Concurrent Enrollment Handbook
https://stepuputah.com/files/CE/CE_handbook_2018.pdf#a=

Grade Entry PDF
https://concurrent.usu.edu/assets/files/concurrent/Grade-Entry.pdf

USU Concurrent Enrollment Main Website
https://concurrent.usu.edu/

USU Concurrent Enrollment Instructor Information
https://concurrent.usu.edu/instructors/

Canvas Grading
https://usu.service-now.com/usu/kb_viewer.do?sysparm_article=KB0014402

Canvas Guides
https://guides.instructure.com/s/2204/m/4152/c/23849

IDEA Faculty FAQ Page
https://www.usu.edu/aaa/nw/NavLinkPages/ideafacultyfaq.php

Additional Resources

Getting Started Card for Students *(printed cards are available from your high school registrar)*

CONCURRENT ENROLLMENT GETTING STARTED

STEP 1: APPLY FOR ADMISSION

- Go to **concurrent.usu.edu**.
- Select **Apply Now**.
- Complete the application.

STEP 2: CREATE PASSWORD

Within 3 business days of completing the application, the student will be emailed an A-Number. If not, please call 435.797.8223.

- Go to **myid.usu.edu** and create the password.
- After creating the password, wait at least 30 minutes before registering for courses.

STEP 3: REGISTER FOR COURSES

- Go to **concurrent.usu.edu**.
- Select **Register Now** and follow the steps listed.
- Don't wait; late registrations are $100/course (deadlines are viewable when selecting courses).

STEP 4: PAY TUITION

- Go to **concurrent.usu.edu**.
- Select **Pay Tuition** and follow the steps listed.
- Don't wait; late payments incur a $15 fee.

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Instructors are given flexibility in their grading scales; however, the typical grading scale used is as follows.

Grading scales may vary based on departmental standards or specific course requirements.

USU Standard Grading Scale **Note**: USU does not accept A+ or D- grades.	
Grade	**Percentage**
A	93 or higher
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	60-66.9
F	59.9 or below

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CONCURRENT ENROLLMENT

Concurrent Enrollment Request for Exception to Policy
Late Add/Late Drop Form

Exception requests **MUST be made within 5 years of the desired adjustment**. If this request is for a late add/or drop is approved, a **$100 late fee** will be assessed for each approved course. **Email completed form and student's high school transcript to concurrent@usu.edu.**

Student Information		
Last Name:	First Name:	A #:
Email Address:	Phone #:	High School:
Semester & Year:	Course:	Instructor Name:

Specific Action Requested

Reason for Request
Please write a brief, clear statement as to why an exception should be made.
Student Signature:

High School Recommendation	
Does the high school approve this student's request? If yes, please send this completed form and a scanned copy of the student's high school transcript to concurrent@usu.edu	
Counselor Signature:	Date:
Instructor Signature:	Date:
Registrar Signature:	Date:
Principal Signature:	Date:

For Concurrent Enrollment Office Use		
Director Signature:	Date:	☐ Approved ☐ Denied
Term:	Subject:	Course #:
CRN:	Detail Code for Late Fee:	Grade:
Notes:		

Exception to Policy Form
(PDF available at concurrent.usu.edu)