

1 **R277. Education, Administration.**

2 **R277-713. Concurrent Enrollment of High School Students in College Courses.**

3 **R277-713-1. Authority and Purpose.**

4 (1) This rule is authorized by:

5 (a) Utah Constitution Article X, Section 3, which vests general control and
6 supervision over public education in the Board;

7 (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the
8 Board's duties and responsibilities under the Utah Constitution and state law; and

9 (c) Section 53F-2-409, which directs the Board to provide for the distribution of
10 concurrent enrollment dollars in rule.

11 (2) The purpose of the concurrent enrollment program is to provide a challenging
12 college-level and productive experience [~~in high school~~] to eligible students, and to provide
13 transition courses that can be applied to postsecondary education.

14 (3) The purpose of this rule is to specify the standards and procedures for
15 concurrent enrollment courses and the criteria for funding appropriate concurrent
16 enrollment expenditures.

17 **R277-713-2. Definitions.**

18 (1) "Concurrent [E]nrollment" means a public high school student is enrolled in a
19 course that satisfies both high school graduation requirements and qualifies for higher
20 education credit at a USHE institution.

21 (2) "Concurrent [E]nrollment [P]rogram" or "[P]rogram" means the program
22 created in Section 53E-10-302 that receives funding in accordance with Section 53F-2-409,
23 which allows students to participate in concurrent enrollment courses.

24 (3) "Master course list" means a list of approved courses, maintained by the
25 Superintendent and USHE, which may be offered and funded through the concurrent
26 enrollment program.

27 (4) "USHE" means the Utah System of Higher Education as described in Section
28 53B-1-102.

29 **R277-713-3. Student Eligibility and Participation.**

30 (1) A student participating in the program shall:

31 (a) be ~~[enrolled in a public high school in the state and counted in average daily~~
32 ~~membership for that high school, as required in Section 53A-15-1702(4);~~

33 ~~— (b) have on file at the participating school, a current student SEOP, as defined in~~
34 ~~Section 53A-1a-106.] an “eligible student” as described in Subsection 53E-10-301(5); and~~

35 ([e]b) have completed a concurrent enrollment participation form, including a parent
36 permission form and acknowledgment of program participation requirements, as required
37 in section 53E-10-304[; and

38 ~~— (d)(i) be enrolled in grade 11 or 12; or~~

39 ~~— (ii) if allowed by exception, be enrolled in grade 9 or 10, as detailed in Section~~
40 ~~53A-15-1703].~~

41 (2) Student eligibility requirements for the program shall be:

42 (a) established by an LEA and a USHE institution; and

43 (b) sufficiently selective to predict a successful experience for qualified students.

44 (3) An LEA has the primary responsibility for identifying a student who is eligible to
45 participate in a concurrent enrollment class.

46 (4) To ensure that a student is prepared for college level work, an LEA shall
47 appropriately evaluate the student’s abilities prior to participation in concurrent enrollment
48 courses, and to determine that the student meets prerequisites previously established for
49 the same campus-based course by the sponsoring USHE institution.

50 **R277-713-4. Course Credit and Offerings - Course Approval Process.**

51 (1) Credit earned through a concurrent enrollment course:

52 (a) has the same credit hour value as when taught on a college campus;

53 (b) applies toward graduation on the same basis as a course taught at a USHE
54 institution to which the credits are submitted;

55 (c) generates higher education credit that becomes a part of a student's permanent
56 college transcript;

57 (d) generates high school credit that is consistent with the LEA policies for awarding

58 credit for graduation; and

59 (e) is transferable from one USHE institution to another.

60 (2) A USHE institution is responsible to determine the credit for a concurrent
61 enrollment course, consistent with State Board of Regents' policies.

62 (3) An LEA and a USHE institution shall provide the Superintendent and USHE with
63 proposed new course offerings, including syllabi and curriculum materials, by November
64 15 of the year preceding the school year in which the courses would be offered.

65 (4) A concurrent enrollment course shall be approved by the Superintendent and
66 USHE, and designated on the master course list, maintained by the Superintendent and
67 USHE.

68 (5)(a) Concurrent enrollment course offerings shall reflect the strengths and
69 resources of the respective schools and USHE institutions and be based upon student
70 needs.

71 (b) The number of courses selected shall be kept small enough to ensure
72 coordinated statewide development and professional development activities for
73 participating teachers.

74 (6) To provide for the focus of energy and resources on quality instruction in the
75 concurrent enrollment program, program courses shall be limited to courses in:

76 (a) English;

77 (b) mathematics;

78 (c) fine arts;

79 (d) humanities;

80 (e) science;

81 (f) social science;

82 (g) world languages; and

83 (h) career and technical education.

84 (7) A Technology-intensive concurrent enrollment (TICE) course is a hybrid course,
85 having a blend of different learning activities, available both in the classroom and online,
86 or may be delivered exclusively online.

87 (8) A concurrent enrollment course shall be a course at the 1000 or 2000 level in

88 postsecondary education, except for a 3000-level accelerated foreign language course,
89 which may be approved as a concurrent enrollment course for eligible students.

90 (9) A [~~concurrent enrollment~~] course may not be approved as a concurrent
91 enrollment course if the course[~~if it~~] is:

92 (a) a high school course that is typically offered in grade 9 or 10; or

93 (b) a postsecondary course below the 1000 level.

94 (10) The appropriate USHE institution shall take responsibility for:

95 (a) course content[;];

96 (b) procedures[;];

97 (c) examinations[;];

98 (d) teaching materials[;]; and

99 (e) program monitoring. [~~and all~~]

100 (11) Concurrent enrollment procedures and materials shall be:

101 (a) consistent with Utah law[;]; and [~~shall~~]

102 (b) ensure quality and comparability with courses offered on a college or university
103 campus.

104 **R277-713-5. Program Management and Delivery.**

105 (1)(a) Concurrent enrollment courses and curriculum may be provided through live
106 classroom instruction or by other means, including electronic communications.

107 (b) An LEA and a USHE institution shall design and implement courses to take full
108 advantage of the most currently available educational technology.

109 (2) An LEA shall use a Superintendent-designated 11-digit course code for a
110 concurrent enrollment course.

111 (3) An LEA and a USHE institution shall jointly align information technology systems
112 with all individual student academic achievement data so that student information will be
113 tracked through both education systems consistent with Section 53E-4-308.

114 **R277-713-6. Faculty and Educator Requirements.**

115 (1) An educator who is not employed by a USHE institution and teaches a

116 concurrent enrollment course shall:

117 (a) be employed by an LEA; and

118 (b) ~~[have secondary endorsements in each subject area in which they teach; and]~~
119 meet the requirements of Subsections 53E-10-302(5) and (6).

120 ~~[(c) have a Level 4 mathematics endorsement if the educator teaches a~~
121 ~~mathematics concurrent enrollment course.]~~

122 (2) An educator employed by an LEA who teaches a concurrent enrollment course
123 shall be approved as an adjunct faculty member at the contracting USHE institution prior
124 to teaching the concurrent enrollment course.

125 (3) High school educators who hold adjunct or part time faculty status with a USHE
126 institution for the purpose of teaching concurrent enrollment courses shall be included as
127 fully as possible in the academic life of the supervising academic department at the USHE
128 institution.

129 (4) An LEA and a USHE institution shall share expertise and professional
130 development, as necessary, to adequately prepare a teacher to teach in the concurrent
131 enrollment program, including federal and state laws specific to student privacy and
132 student records.

133 (5) A USHE institution that employs a faculty member who teaches in a high school
134 has responsibility for ensuring and maintaining documentation that the faculty member has
135 successfully completed a criminal background check, consistent with Section 53G-11-402.

136 **R277-713-7. Concurrent Enrollment Funding and Use of Concurrent Enrollment**
137 **Funds.**

138 (1) Program funds shall be allocated in accordance with Section 53F-2-409.

139 (2) Program funds allocated to LEAs may not be used for any other program or
140 purpose, except as provided in Section 53F-2-206.

141 (3) Concurrent enrollment funding may not be used to fund a parent- or
142 student-initiated college-level course at an institution of higher education.

143 (4) The Superintendent may not distribute concurrent enrollment funds to an LEA
144 for reimbursement of a concurrent enrollment course:

- 145 (a) that is not on the master course list;
- 146 (b) for a student that has exceeded 30 semester hours of concurrent enrollment for
147 the school year;
- 148 (c) for a concurrent enrollment course repeated by a student; or
- 149 (d) taken by a student:
- 150 (i) who has received a diploma;
- 151 (ii) whose class has graduated; or
- 152 (iii) who has participated in graduation exercises.
- 153 (5)(a) An LEA shall receive a pro-rated amount of the funds appropriated for
154 concurrent enrollment according to the number of semester hours successfully completed
155 by students registered through the LEA in the prior year compared to the state total of
156 completed concurrent enrollment hours.
- 157 (b) Successfully completed means that a student received USHE credit for the
158 course.
- 159 (6) An LEA's use of state funds for concurrent enrollment is limited to the following:
- 160 (a) aid in professional development of adjunct faculty in cooperation with the
161 participating USHE institution;
- 162 (b) assistance with delivery costs for distance learning programs;
- 163 (c) participation in the costs of LEA personnel who work with the program;
- 164 (d) student textbooks and other instructional materials;
- 165 (e) fee waivers for costs or expenses related to concurrent enrollment for fee waiver
166 eligible students under R277-407;
- 167 (f) purchases by LEAs of classroom equipment required to conduct concurrent
168 enrollment courses; and
- 169 (g) other uses approved in writing by the Superintendent consistent with the law and
170 purposes of this rule.
- 171 (7) An LEA that receives program funds shall provide the Superintendent with the
172 following:
- 173 (a) end-of-year expenditures reports; and
- 174 (b) an annual report regarding supervisory services and professional development

175 provided by a USHE institution.

176 (8) Appropriate reimbursement may be verified at any time by an audit.

177 **R277-713-8. Student Tuition and Fees.**

178 (1) A concurrent enrollment program student may be charged partial tuition and
179 program-related fees, in accordance with Section 53E-10-305.

180 (2) Postsecondary tuition and participation fees charged to a concurrent enrollment
181 student are not fees, as defined in R277-407, and do not qualify for a fee waiver under
182 R277-407.

183 (3)(a) All costs related to concurrent enrollment classes that are not tuition and
184 participation fees are subject to a fee waiver consistent with R277-407.

185 (b) Concurrent enrollment costs subject to fee waiver may include consumables, lab
186 fees, copying, material costs, and textbooks required for the course.

187 (4) (a) Except as provided in Subsection (4)(b), an LEA shall be responsible for fee
188 waivers.

189 (b) An agreement between a USHE institution and an LEA may address the
190 responsibility for fee waivers.

191 **R277-713-9. Annual Contracts and Other Student Instruction Issues.**

192 (1) An LEA and a USHE institution that plan to collaborate to offer a concurrent
193 enrollment course shall enter into an annual contract for the upcoming school year by no
194 later than May 30.

195 (2) An LEA shall provide the Superintendent a copy of each annual contract
196 entered into between the LEA and a USHE institution for the upcoming school year by no
197 later than May 30.

198 (3) An LEA and a USHE institution shall use the standard contract language
199 developed by the Superintendent and USHE.

200 **KEY: students, higher education**

201 **Date of Enactment or Last Substantive Amendment: August 11, 2016**

202 **Notice of Continuation: July 19, 2017**
203 **Authorizing, and Implemented, or Interpreted Law: Art X Sec 3; 53E-3-401(4); 53E-3-**
204 **501(1)(c); [~~53A-15-101;~~] Title 53E, Chapter 10, Part 3.**