

# Concurrent Enrollment & the Statewide Online Education Program

## Student eligibility for Statewide Online Education Program (SOEP) Concurrent Enrollment (CE) courses

"Concurrent Enrollment" (CE) is an opportunity for high school students to earn both high school and college credit through courses offered cooperatively by a student's primary school of enrollment, and a "partner" Utah public institution of higher education. Beginning in the 2022-2023 school year, a student's primary school enrollment can work with a Statewide Online Education Program (SOEP) "provider" school to allow students additional CE opportunities. A course offered through the "contractual" CE program ([53E-10-302](#)) utilizing a SOEP provider is termed "SOEP Concurrent Enrollment." CE courses are both rigorous and challenging. Students must be academically prepared, and they must recognize that participation in a CE course will be recorded in the student's permanent record, which will travel with them throughout their lifetime. Participation is, therefore, a serious decision. Registration for a CE course is a commitment to enter the final course grade on the student's permanent college record, regardless of the results.

## What You Should Know This Year & What You Can Expect:

At this time, students may only enroll in courses where the SOEP provider(s) and a primary school of enrollment or associated school district have entered into a contractual agreement with the same institution of higher education. Counselors can help in identifying these overlaps.

## Eligibility

Eligibility for Statewide Online Education Program (SOEP) Concurrent Enrollment courses ([53E-10-302](#)) differs from eligibility for the Statewide Online Education Program (SOEP) ([53F-4-501\(3\)](#)) generally. Students enrolled in a Utah public school are eligible for participation in SOEP Concurrent Enrollment Courses if:

1. The student has a Plan for College and Career Readiness ([53E-2-304](#)) on file with their primary school of enrollment.
2. The student is in grades 9, 10, 11, or 12.
3. The student meets other [eligibility requirements](#) for CE programs generally.

## Application Triad - Applying for Enrollment

Students participating in SOEP CE must complete *three separate applications*. A school counselor at a student's primary school of enrollment will assist with:

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1. A CE online application for an institution or institutions of higher education (IHE) offering the CE course or courses selected by a student.
2. A SEATS online application for enrollment in a SOEP CE course.
3. An Online Registration Form used to submit additional information to a SOEP provider.

## Where and how can I enroll?

Students can access the “SEATS” registration portal online on the “Students and Parents” tab at:

<https://www.schools.utah.gov/edonline/studentsparents>

Students can locate contact information and online registration materials for a SOEP provider at:

<https://www.schools.utah.gov/edonline/currentproviders> (*Provider Contact*)

and

[www.schools.utah.gov/edonline](http://www.schools.utah.gov/edonline) (*General Information*)

Students can locate the CE registration materials for a SOEP provider at Institution CE sites:

Dixie State University

Salt Lake Community College

Snow College

Southern Utah University

Utah State University

Utah Valley University

Weber State University

## Contractual CE - Cost

*A student must remain enrolled for the full academic year in the public school sponsoring a SOEP CE course to qualify for tuition reduction (53E-10-305) and other elements of the contractual Concurrent Enrollment program. If a course is failed, it may not be retaken as a contractual CE course. Students will be responsible for full tuition if they choose to retake the course; Utah State Board of Education Administrative Rule and Regents policy state that LEAs and institutions may not be funded for CE courses repeated for CE credit.*

College admission fees cannot be waived. Costs related to concurrent enrollment courses which may include lab fees or cost of course material and textbooks required for the course are subject to fee waiver. A student's LEA shall be responsible for these waivers.

## Special Needs

The process for receiving accommodations for special needs differs in between a K-12 and a higher education environment. In a higher education environment, students with a Section 504 or Individualized Education Plan (IEP) must declare a need and request accommodation in CE courses. However, students enrolling in SOEP CE courses may continue to rely on their primary school counselor to ensure a SOEP provider is aware of student needs.

## When should a student add a SOEP Concurrent Enrollment course?

In general, if a student drops a course to make room in their schedule for a SOEP course ([53F-4-513](#)), the student can only change their course schedule in line procedures adopted by their primary LEA of enrollment. Students are advised to complete all 3 applications for a SOEP Concurrent Enrollment course no later than August 01 to ensure they meet enrollment deadlines at all participating institutions.

## When may a student drop a SOEP Concurrent Enrollment course?

Withdrawal dates for a SOEP CE course are set by the college or university. *No exceptions are allowed.* SOEP Program withdrawals in the first 20 days of course activity do not apply to a SOEP CE course.

Students participating in contractual CE are charged limited tuition of up to \$30 per credit hour ([53E-10-305](#)). Application costs and CE tuition ([53E-10-305](#)) are not subject to fee waiver ([R277-407](#)) opportunities available to public school students more generally.

*Dropping a class at a high school or through the SOEP Program does not withdraw a student from the college course.* To avoid potential financial liability ([53E-10-305](#)) for course participation, a student must drop the course at *both* the high school or through the SOEP Program, *and directly through the college or university.*

## SOEP CE and a Student's Future

Because of the complex nature of CE, parent or guardian permission is required for a student to register ([53E-10-304](#)). Assistance through all stages of enrollment is available through the student's counselor at their primary school of enrollment. A Primary School of Enrollment has the responsibility for identifying students eligible for CE options, and for ensuring completion of institutionally established prerequisites for courses. Parents and students must be aware that participation in a CE course begins a student's college experience and a permanent college transcript, including failing grades. In a CE course,

participating institutions typically recognize only grades of C- or higher. For this reason, SOEP providers are required to inform a student who is in danger of failing an SOEP CE course. Parents and students must be aware that credits earned through the CE program are transferable from one Utah institution to another. Institutions vary in recognition of completed credit in terms of course equivalency and credit value, however. The way credits transfer—as equivalent or elective credit—may vary from one college or university to another because of the construction of their degree programs.

Dropping a class at a high school or through the SOEP Program does not withdraw a student from the college course. A student must drop an SOEP Concurrent Enrollment course through both (a) the participating college or university, and (b) the high school or through the SOEP Program to avoid:

- Potential financial liability ([53E-10-305](#)),
- A failing grade recorded in a student’s permanent college record.
- Grade replacement options existing in a high school setting do not extend to a higher education or SOEP Concurrent Enrollment setting. At the college level, there is no process for grade replacement (expungement) similar to options available in a high school setting.

A cumulative GPA of a C- or lower may place a student on academic probation with the college and affect financial aid eligibility.

## *Distinctions between SOEP Enrollment & Concurrent Enrollment*

### CE Program - Superseding SOEP Provisions<sup>1</sup>

Eligible students may enroll in up to 30 semester credit hours per school year under a “contractual” option offering both high school and college credit, at a reduced cost. Undocumented students are advised to check CE eligibility requirements.

An allowable withdrawal period is set by each USHE institution. Allowable periods for withdrawal range from 2 weeks (10 school days) to a period longer than 20 days, depending on the length of the course.

Unlike the SOEP Program more generally, CE enrollment is open to 9-12th grade students enrolled in public schools in the state of Utah. Home school students may not participate unless they choose to enroll in a public school. If the student chooses to enroll in a public school to access this opportunity, a local LEA may require the student to enroll in secondary credit courses in addition to the CE course.

In a contractual Concurrent Enrollment environment faculty requirements ([R277-713\(6\)](#)) provide that some teachers will be university faculty, while others will be licensed employees of public schools. Public schools may only employ properly licensed and endorsed educators with a current background check. If an institution of higher education employs a faculty member in contact with high school students, ([R277-701\(10\)\(5\)](#)) the institution has the responsibility for ensuring instructors are properly licensed and endorsed educators, and that they have a current background. They are required to maintain documentation that the faculty member has successfully completed a criminal background check, consistent with Section [53G-11-402](#).

### SOEP

Eligible students may enroll in no more than six online secondary credits per school year; this limit equates to 18 concurrent enrollment semester credit hours if no other SOEP course enrollment is considered. However, upon the request of an eligible student, the Utah State Board of Education (USBE) may allow the student to enroll in more than 6 online courses if the online courses better meet the academic goals of the student ([53F-4-](#)

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<sup>1</sup> For a student enrolled in a concurrent enrollment course through a SOEP provider, to the extent there is a conflict between provisions between Statewide Online Education Program provisions of Title 53E, Chapter 10, Part 3, Concurrent Enrollment, the concurrent enrollment code provisions will govern.

503(4)(b)). SOEP does not monitor or recognize documentation status. Documentation is not relevant to SOEP participation. CE Eligibility rules govern in all cases.

The statutory withdrawal period for ordinary SOEP courses is *20 school days* from the start date of the term or *20 school days* from a late registration date. This withdrawal period is overridden by CE withdrawal periods. CE. CE withdrawal periods govern in this area.

Within the Statewide Online Education Program, except in the negotiated inclusion of contractual Concurrent Enrollment courses, an LEA that offers an online program or school as a provider under the program: (a) shall employ only educators licensed in Utah as teachers; (b) may not employ an individual whose educator license has been suspended or revoked; (c) shall require employees to meet requirements of Title 53G, Chapter 11, Part 4, Background Checks, before the provider offering services to a student; are required to be appropriately licensed and endorsed, and teachers must have a current background check in place (R777-726(8)(19)).