Concurrent Enrollment Program Mission Statement

To administer an educational program as mandated by state policy; to build strong partnerships of committed and capable individuals who uphold CEP philosophy and support CEP policies and procedures; to create a culture of assessment in which the CEP program holds itself accountable for its performance and encourages all participants to evaluate the strengths and weaknesses of the program; to proactively address the needs of all program partners; and to facilitate an educational context for registered students to experience success and prepare for advanced study on the college level.

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WSU Concurrent Enrollment Program Description
Concurrent Enrollment allows high school students to take college level courses at their school from WSU-approved high school teachers. Students earn both college and high school credit with the cost of the program covered by State funding.

Program Goal
Our primary goal is to ensure all students have successful experiences with their Concurrent Enrollment classes and receive appropriate credit for successfully completed college level class work. Quality partnership is a critical element in achieving this program goal of student success.

Participants
Weber State University collaborates with varied educational partners in Concurrent Enrollment Program (CEP); public and private high schools and Utah College of Applied Technology sites. Qualified high school adjunct instructors from these partners make college credit accessible to students outside the traditional university campus.

State Funding
Nearly all of the funding for Concurrent Enrollment is allocated through the public education budget. Students do not pay tuition. Policies vary among school districts concerning the obligation of students to pay for textbooks.

Colleges and high schools compare data at the end of each semester to determine the allocation of monies from the Utah State Board of Regents and the Utah State Office of Education.

WSU Expectations of Secondary School Partners
The WSU CEP is dependent on all partners accepting their assigned roles. Successfully performing the following roles will enable the WSU CEP program to meet the national accreditation standards, as well as to fulfill state mandated policies.

District Representative
• Become very familiar with WSU CEP philosophy, policies, and procedures
• Serve as a liaison between high school program partners, State Office of Education, and WSU CEP
• Support site representatives to accurately represent the WSU CEP program in their schools
• Support WSU CEP philosophy and program goals
• Participate in WSU sponsored seminars for district representatives
• Coordinate the district signing and return of the WSU/District Partner Agreements (required by Utah Office of Education for state appropriations)

**Building Administrator**
• Provide resources and time support for all school staff involved in the CEP program such that they are able to accomplish all duties, assignments, and expectations
• Support and uphold WSU CEP philosophy, policies, and procedures
• Become familiar with state scholarship criteria
• Provide accurate student assessment for concurrent participation
• Support and uphold WSU CEP philosophy, policies, and procedures

**Academic Counselor**
• Become familiar with state scholarship criteria
• Provide accurate student assessment for concurrent participation
• Provide accurate advising information and support to concurrent students
• Participate in WSU CEP sponsored seminars for counselor partners
• Support and uphold WSU CEP philosophy, policies, and procedures

**Site Representative**
• Serve as primary liaison between the high school instructors and the WSU CEP program
• Support school faculty in meeting program policies and procedures
• Advocate and uphold WSU CEP philosophy, policies, and procedures
• Participate in WSU CEP sponsored seminars for site representatives
• Request Right of First Refusals on behalf of the teachers
• Coordinate the admission and registration process at the high school
• Submit instructor request forms

**CEP Adjunct Faculty**
• Meet all WSU CEP and state adjunct faculty criteria
• Follow the approved department syllabus content
• Comply with and uphold WSU CEP philosophy, policies and procedures
• Attend and participate in two WSU CEP annual training modules
• Assist students in admission and registration process as needed

**Concurrent Enrollment Expectations of WSU Campus Partners**
The WSU CEP is dependent on all partners accepting their assigned roles. Successfully performing the following roles will enable WSU CEP program to meet national accreditation standards, as well as fulfill state mandated policies.

**WSU Department Representative**
• Review and confirm status for requesting faculty and classes
• Conduct an annual professional development session for faculty in collaboration with the WSU Concurrent Office
• Conduct a class visit and submit the concurrent visitation forms online
• Become familiar with WSU concurrent enrollment program policies and procedures
• Confer with WSU CEP prior to implementing changes in syllabus

**WSU Department Chair**

• Become familiar with departmental responsibilities as a concurrent partner
• Support department representative in meeting program policies and procedures and support CEP philosophy and goals
• Use concurrent fee for service allocation to defray program expenses

**WSU College Dean**

• Become familiar with departmental responsibilities as a concurrent partner
• Support department representative and chair in meeting program policies and procedures
• Support WSU program policies and procedures
• Use concurrent fee for service allocation to defray program expenses
• Meet with program administrator annually

**Annual WSU Department, ATC, and District Partner Agreement**

**District Partner Agreement**

A District Partner Agreement will be distributed annually in May district representative to review and to obtain necessary signatures. This document will specify the terms, conditions, and requirements associated with participation (at all levels) in the WSU CEP program. Signing this agreement document indicates acceptance of the terms, conditions, responsibilities and mission put forth in the agreement. As required by USOE, all school districts must keep a copy of the signed agreement. We request the file copy of the signatory page be returned to the WSU CEP office to be kept as a record. The WSU CEP program administrator is responsible for monitoring this process.

**WSU Academic Department Partners**

A member of the WSU CEP program will bring a partnership agreement document to the department representative at the beginning of each academic year for their review and to obtain the necessary authorized signatures. The CEP office will request that a copy be made of the document for department records and the CEP will keep the original.

WSU administration is committed to improving both the quality of each department’s involvement in CEP and increasing the number of students involved. The departments’ involvement with the schools, teachers, and students is critical to the success of the WSU CEP program.
Students Attending ATCs for Concurrent Credit

ATC Partnerships
The unique relationship that ATCs (Applied Technology Centers) have with both high school partners and WSU results in special arrangements for awarding concurrent status to qualified ATC instructors. Special considerations are necessary to award concurrent enrollment credit to eligible high school students participating in concurrent classes at the ATC.

In order to meet USBR requirements for student registration, ATC partners will need to carefully assess the existing WSU concurrent enrollment class blocks (these are officially established start and end dates for WSU concurrent enrollment classes specifically designed to meet each districts needs). The ATC instructor will need to find the best class match for students’ participation in a WSU ATC approved concurrent class (See WSU CEP Master Calendar for existing class blocks)

WSU Academic Code of Conduct for Concurrent Students
The school partner is expected to adhere to the WSU Student Code of Conduct and follow the recommended procedures when a violation has taken place. The school has the responsibility to determine whether a violation has occurred and then to notify the WSU CEP.

Expectations
Student academic behavior is expected to match or exceed that found in campus classes. Each Concurrent Enrollment adjunct instructor is requested to review the document with their class and ensure that all students understand the code and are aware of the possible sanctions for any violations.

Recommended School Protocol
Immediately....
• Teacher validates student violation and notifies student
• Teacher notifies site representative
• Site representative notifies building administrator
• Site representative or building administrator provides to WSU CEP both a verbal and written notification of the violation
• Parents and student are notified by the school according to school protocol

And then....
• WSU Concurrent office notifies WSU department representative
• Student grade will be handled according to WSU code of conduct and violation type
• Final grade will be handled according to WSU code of conduct and violation type
• WSU will send an official notification to student regarding impact of code violation to concurrent grade with a copy sent to the site representative for reference
Recommended School Protocol

School partners are expected to communicate to WSU CEP their school protocol for handling a code of conduct violation. Once notified, WSU will process the student’s grade and WSU record accordingly.

The full WSU Student Academic Code can be accessed at www.weber.edu/ppm/6-22.htm

WSU Concurrent Enrollment adjunct faculty has the authority to determine the appropriate sanction for violations according to agreements reached with the sponsoring WSU academic department.

For cheating violations the instructor of the Concurrent Enrollment class will notify the Site Representative and, unless the sponsoring WSU academic department has indicated a different policy, the instructor will use the following generic departmental grading policy for cheating in Concurrent Enrollment class:

1. A student found cheating one time will receive “0” for that exam grade and the grade may not be omitted from a class average. A report of the student’s name, class, behavior, and resulting discipline will be sent from the CEP office to the student, the high school administration and the sponsoring WSU academic department.

2. A student found cheating two or more times will earn an “E” grade (failure) and will not receive credit for the course. A report of the student’s name, class, behavior, and resulting discipline will be sent from the CEP office to the student, the high school administration and the sponsoring WSU academic department.

504 Accommodations

High schools are required by law to make 504 accommodations if a disability has been substantiated. Colleges and universities however, are under the legal obligation to provide “appropriate academic adjustments as necessary to ensure that it does not discriminate on the basis of disability,” according to ED.gov.

In exploring plausible scenarios in which these two laws could meet, it is conceivable that a student who is receiving 504 accommodations in his or her high school and who is participating in Concurrent Enrollment may be asked to come to either WSU Ogden or Davis campus to take a test, etc. Given this scenario, if a student, or the school in behalf of the student were to indicate that a disability exists, the student would be required to produce substantiated documentation of their disability. After the documentation (i.e. psychological evaluation, etc.) has been received and substantiated, the university will determine which adjustments [are] necessary in order to assist the student without compromising the rigor or integrity of that concurrent course. This brief explanation is not sufficient to provide a definitive description of the plausible scenarios or applicable laws. Please contact the CEP office for more information.
Course Management

Concurrent Enrollment Course Eligibility

First, in order for any course to be considered as an eligible course, it must be listed on the USOE Concurrent Master List: http://www.schools.utah.gov/CURR/earlycollege/Concurrent-Enrollment/Master-Lists.aspx

Second, the WSU department must be willing to sponsor the course for concurrent credit. Third, the status of a course is dependent on how well the course content, instructional style, and student performance criteria meet or exceed the WSU course content qualifications. Forth, all approved instructors are required to use the approved syllabi format in each course. Fifth, an annual renewal process is required to secure the privilege of offering a concurrent course in the school. Sixth, the approval of a course is dependent on whether or not the instructor has also been approved and attended the annual department training.

Generic Course Criteria

- Must meet the requirements of the WSU cataloged class that is listed on the USOE Master List of Approved Concurrent Classes
- Must submit the annual request paperwork within the given deadlines. The paperwork can be obtained on the WSU CEP website under School Partners (downloadable forms)
- Must match WSU campus expected student outcomes and use WSU sanctioned grading rubrics for assignments and exams
- Must be able to offer WSU required equipment for student use in the classroom
- Must use the WSU department’s text selection as indicated in the approved syllabus and instructional materials for student use, unless otherwise specified by department
Class Format Categories:

**OPEN CLASS:** Must be taught using the WSU agreed-upon standards. Open class may include students who choose not to register for concurrent credit but are capable of performing satisfactorily in the college class. Underprepared students should not be allowed to enroll into these class sections.

For all academic subjects (Theater, Communication, etc) a ratio of 50% concurrent students is expected by USBR/USOE. This ratio can be negotiated with WSU for Career Technical Education (CTE) classes.

**PURE CLASS:** A pure class (i.e. English and Communication) contains 100% registered concurrent enrollment students who have met all pre-requisites. WSU CEP strongly recommends a careful pre-assessment of student skill level before placing them in a pure class.

**CEP Process for Creating a New Concurrent Course**

To have a course approved for concurrent status, a formal process is initiated by either the high school or the WSU department. Both the high school and the department are required to fill out sections of the Concurrent Enrollment Curriculum Review and Data Form and submit it to USOE for approval. The course must meet 90 percent of USOE curriculum standards in order to be approved. [Approved courses are then placed on the Concurrent Enrollment Master List.] Both the directions document, the Concurrent Enrollment Curriculum Review and Data Form can be found under downloadable forms on our website: http://departments.weber.edu/ce/concurrent/school/forms.asp

Although a course may be found on the USOE Concurrent Master List, each request is handled individually by the sponsoring WSU department and approval cannot be guaranteed. In order to avoid disappointment and frustration, please discuss with the WSU CEP program coordinator any and all limitations a department has placed on a sponsored course. If WSU does not sponsor a given course, the site representative can request a Right of First Refusal (RFR) on behalf of an instructor.

**CEP Right of First Refusal (RFR) Process**

Under the existing statewide Concurrent Enrollment agreement, each public college or university has the “Right of First Refusal” (RFR) within their primary service areas when offering face-to-face concurrent courses in the local schools or at the Applied Technology Colleges (ATC). The WSU CEP primary service area includes Davis, Morgan, Ogden, and Weber Counties.

Schools in the primary service area must submit and RFR to the WSU CEP office for signatures. The CEP office will then mail the RFR to the USHE institution that will offer the course to the school district.

If a school outside the WSU primary service area is requesting sponsorship of a course, they must first seek RFR from the college or university in their primary service area. Then the RFR along with the other concurrent adjunct paperwork must be submitted to the WSU CEP. The RFR must be received before the paperwork is sent to the WSU department for review.
Adding New Classes at the High School

All new concurrent classes offered by WSU must be reviewed and approved by both the Utah State Board of Regents (USBR) and Utah State Office of Education (USOE). This process takes six to eight months to complete and must be completed according to state policy and procedure.

When courses are initiated by the high school:

If the requested course(s) meets the core requirements set by USOE then the WSU CEP will forward the request to the WSU department for consideration. If the course is approved by the department, a detailed syllabus and a formal request from both WSU and the requesting teachers’ application will be sent to USBR/USOE for review.

When initiated by WSU:

WSU CEP will validate that the suggested course will meet state core requirements for graduation. A high school partner will be identified and the formal request form from WSU will be sent to USBR/USOE for review.

A formal listing of USBR/USOE approved concurrent WSU courses for an active school year can be found at: http://www.schools.utah.gov/CURR/earlycollege/Concurrent-Enrollment/Master-Lists.aspx

When in doubt, contact WSU CEP for validation of course availability.
CEP and State Criteria for Concurrent Adjunct Faculty

Concurrent adjunct faculty status is dependent on how well a teacher meets (or exceeds) state requirements (R165. 1-3) and WSU department adjunct faculty qualifications. All current approved adjunct instructors and those applying for the first time must participate in two training modules and submit the annual renewal paperwork by January 31, to be approved for the upcoming school year.

The adjunct request form, the approved course syllabi, and the WSU department qualifications document can be found at: http://departments.weber.edu/ce/concurrent/school/forms.asp

The adjunct instructor must:

- Has sufficient formal education in requested subject area to meet USOE requirements
- Has state teaching certification
- Is an experienced teacher who shows related work experience in content area (first year teachers are not recommended)
- Demonstrates ability to present selected curriculum at the expected collegiate level for Concurrent Enrollment credit
- Receives approval and support from authorized high school and district representatives who verify the teacher will follow the department’s syllabus and make the course academically rigorous
- Meets specific WSU adjunct faculty requirements of the sponsoring academic department
- Attends the annual mandatory WSU CEP professional development training session
- Submits all required request paperwork annually
- Criminal background checks are required of college/university faculty who teach K-12
- Fulfills specific WSU adjunct faculty requirement from the sponsoring academic departments
- Notifies and requests WSU approval when a student teacher is training in class or the teacher needs a substitute for over 2 weeks
- Understands that concurrent enrollment classes are considered “on-load” with their high school duties and no extra salary is offered
CEP Adjunct Instructor Approval Process

Steps that must be completed annually to becoming a Concurrent Enrollment adjunct faculty member:

1. FIND OUT IF YOU’RE QUALIFIED. To find out if you are qualified, view the department qualifications for your course to see if you meet the requirements necessary to teach the course. Every course has different requirements for adjunct status.

2. SUBMIT AN APPLICATION. Submit your application, along with your resume, syllabus, and other required materials (see qualifications) to your site representative. Your site and district representatives will approve and submit your application to WSU CEP. Be sure the syllabus matches the Adjunct Syllabus Template exactly and include all the information your department has given.

   If you are renewing, you probably won’t need to submit a new resume if you are teaching the same classes. Check the instructor qualifications to be sure.

3. GET APPROVED. A WSU department representative will review your application once WSU CEP has received it. If you meet all the qualifications, you will be sent an approval notice to you and your Concurrent Enrollment coordinator. If you’re new to Concurrent Enrollment the WSU CEP office will contact to set up an new instructor orientation.

   If you are not approved, you have the right to seek approval at another Utah institution. You will need a “Right of First Refusal” to do this. You can request a Right of First Refusal through your site representative.

4. -SUBMIT AND RFR IF APPLICABLE RFR details can be found on page 10

   Check with the CEP office for submission deadline. Extenuating circumstances will be looked at on a case by case basis up until the week before school starts in the fall. Students may only receive college credit when the instructor and the course have been approved by WSU department.

All forms discussed above, with exception of your resume, are located on the WSU CEP website at http://departments.weber.edu/ce/concurrent/school/forms.asp

Once complete, send the requested paperwork to the address below:

Weber State University
Concurrent Enrollment
4014 University Circle
Ogden, Utah 84408-4014
801-626-7497 Office  801-626-7978 Fax

The approval process is discussed in detail below:

1. Download the Adjunct Request Application form from http://departments.weber.edu/ce/concurrent/school/forms.asp . Complete the forms and obtain proper signatures from high school personnel.

2. Download the appropriate course Syllabus and add your course specific information below the core department content. The approved syllabus must be used to structure the course in your school and is not to be referred to as a disclosure statement. Any alterations to the core department content will result in a required resubmission of syllabus.

3. Submit an updated resume if you are a new instructor seeking approval or if you have updated your resume with education, additional training, etc.
4. Submit any additional items as requested on the WSU department qualifications document.

Once all completed and correct paperwork is received by the WSU CEP office, it will be sent to the department for review. Your school site rep will receive an update periodically indicating the approval status of each teacher who has recently applied. There are three possible status designations: Approved, Pending, and Rejected.

**Expectations of Approved Concurrent Adjunct Faculty**

- Meet all program deadlines and policies
- Maintain a class enrollment for concurrent registration at the preferred ratio of 50% (state requirement for district allocation) for academic courses (i.e. Chemistry, Music) and 100% concurrent registration for PURE classes (i.e. English and Communication). The ratio for CTE courses may be negotiated with WSU
- Coordinate with department representative an annual WSU department classroom visit to assure university accreditation standards are being met
- Be available and flexible in allowing a WSU department representative to visit your classroom
- Attend the mandatory professional development session sponsored by WSU CEP and the sponsoring academic department.

Instructors who fail to comply with these expectations are jeopardizing his/her status as a concurrent enrollment adjunct instructor. Eligibility status will be evaluated on a case-by-case basis with each department.

**WSU Grade Process for CEP Adjunct Faculty**

Student performance is to be assessed using the standards agreed upon between the instructors and sponsoring WSU academic department. Instructors must provide a grade that meets CEP requirements for every registered Concurrent Enrollment student (A-E grades, not UW or I).

**WSU Grade Process**

- Review the WSU CEP Master Calendar for grading deadline (Be aware of possible district deadlines within CEP timeframe)
- Complete a trial run when notified by WSU to make sure you can enter the WSU Banner system. This needs to be done before the grading deadline to avoid late grades
- Follow the instructions for final grade submission (see next page)
- Notify your site representative as soon as possible if you find problems with your grade report validation. Contact WSU if errors persist
- Keep a copy of all concurrent grade records for backup and provide a copy to your site representative (This provides a record of concurrent grades to validate against the official end of year report that determines allocation of funds to your district)
Instructions for Final Grade Submission for Adjunct Faculty

1. Log into your Faculty Portal
   a. Find your courses under “Grade Submission”
   b. Click on the icon to the right of the listing to enter grades.
   c. **IMPORTANT:** Disregard the instructions at the top of the electronic grade worksheet-they DO NOT pertain to CEP

2. You can also submit grades in Lynx Self-Service in the Faculty Portal:
   a. Click on the Lynx Self-Service Main Menu
   b. Go to Faculty & Advisors
   c. Select term via Term Selection
   d. Click “Input Final Grades” and enter CRN information

   ****If you cannot see your class, check to ensure correct semester is showing****

Concurrent Enrollment grades can be “rolled” to history at any time during the grading period. **Be very sure that grades are correct before you submit, as grades can not be changed once they have been entered into the system.**

**CEP Requirements for WSU Grades**

Concurrent Enrollment grades are limited to the options in the chart below. The class numeric value for each grade needs to be negotiated between the concurrent adjunct faculty member and the sponsoring WSU academic department to be sure student performance matches that of WSU.

Acceptable letter grades for concurrent enrollment students

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>Excellent</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>Good</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3.0 WSU Good Academic Standing (3.0 and above)</td>
</tr>
<tr>
<td>B-</td>
<td>Good</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>Standard</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Standard</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>Standard</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>Sub-standard</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>Sub-standard</td>
<td>1.0 WSU Academic Warning or Probation (1.0 and less)</td>
</tr>
<tr>
<td>D-</td>
<td>Sub-standard</td>
<td>0.7 (student will receive an official WSU notification of status)</td>
</tr>
<tr>
<td>E</td>
<td>Failure</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Student Monitoring of WSU Transcripts

General Assistance for Concurrent Students

Grade reports are electronically filed by WSU and students have the responsibility to monitor their own transcript. Please follow these recommendations:

- Remind students to review their WSU transcript during and after each term to make sure that it is accurate. They can log onto their eWeber portal, click on the “Student Services” tab and scroll down the page to the transcript icon. No WSU report card is sent to the student.
- Any errors on transcripts should be reported to the teacher
- WSU credits may be transferred to other Utah public institutions. Students may request transcripts by going to http://www.weber.edu/records and ordering transcripts online.

Steps to Correcting Transcript Errors

If a student observes an error on his/her transcript he/she is instructed to bring the error to the instructor’s attention.

If the instructor concurs, the instructor must submit in writing a grade change to the site representative of the high school. The site rep will work with WSU CEP to correct the transcript.

1. The Site Representative must be informed of the error and contact WSU CEP by email on behalf of the student and instructor.
2. The notification from the Site Representative to WSU CEP must include:
   a. Student’s full name
   b. W number
   c. CRN-5 Digit Course Reference Number
   d. Class Description (e.g. TBE 1700)
   e. Instructor’s name
   f. Old Grade and New Grade (e.g. C+ to an A-)
   g. Reason for change
3. WSU CEP will always refer a student back to the school Site Representative
and the instructor for any grade changes.

4. After a request for grade correction is submitted, it may take more than three weeks for the correct grade to be applied to the transcript.

Concurrent Enrollment Adjunct Instructor Benefits
Active adjunct faculty members are entitled to request the following concurrent benefits from WSU during the school year for which they meet the eligibility requirements.

Tuition Waiver
• A concurrent faculty may receive one credit hour graduate or undergraduate tuition and student fees per semester for every credit hour taught (up to a maximum of six credit hours per semester).
  1. This benefit is only available to the primary instructor, in a course with enrollment.
  2. If the concurrent faculty member teaches classes associated with Weber State University’s Fall Semester, then s/he can use the benefit either Fall or Spring Semester.
  3. If the concurrent faculty member teaches classes associated with Weber State University’s Spring Semester, then s/he can use the benefit either Spring or Summer Semester.
• Those wishing to take graduate level courses will be required to pay the cost difference in tuition between graduate and undergraduate costs. The adjunct instructor will also be responsible to pay all associated student fees per semester, including the $30 application fee. This benefit is available to “primary” instructors only.
• Some restrictions apply. Family members are not eligible for this benefit. This benefit is not available to those taking courses in order to become eligible for adjunct status.
• Contact WSU CEP to initiate the tuition waiver request. Deadlines for tuition waiver requests may apply as WSU conditions dictate.

Wildcard (WSU student/faculty card)
• Contact WSU CEP (801-626-7497) at the start of each semester to request a Wildcard or Wildcard renewal
• Follow CEP office instructions to obtain your card. This benefit is for Concurrent instructors only, not family members
  o The Wildcard entitles you to the following privileges:
    o WSU Bookstore discount
    o Free or discounted use of university gymnasium facilities
    o Admission to union building facilities (movies, bowling, billiards)
    o Discounts on specified campus-sponsored activities and events
    o Campus library privileges
    o Weber State Credit Union membership
• The adjunct instructor will need to renew this card each semester.
Informing Students of Concurrent Enrollment Options
Students should understand the benefits and responsibilities associated with WSU Concurrent Enrollment.

Schools are strongly encouraged by WSU to follow these recommendations.
• Conduct an introductory session at the start of your class that:
  • Defines the concurrent enrollment program
  • Explains the support by the state and your school for the program
  • Review your WSU concurrent course syllabus
  • Identifies the eligibility requirements for students
  • Clarifies the academic responsibility of registered students
  • Communicate drop dates & withdrawal (W) dates for the course

Student Eligibility Criteria
WSU places high value on the ability of its school partners to conduct an appropriate assessment of student readiness for concurrent enrollment success. Due to WSU’s 3rd week registration deadline, schools will need to assess student readiness quickly and determine those who need to drop a class or accept a “W” for withdrawal if removed from class at a later date.

• Has 11th or 12th grade standing (or 10th grade for Project Lead The Way classes)
• Demonstrates upper-level academic standing, excellent academic abilities and study habits
• Maintains the attendance requirement of the WSU sponsoring academic department
• Demonstrates the likelihood of earning a B grade or better in the class
• Complies with any special qualifications required by a specific Concurrent Enrollment class (ACT scores or pre-requisites)
• Course matches students’ academic interests or future goals as determined by SEOP
• Receives teacher/counselor recommendation for registering in the concurrent class
• Enrolls in an approved concurrent class section at the time the concurrent registration is allowed

Admissions and Registration Process for Concurrent Enrollment Students
School partners need to ensure that students and parents consider all aspects of concurrent enrollment prior to completing the WSU concurrent admissions and registration process.

Registration Responsibilities for CEP Adjunct Faculty

Accessing Confirmation Roll
• Log onto WSU portal at www.weber.edu using your username and password
• Go to “Faculty” tab to view the “Faculty Dashboard”
• Click on “people” icon next to class description and CRN to open class list
• Verify that you can account for all registered students in your class.

If there are errors, promptly contact the CEP office with student name, W# and CRN for corrections.

Passwords expire after 120 days. If your password no longer works or you have forgotten it, go to concurrent homepage for “log in” directions.

If you are new to Concurrent Enrollment our office will arrange for portal access. It is part of your initial set up as an Adjunct faculty member. If however, you find you do not have access, please call 801-626-7497 for assistance.

If you experience further technical difficulty, contact WSU Computing Support at 801-626-7777

DO NOT DELAY in contacting WSU CEP with registration corrections.

Withdrawing from a Concurrent Course
A student may withdraw from a class and receive a W (withdrawl) on the transcript when requested between the 3rd week deadline and by the withdrawl deadline found on the WSU CEP Master Calendar. Withdrawals require the school site representative to submit a list of withdrawn student names to both the instructor and WSU CEP by the indicate deadline. A student may not withdraw without school assistance. WSU strongly recommends that the school and student carefully assess student readiness before completing a class registration.

School Site Representative must submit in writing as soon as possible and prior to any final WSU grade input those students who leave the high school or have extenuating circumstances (prolonged illness, death in family, etc.) that prohibit the completion of a WSU concurrent class. Submit the written circumstances of each student that warrants their removal from the WSU concurrent registration list to the WSU CEP as soon as possible. On a case by case basis, a final determination of the
Electronic Concurrent Student Admission & Registration Process

Admission for New WSU Concurrent Enrollment Students

- Students must complete an electronic admission application with WSU and pay the one time $30 application fee. **Students must complete the WSU admission process (including paying the application fee) by the second week of each semester. Students must be registered for classes by the third week of each semester to be counted in state funding.**

- Check the CEP Master Calendar [http://departments.weber.edu/ce/concurrent/school/calendar.asp](http://departments.weber.edu/ce/concurrent/school/calendar.asp) for the registration timeline. WSU has scheduled a registration timeline to coordinate with each school’s term start and end date. Registration deadlines are FINAL.

- Students will receive an Official WSU Admission letter three to five business days after application and payment are received.

Registration

- Students must meet course pre-requisites prior to registration

- All WSU concurrent students must be registered by the 3rd week of the semester (requested by Utah State Board of Regents). See the CEP Master Calendar for specific high school dates for each semester.

- Each school will supervise the student registration process to assure student eligibility and accuracy in course selection. WSU will not accept registrations after the 3rd week of the semester.

- Each school is required to maintain a record of the parent’s signature for each registered concurrent student demonstrating parental support of earning a permanent WSU transcript (Requested by Utah State Board of Education).

- Student name, SSID, Social Security Number, and date of birth must be accurate for USOE report.

Student’s WSU status will be reached by WSU and processed accordingly.

Students who fail to accept the responsibility of maintaining their academic rigor for a concurrent class are not deemed eligible for a student registration removal after withdrawal deadline.

Student’s Loss of WSU Academic Standing

Registered WSU concurrent students generate a permanent WSU transcript. This requires careful explanation to students so they understand the negative impact created by poor grades earned in a concurrent class.

Impact on Student

Students who earn a cumulative Concurrent Enrollment grade point average below a C- (2.0) will loose good academic standing. They will receive an official WSU letter of academic warning or probation depending on the circumstances and be warned of some of the difficulties they may experience when they continue with their college education. These students must raise their cumulative Concurrent Enrollment or collegiate GPA to 2.0 to regain their good standing.
status. Generally we recommend that the student in this situation not be encouraged to enroll in another concurrent course.

**Impact on State Funding Allocations**

The State only pays for the student to take a course one time in Concurrent Enrollment. Students may not retake a course for a better grade until they have graduated high school and are paying full tuition at WSU.

**When in Doubt…….**

When an instructor and site representative believe a particular concurrent class would be beneficial for a student who has received a WSU loss of academic standing, they are encouraged to work with the school counselor and then contact WSU CEP. On a case by case basis, WSU CEP is willing to reassess a student’s eligibility.

**Special Program Issues for Concurrent Students**

**Fees:**

The state, through its Concurrent Enrollment budget, will cover grade and credit-recording fees for public high school Concurrent Enrollment students attending high schools or ATCs. Determined by the mode of delivery, this allocation will be split 60-40% based on where the course is taught. Courses taught at the high school will receive 60% funding. Courses originating from WSU will receive 60% of the funding. WSU CEP will negotiate its fees with the USRB rather than with a specific district. All WSU Concurrent Enrollment students must complete the WSU admission process and pay the one-time $30 application fee.

**WSU Student Schedule and Welcome Packet:**

The concurrent class schedule is part of the WSU Concurrent Enrollment welcome packet that is sent to the home of every first-time Concurrent Enrollment student. Additional materials provide tips for success, a glossary of academic terms and WSU contact information.

A student will receive a WSU class schedule for each successive term he/she is registered for a concurrent class which will be sent to his/her home address. Students should be encouraged to keep the class schedules in their WSU welcome packet as a reference until after they are matriculated into a college or university. Also, students should be strongly recommend to visit their eWeber student portal to verify classes in progress for accuracy and to promptly contact the teacher or Site Representative if an error is discovered.

*If a student does not receive a class schedule it could mean their registration was not officially processed by WSU.*

**Student Deadline to Challenge WSU Concurrent Records:**

Concurrent students need to check their WSU transcript after each term using their WSU portal. A student has six months from the end of the semester of the grade to review their transcript and initiate changes.

**FERPA (Family Education Rights & Privacy Act of 1974)**

WSU Concurrent adjunct faculty must understand they are held accountable for maintaining the privacy of student concurrent records as covered by FERPA. The specific language of the WSU FERPA policy can be found at http://departments.
Accuplacer Test Information
In certain Concurrent Enrollment course (such as English 1010) students must meet given requirements in order to participate. One such requirement is to have an ACT score of 17 or higher on both the English and Reading sections. Given that some students do not achieve this score, and given that the ACT test is given at certain times of the year, the English Accuplacer test may be a more viable option.

Students must achieve a score of 90 or higher on both the Reading Comprehension and the Sentence Skills section of the English Accuplacer test in order to be eligible to take the concurrent English 1010 course. The English Accuplacer test can be taken at the Ogden or Davis WSU campus. The student will need his or her W# to take the test and a picture ID. Students can call the Ogden testing center at 801-626-3532, the Davis testing center at 801-395-3495, or go online to www.weber.edu/accuplacer for specific information and directions. Eligible scores (ACT or Accuplacer) must be in place prior to registration.

International Students
In order for an international student to participate in Concurrent Enrollment, the Responsible Office (RO) or the Designated School (DSO) of the respective high school needs to write a letter on school letterhead on behalf of the student indicating the following:
- The school is aware and agrees to the participation of the student in the WSU Concurrent Enrollment program
- The student has either a “J” or “F” Visa
- The student is currently “in status”

The student must complete the International Student application and submit it along with this letter. The application can be obtained at the following URL address: http://www.weber.edu/SIS/International_Admisions.html. For questions or information concerning enrollment please contact the International Student Office at 801-626-6853 or email at sis@weber.edu

International Student Services
Weber State University
1130 University Circle
Ogden UT 84408-1130

Undocumented Students

Social Security Numbers and WSU ID:
Students who do not have a Social Security Number must fill out a paper application to avoid the required SSN. Students need to submit the paper application and the $30 application fee to the WSU admissions office: Student Service Building 201.
Please call the admission office at 801-626-6743 to have a paper application mailed to the high school or students’ home.