

Using the following guidelines, please fill out page 2 of the proposal with the appropriate information. Submit both pages either copied back-to-back or stapled together.

- **Concurrent enrollment credit will not be offered for a high school course. Instead, it will be offered for a standard Dixie State University course that uses the University syllabus, objectives, and approved text. The CE section may have to be limited to those students enrolling for concurrent enrollment credit. If at all possible, the course should be taught within a traditional semester timeframe rather than a year long class. All MATH and ENGLISH offerings must be taught in a semester and 100% of students in the section must be enrolled for university credit.**
- **Concurrent enrollment requests are limited to those courses on the Concurrent Enrollment Master List where all applicable standards apply. All students enrolling must meet the CE enrollment standards including but not limited to Junior or Senior status at the high school, a minimum 3.0 high school GPA, and appropriate placement scores shown through either the ACT, Accuplacer, or other approved standardized testing. Concurrent Enrollment courses must be part of the student's CCR plan. If the course requested is not on the master list, contact the district concurrent enrollment director for the proper procedures and deadlines for submitting master list requests for the next available school year.**
- **Proposals for concurrent enrollment courses will go through an approval process that includes endorsement by the school principal (in consultation with school counselors), the district concurrent enrollment director, with endorsement by the district superintendent. The district Concurrent Enrollment Director will then deliver the proposal to the Concurrent Enrollment Director at DSU who will complete the process by taking the proposal through the appropriate department chair and dean. DSU will then notify the WCSD Concurrent Enrollment Director and high school of the approval status of the course.**
- **High school teachers must be approved as university concurrent enrollment instructors and will meet the same qualifications as any university adjunct faculty. As a general rule, this includes a minimum of a Master's degree in field. Please provide a copy of their degree transcripts, both bachelor's and master's, and teaching endorsements/certifications, as well as a current resume with this document detailing teaching experience. A course is only approved with a qualified faculty member and the approval will not extend to future faculty. Any faculty changes require a new proposal form to be submitted.**
- **Approved high school instructors will work directly with university department chairs when preparing syllabi, course instruction and getting approval on textbooks. Assigned university faculty will serve as liaisons to the high school instructors, providing assistance and evaluating the course and instructor according to the evaluation schedule at DSU. Proposals ideally should be submitted no later than March 1 for offering the next school year.**
- **Turn to page 2 and complete the required information.**

