

Snow College Concurrent Enrollment Policies and Procedures

In an effort to promote academic success and collegiate educational opportunities to academically prepared students in our service region and at other small and rural schools, the Snow College Concurrent Enrollment program offers college courses that are rigorous and engaging, lead to meaningful credit, and promote the value of higher education.

The Utah Board of Regents Policy R165 (<https://higheredutah.org/policies/policyr165/>) and the Utah Concurrent Enrollment Handbook (https://stepuputah.com/files/CE/CE_handbook_2018.pdf#a=) contain most of the procedures which guide the operation of concurrent enrollment programs at USHE institutions of higher education. This document highlights some of those policies and establishes additional procedures specific to Snow College.

Concurrent Enrollment (CE) is 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.

State Eligibility Requirements

1. A student must have a current CCR (4-year educational plan) on file.
2. A student must be academically prepared and meet college admissions requirements.
3. Junior or senior standing, freshmen and sophomores (by exception).
4. A grade point average, ACT score, or a placement score which predicts success.
5. Supportive letters of recommendation.
6. Approval of high school and college officials.
7. Appropriate placement assessments for courses such as mathematics and English.
8. Completion of institutionally established prerequisites for a course.
9. Completion of parent permission form.

Snow College Eligibility Requirements

Snow College has established additional CE eligibility requirements designed to help students succeed in college.

1. Student should meet with a Snow College Concurrent Enrollment Advisor before initially enrolling in CE courses.
2. Underclassmen (grades 9 and 10) must complete the following eligibility process:
 - a. Recommendation from counselor (form available online);
 - b. Interview with and recommendation from CE Advisor;
 - c. Counselor submit online exception request.
3. Students must complete the online CE orientation program prior to the first day of class. (This is only required one time.)
4. To ensure that students have an academic plan and are taking concurrent enrollment courses in a strategic manner, students taking nine or more concurrent enrollment credits hours in a semester, or who have earned a total of 12 or more concurrent

enrollment credits, must meet with a Snow College Concurrent Enrollment Advisor to discuss their academic goals.

5. To be eligible for a hybrid version of any CE course, students must be juniors or seniors and:
 - a. Students must complete the online CE Hybrid Orientation prior to the first day of class. (This is only required one time.)
 - b. Counselors must submit an online Hybrid Request Form to enroll a student in a Hybrid class;
 - c. The Hybrid Request Form will be viewed as the student's Add Form, but does not guarantee a spot in the class;
 - d. The Counselor and student must have a plan for student access to recorded lectures; watching Hybrid recorded lectures must occupy a class period on the student's high school schedule; students cannot plan to watch recorded lectures at a location other than the high school or outside the high school's normal hour;
 - e. A student should have already successfully taken at least one CE course in a Face-to-Face or IVC format before trying a Hybrid course;
 - f. Student must complete the online CE hybrid orientation module in Canvas.
6. Students must be in the correct grade level to enroll in a concurrent enrollment course as identified in the Snow College Master list (Snow.edu/ce).
7. If a student earns a failing grade in a Snow College concurrent enrollment course, that student will not be allowed to take any additional concurrent courses from Snow College.
8. Summer classes are restricted to high school students entering their Junior or Senior year.

Course Specific Eligibility Requirements

Some departments have established course specific eligibility guidelines, which are determined by staffing logistics and data relevant to student success.

1. English 1010: Only seniors can enroll in this course.
2. English 2010: Only seniors who have successfully completed English 1010 and are earning a General Education Certificate or Associate's Degree may enroll.
3. GNST 1200: Only seniors who are earning a General Education Certificate or Associate's Degree may enroll. (GNST 1200 is a Snow College-specific course and is only necessary for the Snow College General Education certificate and Associate degree).
4. Humanities (HU) GE credit: student must have successfully completed English 1010 or be concurrently enrolled in English 1010 to take a HU GE.

Enrollment Management

Snow College offers Concurrent Enrollment through a variety of mediums. These enrollment practices are designed to distribute the load throughout mediums so that Snow College can support CE students in their educational goals.

1. In accordance with both the Snow College mission and Board of Regents Policy R165-3.9 which states "Snow CE courses are intended to create a pathway for secondary school

students, particularly in rural high schools, to earn college credits,” each semester students in the Snow service area and at other rural high schools shall be allowed to enroll in Snow College IVC classes two weeks before general registration is opened to students at non-rural high schools. Rural high schools defined as those in the following counties: Beaver, Carbon, Daggett, Duchesne, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Morgan, Piute, Rich, San Juan, Sanpete, Sevier, Summit, Tooele, Uintah, Wasatch, Washington and Wayne.

2. Students must have completed any applicable prerequisite high school courses.
3. Students may be given registration priority based upon their expected graduation date.
4. Students may be given registration priority based upon number of college credits earned.
5. Students are encouraged to take courses face-to-face (F2F) from a qualified Concurrent Enrollment instructor at their schools when possible.
6. Online enrollment will be shut down each semester after the fifth day of class. After that, enrollments can only be done with instructor’s approval.
7. Class rolls for F2F classes will be frozen on October 1 for fall semester and February 1 for spring semester. After those dates, students will not be added to F2F rolls.
8. Students should enroll in a CE course from their service area provider when available.

Miscellaneous

1. Snow College’s IVC schedule does not exactly match any individual high school’s bell schedule. IVC students, therefore, must 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 Snow’s IVC schedule must not take away from the time the student is in the IVC class.
2. High school facilitators are an extension of the professor and are expected to help maintain a healthy classroom environment. Snow College has online training which high school facilitators must complete each year.
3. Students, or their high schools, will be responsible for providing required textbooks for courses.
4. Schools wishing to offer IVC classes with labs (Biology or Chemistry) during the next school year (Fall and/or Spring semester) should nominate a science teacher to conduct the labs by the beginning of April. Snow’s instructors will review the nominated lab TA’s credentials, and then conduct a mandatory training day at Snow College in Ephraim during the first part of August during which TA’s will be trained to perform the lab exercises. This training may also be completed online in Canvas.
5. Participation in IVC classes through Cisco Meeting Application (CMA) should be used as a last resort. It is the sole responsibility of the student to have sufficient internet speed, equipment and an environment conducive to a positive educational environment. The student is required to complete an IT check prior to the first day of class.
6. Students wishing to apply for completion are required to fill out the graduation form before April 1 of their junior year in high school. The required Foundations course for completion is only available to completers. Students applying for graduation must have at least half the credits needed to complete prior to entering their senior year.

Completers will be given priority registration for Fall IVC sections of ENGL 1010 so they can take ENGL 2010 in the spring.

7. Students may request their expected high school graduation date be changed in their Snow College record one time. A second requested change can only be authorized by the Academic Standards Committee.
8. High Schools may have additional eligibility requirements.
9. Schools that violate these policies will jeopardize their ability to offer Concurrent Enrollment opportunities through Snow College.
10. Appeals or exceptions to these policies and practices should be made to the Snow College Academic Standards Committee.

Approved by the Snow College Curriculum Committee June 24, 2019.