

STEP 3 LEA contacts alternative USHE institution.

Proposed College UU USU WSU SUU Snow DSU UVU SLCC

Proposed College Decision

- The proposed college will offer this course face-to-face for one, two, three, four, five years.
- The proposed college will not offer this course.
- The proposed college will not offer this course face-to-face. An IVC option is available (follow electronic documentation process).

Conditions for offering course

- Course will be taught by an adjunct teacher in the high school.
- Course will be team taught by college faculty and teacher.
- Other :

Proposed institution signs RFR, copies local institution, and returns to LEA.

Concurrent Administrator	Date	Chief Academic Officer or designee (optional)	Date
Institution CE Contact		Phone	Email

Local Institution	CE Contact	LEAs in Service Region
USU	Kevin Shanley 435-797-8177 kevin.shanley@usu.edu	Box Elder, Cache, Carbon, Daggett, Duchesne, Emery, Grand, Logan, Rich, San Juan, Tooele, Uintah. CHARTER: Fast Forward, Intech, Pinnacle Canyon, Terra Academy, Uintah River.
WSU	Nicole Butler 801-626-7297 nicolebutler1@weber.edu	Davis, Morgan, Ogden, Weber. CHARTER: NUAMES, Utah Connections Academy*, Utah Military Academy.
SUU	Brodee Nelson 435-865-8035 concurrentenrollment@suu.edu	Beaver, Garfield, Iron. CHARTERS: Success Academy/Cedar City.
Snow	Mike Daniels 435-262-7007 mike.daniels@snow.edu	Juab, Millard, North Sanpete, Piute, Sevier, South Sanpete, Tintic, Wayne.
DSU	Kevin Simmons 435-652-7671 kevin.simmons@dixie.edu	Kane, Washington. CHARTER: Success Academy/St George, Tuacahn.
UVU	Spencer Childs 801-863-8939 spencer.childs@uvu.edu	Alpine, Nebo, North Summit, Park City, Provo, South Summit, Wasatch. CHARTER: American Leadership Academy, Athenian eAcademy†, Freedom Preparatory Academy, Karl G Maeser Prep, Liberty Academy, Lumen Scholar Institute†, Merit College Prep, Pioneer HS for Performing Arts, Rockwell, Roots, UCAS, Walden.
SLCC	Brandon Kowallis 801-957-6342 Brandonkowallis@slcc.edu	Canyons, Granite, Jordan, Murray, Salt Lake, Tooele (select CTE courses). CHARTER: American Academy of Innovation, American International School of Utah, American Preparatory Academy, AMES, Beehive, City Academy, East Hollywood, Itineris, Mountain Heights Academy*, Paradigm, Providence Hall, Real Salt Lake Academy, Spectrum Academy, Summit Academy, Utah Virtual Academy*, Vanguard Academy.

* High school has administrative offices in one institution's service region, but are statewide online charter schools.

† High school has administrative offices in one institution's service region, but has multiple physical locations across the state.

COMMENTS ON THE PROCESS

1. A USHE local institution cannot refuse to grant permission for a LEA to seek other USHE institutions to offer a class. The local institution can only indicate it gives up the right to offer the course for a number of academic years after which a new RFR is required.
2. The proposed institution is not obligated to offer a class. LEAs may have to contact more than one institution to find a secondary partner.
3. It is common for an institution to sign a RFR for a single year; however, if the institution is confident it will not offer a class for a number of years, that institution can approve an RFR for up to five years. This consideration is highly valuable in instances where a LEA must purchase textbooks for a class, ensuring that investment will be used for more than one year.
4. One RFR covers the course(s) listed for all high schools within a LEA.
5. For Right of First Refusal situations where the RFR is deemed not necessary because a) the local institution will offer the course, or b) the local institution does not offer the course to begin with, the Concurrent Enrollment program administrator is typically the only person signing for the USHE institution.
6. If the local institution waives offering the class for one, three, or five years, the CE administrator, department chair, dean, and chief academic officer generally sign the agreement. If a proposed institution declines offering a course, there may be one (CE administrator) to four signatures.
7. Historically, a principal or assistant principal signs for a high school; teachers do not sign RFR agreements. The superintendent, associate superintendent, curriculum director, or CE coordinator sign for the LEA. One LEA signature alone will suffice as approval for the RFR.