

**Utah System of Higher Education  
Right of First Refusal Agreement for Face-to-Face Concurrent Enrollment Courses for Academic Year 2020-21**

Purpose: This form is used when a local institution will not offer a face-to-face CE course requested by the LEA.

Each USHE institution has the responsibility for offering concurrent enrollment courses within their designated service region per Regents' Policy R315 (see page 2). If the local institution chooses not to offer a concurrent enrollment course, a LEA may ask another USHE institution to provide the course. The USHE local institution shall indicate in writing whether it will offer the requested course within 30 days of the LEA contact and request. This form documents this process. Signed copies of the agreement should be kept on file by both USHE institutions and the LEA for five years.

NOTE the following:

- An RFR is not necessary for a fully online CE course (no place- or time-specific requirements).
- CE courses offered via IVC have a separate RFR electronic documentation process.
- Do not use this form for LEA CE instructor qualification appeals.

**STEP 1 LEA identifies CE course and local institution.**

Prefix/No. College Course	Title of College Course
Public Education Core Code	Title of Public Education Course

LEA	LEA CE Contact	
	Phone	Email

High School(s) wishing to offer course:

Local institution	Institution CE Contact	
	Phone	Email

Date local Institution was contacted

_____	_____	_____	_____
LEA Concurrent Enrollment Coordinator	Date	LEA Superintendent (optional)	Date

**STEP 2 Local USHE institution provides explanation of why the course will not be offered for CE and waives the right to offer course for CE.**

**Reason local institution will not offer course:**

- The course is not offered by the institution.
- The course is not offered for concurrent enrollment at this time.
- The course is no longer offered for CE/recently discontinued.
- The department does not have the capacity to supervise the CE course.
- Schedule conflict - LEA schedule does not include enough contact hours to cover the college curriculum.
- Other:

**Local institution waives the right to offer the course for CE:**

- Another USHE institution may offer this course for  one,  two,  three,  four,  five years. LEA will have to seek new RFR thereafter.

_____	_____	_____	_____
Concurrent Administrator	Date	Chief Academic Officer or designee (optional)	Date

**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. CHARTERS: NUAMES, <a href="#">Utah Connections Academy*</a> , 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 <a href="mailto:mike.daniels@snow.edu">mike.daniels@snow.edu</a>	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, <a href="#">Lumen Scholar Institute*</a> , 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, <a href="#">Mountain Heights Academy*</a> , Paradigm, Providence Hall, Real Salt Lake Academy, Spectrum Academy, Summit Academy, <a href="#">Utah Virtual Academy*</a> , 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.