**Utah System of Higher Education  
2020-21 Appeal of Concurrent Enrollment (CE) Adjunct Instructor Qualification**

**Purpose:** This form is used by an LEA to appeal a local institution decision regarding a public educator’s qualification to teach CE course(s).

Regent policy R165 *Concurrent Enrollment* outlines the academic qualifications to approve LEA employees as eligible CE instructors based on Utah Code 53E-10-302. If a designated service area USHE institution determines an LEA employee is not qualified to teach a concurrent enrollment course and the LEA has exhausted all administrative remedies available at the institution, the LEA may appeal the decision in writing to the Commissioner of Higher Education within 15 calendar days of the institution’s final decision.  The Commissioner shall appoint an appeals committee consisting of the associate commissioner for academic affairs and two USHE chief academic officers who are uninvolved in the decision being appealed. The appeals committee will review the LEA’s appeal and the institution’s decision. NOTE: *The appeals committee can evaluate whether an educator meets the statutory academic requirement of a master’s degree or 18 graduate credits in the academic field or, for CTE courses, a degree, certificate, or industry certification in the academic field. The committee cannot evaluate qualifying experiences, which are determined at the discretion of an institution, except to affirm the institution is applying qualifying experience equitably across all educators.*

* The institution and LEA will provide the appeals committee with any material documents and information necessary for a complete review. The committee may request additional documentation or information as necessary.
* The appeals committee will provide a recommendation to the Commissioner, which may include affirming or reversing the institution’s decision.
* The Commissioner shall make a final decision and issue it to the institution and the LEA in writing.
* After the Commissioner has issued a decision, there will be no further appeals or reviews.

This form documents the appeal process. Signed copies of the appeal decision will be kept on file by the commissioner’s office for five years.

DIRECTIONS: Retain fill-able MS Word format. Once LEA section is completed, email form to CE Director at local institution. Local institution must complete its section within 10 business days, then email form to [cgrua@ushe.edu](mailto:cgrua@ushe.edu). USHE staff may contact LEA and/or local institutions for additional information.

**LEA EDUCATOR**   
LEA       LEA Contact       Phone       Email

Educator Name       CE Course(s) Educator Wishes to Teach        
Highest Academic Award Held       Award Subject/Title        
If educator has earned graduate credit but has not earned a master’s degree, number of graduate credits earned:       Discipline:        
*Please attached the educator’s vita*.

Date local Institution was contacted       Date local Institution decision was received

Brief explanation why LEA feels educator meets academic qualifications for class(es):

             
LEA Contact (*digital signature or typed name*) Date       LEA Superintendent (optional) Date

**LOCAL INSTITUTION DECISION**   
Local Institution       Local Institution Contact       Phone       Email

Briefly explain why LEA educator does not meet institution’s adjunct standards:

Local institution minimum academic qualifications to teach the CE course(s):

To meet minimum academic qualifications to teach the CE course(s), educator would have to:

Summary of Local Institution Decision:

Local Institution CAO (*digital signature or typed name*) Date       Local Institution CE Director Date

**USHE APPEALS COMMITTEE RECOMMENDATION**

Date of Committee Meeting:        
  Local institution decision is affirmed.  
  Local institution decision reversed. Educator is approved to teach the following classes:

     .

Local institution decision is reversed subject to the following conditions:      .

Other:

Brief explanation of committee recommendation:  
       
  
  
             
Julie Hartley Date             Date

Associate Commissioner, Academic and Student Affairs Committee Member 1, Chief Academic Officer,

      Date        
Committee Member 2, Chief Academic Officer,

**COMMISSIONER DECISION**   
       
  
Date commissioner’s decision was sent to LEA and local institution:

        
David R. Woolstenhulme Date        
Interim Commissioner of Higher Education