

How to Create New CE Courses

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Utah State Board of Education



**UTAH
SYSTEM OF
HIGHER
EDUCATION**

What courses can be CE courses?

- Per USHE statute, institutions offer:
 - GenEd, CTE, and select gateway courses (ex. Intro to Education).
 - Emphasis on highly transferrable courses
 - Must assist students in earning post-secondary certificate or degrees (prereq, required, or elective)
 - With exception of Bridge language courses, CE courses are introductory level (1000 and 2000 level)
 - May only offer course that correspond to HS courses typically taught in grades 11 and 12.
 - May NOT offer developmental or remedial courses

What courses can be CE courses?

- Per State Board Rule, CE courses must:
 - Contribute toward HS graduation
 - Shall be limited to courses in:
 - English;
 - Mathematics;
 - Fine arts;
 - Humanities;
 - Social Science;
 - World Languages; and
 - Career and Technical Education.
 - NOTE: Health is excluded from the list.
 - May NOT offer a course typically taught in grade 9 or 10.

What courses are offered?

- 75% earned CE credit is GenEd credit
- Top enrolling course: ENGL 1010

# IHEs Offering	Subject	Number	Course Title	GenEd	CTE	No. Enrollments	Earned_credit
8	ENGL/WRTG	1010	Intro to Writing: Academic Prose	C		10069	28569
7	BUS/BUSN/FCSE/FIN	1010/1021/ 1050/1060/ 1210/1350/ 1750/2870	Personal Finance	Varies		7000	20601
7	MATH	1050	College Algebra/Precalculus	QL		5704	21372
7	ENGL/WRTG	2010	Intermediate Writing	C		5213	15189
6	HIST	1700	American Civilization	AI		3794	10755
6	CHEM	1010/1015	Introductory Chemistry/Lab	Varies		3689	7571
7	POLS	1100	United States Government and Politics	AI		3637	10455
7	PSY	1010	Introductory Psychology	SS		3459	9708
5	MAT/MATH	1010	Intermediate Algebra	Prep		3380	12420
6	MAT/MATH	1030	Intro to Quantitative Reasoning	QL		3087	8574

What courses are offered?

- Top enrolling course: LA 11-12 CE

Subject	Number	HS Course	Core/ Elective	No. Enrollments	Earned Credit
ENGL/WRTG	1010	LA 11-12 CE	Core	10069	28569
BUS/BUSN/ FCSE/FIN	1010/1021/ 1050/1060/ 1210/1350/ 1750/2870	General Financial Literacy CE (Finance CE)	Core	7000	20601
MATH	1050	Precalculus Elective CE	Elective	5704	21372
ENGL/WRTG	2010	Expository Writing 2 CE	Core	5213	15189
HIST	1700	American Civ CE OR Social Studies Elective*	Varies	3794	10755
CHEM	1010/1015	Chem with Lab CE OR Chem No Lab CE**	Varies	3689	7571
POLS	1100	U.S. National Government CE	Core	3637	10455
PSY	1010	Psychology Elective CE	Elective	3459	9708
MAT/MATH	1010	College Prep Math CE	Elective	3380	12420
MAT/MATH	1030	Math. Decision Making for Life CE	Elective	3087	8574

*HIST 1700 taught for one year = American Civ core credit

*HIST 1700 taught for one semester = Social Studies elective credit

**Lab-based science is core credit; science without lab is elective credit

What's the CEML?

- Per statute, USHE and USBE will jointly approve courses to be offered for CE.
- Approved courses are listed on the CE Master List, or CEML.
- There is a new CEML every school year.
- Only CE earned credit from courses listed on the CEML – for that school year – are reimbursed from state CE funds.

How to create a new CE course...

- **STEP 1** An LEA and/or a USHE institution identify courses that might be, from both a public and higher education perspective, appropriate CE courses.
- **STEP 2** Confirm the course meets all PE and HE requirements for CE. In addition, they confirm:
 - If the high school course is core credit, there is a 90% match of content covered.
 - If the high school course is elective credit, there should be an 80% match.

How to create a new CE course...

- **STEP 3** Gather information on both courses:
 - college course description, assessments, learning outcomes, textbook, lecture schedule
 - USBE 11-digit cactus code and title, credit type
- **STEP 4** Enter course info into the electronic *Concurrent Enrollment Course Submission Proposal*
- **STEP 5** Filling out a table that compares the public education strands and standards to the higher education learning outcomes.

How to create a new CE course...

- **STEP 6** Submit to USHE for review.
- **STEP 7** USHE forwards proposals to a USBE curriculum specialist for review.
- **STEP 8** Specialist renders alignment decision to:
 - Approve
 - Deny
 - Defer

Generally, specialists write notes to explain decision.

How to create a new CE course...

- **STEP 9** Decision is recorded on next year's CEML.
- **STEP 10** New CEML is published.

Annual CEML Dates

Annual statutory deadline to delete or edit ... Or add a course to CEML for the NEXT school year:

November 15.

Next school year CEML is published:

mid-December (if the stars align)

CEML 22-23

- Find CEML under CE Advising Tools at utahce.org:

Concurrent Enrollment resources

Resources for CE administrators, counselors, and advisors



+ CE Annual Reports

+ Administrator Forms

– **CE Advising Tools**

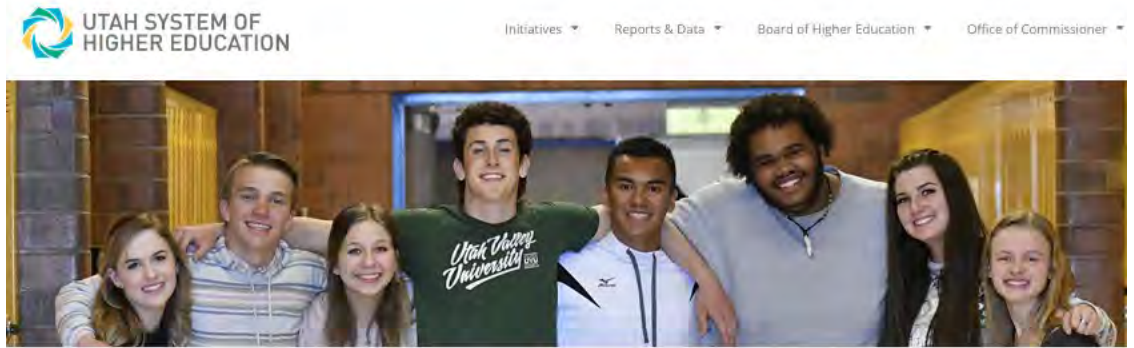
[CE Advisors at Utah System of Colleges and Universities](#)

[CE Master List](#)

[CE General Education Pathway](#)

CEML 22-23

- Find CEML under CE Advising Tools at utahce.org:



Concurrent Enrollment Master List

Explore the list of all CE classes available in Utah. Search by CE classes offered by each USHE institution. Search by your school district or charter to view courses available from the institution(s) that partner with your district/charter. Not every class is available at every high school. Meet with your counselor to learn which classes are offered at your school, finalize your choices, and enroll in CE classes.

Download Filter Key:



Items with this icon next to them are 'download' filters

- 2022/2023 - Downloads the entire list for the 2022/2023 school year
- Filtered - Downloads any filtered results on the screen

2021/2022 2022/2023 No additional filter

- 2021/2022
- 2022/2023
- Filtered

Search:

INSTITUTION	PREFIX	NUMBER	GEN ED CODE	TITLE	CORE CODE	CORE TITLE	
Dixie State University	ACCT	1010		Applied Business Accounting	32020013010	Accounting I CE	More Info
Dixie State	ACCT	2010		Financial Accounting	32020013020	Accounting II CE	More Info