



# UNIVERSITY OF BRIDGEPORT

## POLICY AND PROCEDURE

---

**TITLE:**

**Concurrent University Enrollment**

### **POLICY STATEMENT:**

The University of Bridgeport's Concurrent University Enrollment (CUE) Program is an opportunity for high school students to earn college credit while attending classes at their high school. Registered students who complete CUE Program courses will be awarded University of Bridgeport academic credit as if they had taken the same course on campus. The CUE Program requires a partnership agreement with the high school the student attends. The application for partnership is available to high school administrators in the CUE program packet: <https://www.bridgeport.edu/files/docs/academics/cue/de-ecc-program-packet.pdf>.

CUE program teachers, employed within partnering high schools, are considered UB Affiliated Adjunct Faculty (non-paid) members and receive many of the academic privileges granted to UB faculty. CUE Program teachers receive a UB email account and a UB ID number that allows them lending privileges at UB's Wahlstrom Library (located at the corner of Park Avenue and Linden Avenue); via a proxy server, CUE Program teachers can also access resources in the Digital Library on campus or from home seamlessly. Additionally, CUE Program teachers may utilize many academic and professional services on campus.

Students in CUE courses attain a University of Bridgeport college transcript record of their completed coursework, including the earned grade and quality points for the course. Transferability of the course to other institutions is subject to the policies of those other institutions.

### **PROCEDURE DETAILS:**

All UB CUE program high school teachers must go through a certification process prior to the beginning of each academic year to obtain (or maintain) status as a teacher of a course which awards UB academic credit to registered students. New CUE high school teachers must complete the following process:

1. Submit the UB DE/ECC Program Teacher Application.
2. Provide official transcripts for undergraduate and graduate education.
3. Provide a current resume/CV.
4. Provide a course syllabus, including learning objectives, for the UB CUE-affiliated course(s) to be taught.
5. Interview with the UB Faculty Coordinator, Faculty Liaison, and/or Faculty Mentor.
6. Participate in program orientation.
7. Participate in a professional development session at least once every two years.
8. Host the assigned UB Faculty Mentor for one classroom observation per semester.

UB's CUE Program Coordinator and the appropriate Faculty Liaison will oversee the new high school teacher approval process in consultation with the UB Faculty Associate.

Previously certified and returning CUE high school teachers must complete the following process:

1. Resubmit the UB DE/ECC Program Teacher Application with any relevant updates.
2. Provide a current resume/CV.
3. Provide a course syllabus, including learning objectives, for the UB CUE-affiliated course(s) to be taught.
4. Participate in program orientation.
5. Participate in a professional development session at least once every two years.
6. Host the assigned UB Faculty Mentor for one classroom observation per academic year.

Upon completion of this submission process the teacher's qualifications and the course's alignment with the corresponding UB course will be reviewed. If approved, the HS teacher will receive a letter from the UB CUE Program Coordinator that acknowledges the applicant as an "Affiliated Adjunct Faculty" at UB. The course is then certified to award UB academic credit to registered students. The application may be accepted on a provisional basis. In such cases specific conditions for full acceptance and certification will be forwarded to the applicant. If the application is denied, specific reasons for that denial will be forwarded to the applicant and the applicant's principal.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Academic Colleges

Registrar's Office

**HISTORY:** Adopted 2016 by University Senate

<b>EFFECTIVE DATE:</b>	Fall Semester 2016
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academic Affairs
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Major Change Request Form: <https://forms.bridgeport.edu/registrar-forms-major-change-request/>