

**Policy and Procedure****Policy Number: 319****Date: 2/20/2014****Revision Date:****Division/Department: Student Affairs and Academic Affairs****Author(s): Paula Hoffman and Joan Bloemendaal-Gruett****Subject: Post-Secondary (High School) Education Options****Authorities: Minn. Stat. 124D.09 and Minnesota State Colleges and Universities Policy 3.5 and procedure 3.5.1**

**Purpose:** This policy is to govern how high school (post-secondary education options) students earn secondary and post-secondary credit for college courses.

**Policy: Post-Secondary Enrollment Options Program (PSEO)**

Pine Technical College (the College) shall provide opportunities for students to participate in Post-Secondary Enrollment Options Program established by Minnesota State Statues 124D.09. Students shall be admitted according to criteria that promotes progress through college-level coursework and which supports and builds academic growth consistent with the College's and MnSCU board policies and procedures. High school students may earn both secondary and postsecondary credit for courses completed on campus, at the high school, or at another location.

The policy also applies to corresponding Wisconsin dual enrollment efforts.

Enrollment of PSEO students in courses at the College shall be allowed on the basis of available space as defined by the college. The college may identify courses that are not PSEO eligible.

PSEO students are expected to perform to the College's academic and student conduct standards.

**Subpart A. Enrollment on Campus**

Enrollment of PSEO students in courses at the College shall be allowed on the basis of available space as defined by the College.

Students may be responsible for book and supply costs if eligible material is not returned to the high school or college as appropriate.

**Subpart B. Compliance with Standards**

Students that do not meet satisfactory academic progress after each term shall be suspended from the PSEO program. Students may appeal the suspension to the Student Affairs Office and if approved will be reinstated on a probationary status.



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**Subpart C. Developmental Courses**

The College does not enroll students in developmental courses through PSEO.

**Subpart D. Summer Session Courses**

The Minnesota PSEO program does not enroll students in summer session courses. High school students seeking summer session enrollment may be eligible to enroll at the College if they meet Post-Secondary Enrollment Options (PSEO) eligibility requirements and expectations and pay for their enrollment. Students admitted under this option are responsible for payment of all tuition, fees, books and supplies associated with their enrollment.

**Responsibilities: Student Affairs and Academic Affairs**

**Dissemination: Web page, shared drive, staff and Academic Affairs**

**Reviewed by Campus Roundtable: 2/24/14**

**Reviewed by Faculty Shared Governance: 3/5/14**

**Reviewed by Managers Meeting: (Insert name of person/group that did the review and the date)**

**Approved:**

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**Robert L. Musgrove, Ph.D., President**

**Date**

## Appendix

### Procedures 319.1

#### Part 1. Definitions

##### Subpart A. Post-Secondary Enrollment Options Program (PSEO)

The Post-Secondary Enrollment Options program is the program established by Minnesota State Statute 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, Minnesota high school students may earn both secondary and post-secondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

##### Subpart B. Concurrent Enrollment Course

A PSEO concurrent enrollment course is a college level course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

##### Subpart C. PSEO Contractual Arrangements (ITV/Distance learning)

A PSEO Contractual or ITV course is a college level course made available through the PSEO program, offered through the College, and taught by a college instructor. Please refer to Policy 207 for ITV/Distance learning policy and procedure.

#### Part 2. Admission Standards and Eligibility

##### Subpart A. 11<sup>th</sup> and 12<sup>th</sup> Grade Student Eligibility Standards

PSEO participation shall be available to juniors and seniors enrolled through a Minnesota high school, home school, or alternative learning center who present evidence of the ability to perform college-level work. Such evidence includes the following:

1. For juniors, 15 years of age or older, class rank in the upper one-third or 66th percentile of their graduating class or an overall grade point average (GPA) of 3.0 or a score at or above the 70th percentile on a nationally standardized, norm-referenced test such as ACT or SAT;
2. For seniors, 15 years of age or older, class rank in the upper one-half or 50th percentile of their graduating class or an overall GPA of 2.5 or higher or a score at or above the 50th percentile on a nationally standardized, norm-referenced test such as ACT or SAT;

3. PSEO applicants choosing to enroll in college courses, including PSEO concurrent enrollment courses, must meet academic program placement and minimum course placement requirements listed unless otherwise noted in contractual agreements;
4. If the applicant does not meet class rank or GPA requirements or if the high school/home school does not have a class rank, documentation of a recommendation must be provided by the high school counselor, principal or instructor attesting to the applicant's ability to perform at the College level.

### **Subpart B. Career and Technical Education – 10<sup>th</sup> Grade Student Eligibility Standards**

A student who is in 10<sup>th</sup> grade and has attained a passing score on the 8<sup>th</sup> grade Minnesota Comprehensive Assessment (or subsequent legislatively defined criteria) in reading and meets the other course prerequisites or course enrollment standards established by the College, including but not limited to assessment test scores, program admission, or other requirements, may enroll in a career or technical education course at the College. If the student receives a grade of C or better in the course, the student shall be allowed to take additional career or technical courses in subsequent terms. A career or technical course is a course that is part of a career or technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skill needed to prepare for further education and careers in current and emerging professions and provides technical skill proficiency, an industry recognized credential, and a certificate, diploma, or an associate degree.

11<sup>th</sup> and 12<sup>th</sup> grade students may be eligible under this provision if they do not meet outlined eligibility criteria established above (Part 2, subpart A).

A student who first enrolls under this provision who wishes to enroll in subsequent general education courses must meet assessment for course placement standards prior to enrollment. Students admitted under this provision are required to meet with an advisor/student affairs representative prior to enrollment.

### **Part 3. PSEO Student Support Enrollment and Performance**

#### **Subpart A. Student Support**

1. PSEO students will be provided with information that describes academic and student supports offered at the College
2. PSEO students will be provided with information that outlines student responsibilities, including their responsibility to communicate with their high school about their academic performance offered through PSEO.

#### **Subpart B. Student Performance and Program Effectiveness**



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The College collects data about the performance of each student enrolled in courses through PSEO for use in monitoring student progress and measuring PSEO program effectiveness. These data shall be reported to the MnSCU Office of the Chancellor and to Minnesota Department of Education, as requested.

## **Part 4. PSEO Offered Through Concurrent Enrollment Courses**

### **Subpart A. Definition**

As defined in MnSCU Policy 3.5, a PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. As specified in Minnesota Statute 124D.09, concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses.

### **Subpart B. PSEO Concurrent Enrollment Courses**

PSEO concurrent enrollment courses shall be college-level courses approved through the College curriculum process, shall meet institutional standards required for accreditation, and shall follow the College-approved course outline.

### **Subpart C. Concurrent Enrollment Agreements**

The College and each school district wishing to offer one or more concurrent enrollment courses shall complete an agreement, signed by the appropriate representative of each party, which shall, at a minimum, address:

1. Qualifications and responsibilities of high school instructors as defined in Subparts E and F of this procedure, including documentation of high school teacher qualification;
2. College support to be provided to the instructor as defined in Subpart D of this procedure;
3. Other resources, such as laboratory space and course materials, needed to support quality concurrent enrollment teaching and learning;
4. Compliance with student participation requirements as specified in Part 2 of this procedure;
5. Financial arrangements for offering the course(s); and
6. Duration of the agreement and frequency of its review, which shall be at least annually.

The form of the agreement between the College and a district and the financial arrangements for delivering concurrent enrollment courses shall be in conformance with system-determined practices for concurrent enrollment agreements that exist at the time the agreement is signed.

### **Subpart D. PSEO Concurrent Enrollment Instructor Support**

For each high school teacher approved to provide PSEO instruction as a concurrent enrollment instructor, the College shall:

1. Provide a college faculty member who shall communicate regularly with the concurrent enrollment instructor and monitor assignments, exams, projects, student academic achievement, and instructional effectiveness to ensure that the course meets the learning outcomes contained in the course outline approved by the College and that students are held to college-level standards; and
2. Provide each concurrent enrollment instructor with a required orientation to the concurrent enrollment program and on-going opportunities to participate in appropriate campus-based and/or program-specific faculty development activities.

### **Subpart E. PSEO Concurrent Enrollment Instructor Designation**

Designation of a high school teacher to be a concurrent enrollment instructor requires:

1. Completion of an application by the high school teacher;
2. Approval by the teacher's principal as part of the application; and
3. Approval by the College after consultation with faculty in the relevant discipline, consistent with Subpart F of this procedure.

Participation in a concurrent enrollment program by a high school teacher shall require compliance with all expectations for communicating with the College faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in Subparts C and D of this procedure.

### **Subpart F. PSEO Concurrent Enrollment Instructor Qualifications**

The minimum qualification for concurrent enrollment instructors shall be those determined by the College, consistent with the system-established credential fields and minimum qualifications for faculty designated in MnSCU Board Policy 3.32 and System Procedure 3.32.1, College Faculty Credentialing.

When no teacher in the high school meets these qualifications, the partners shall explore a variety of options for providing access to courses through the PSEO program, including:

1. On-line courses taught by college faculty members;
2. On-campus college courses; and
3. College courses offered by a college faculty member in the high school.

If the partners determine that none of these options is feasible, and with the approval of the College and the school district as specified in Subpart E of this procedure, a teacher who does not meet the minimum qualifications may be approved to teach a concurrent enrollment course based on evidence of a combination of substantial teaching experience, advanced coursework appropriate to the discipline, and/or other relevant experience and expertise.

Approval to teach a PSEO concurrent enrollment course on this basis may be made contingent upon:

1. Completion of additional graduate coursework;
2. Field experiences; or
3. A program of structured independent study appropriate to the discipline or credential field within mutually agreed upon time parameters.

A high school teacher who was approved as a concurrent enrollment instructor prior to November 10, 2008 may continue to teach the same course or courses at the discretion of the College after consultation with the faculty member assigned to work with that high school teacher.

An annual report of high school teachers approved by the College as concurrent enrollment instructors shall be provided to the Office of the Chancellor. The report shall include the total number of concurrent enrollment instructors, the number of concurrent enrollment instructors who do not meet the minimum qualifications, and information about the basis for approving those concurrent enrollment instructors who do not meet minimum qualifications.

### **Subpart G. Students in PSEO Concurrent Enrollment and Courses by Arrangement**

PSEO concurrent enrollment or courses by arrangement shall not simultaneously enroll PSEO and non-PSEO high school students except as provided in Subpart H of this procedure. Arrangement course support and requirements shall be outlined in a contract to include the College and high school's responsibilities. Arrangement courses can be located off-campus, through alternative delivery methods or at the high school. Arrangement courses will be taught by College sanctioned instructors.

### **Subpart H. PSEO Concurrent Enrollment Exceptions**

A high school that wishes to have the College offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to PSEO students, may request approval for an exception from the president of the College. The president shall approve or deny the request after the appropriate college consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:

1. PSEO students shall be the majority (over 50%) of the students in the course; and
2. The concurrent enrollment instructor and college faculty member shall ensure that all PSEO students are held to college-level course standards.

An annual report of all concurrent enrollment exceptions granted by the College shall be provided to the MnSCU Office of the Chancellor and shall include information about efforts made to reduce the number of exceptions approved.

Please refer to Pine Technical College Policy 207 for Contractual/ITV policy and procedures.

MnSCU PSEO (Post-secondary Education Options) Guidelines  
National Percentile Ranking for Nationally Normed Exams

Exam	50th	70th	90th
ACT composite	21	24	28
Math	20	24	28
English	20	24	29
Reading	21	24	30
SAT Math	520	580	680
Writing	490	550	650
Reading	500	560	650
PLAN composite	17	19	23
Math	17	19	24
English	16	18	22
Reading	16	19	23
PSAT math	49	55	64
Writing	50	56	66
Reading	48	54	61

It is the intention of the College to follow governing policies and procedures defined by the Minnesota legislature, Minnesota State Colleges and Universities (MnSCU), and Minnesota Department of Education. Eligibility is subject to change without notice.