

3.5.1 Post-secondary Enrollment Options (PSEO) Program Procedures

Part 1. Purpose. In accordance with Minn. Stat. §124D.09 and Policy 3.5, this procedure governs the implementation of the Post-Secondary Enrollment Options program by system colleges and universities.

Part 2. Admissions Requirements for PSEO Students.

Subpart A. 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, class rank in the upper one-third of their class or a score at or above the 70th percentile on a nationally standardized, norm-referenced test;
2. for seniors, class rank in the upper one-half of their class or a score at or above the 50th percentile on a nationally standardized, norm-referenced test; or
3. for juniors or seniors, documentation other than that specified in Part 2, Subpart A1 and Subpart A2 of this procedure of the student's readiness and ability to perform college-level work as determined by the Central Lakes College. This includes:
 1. A High School grade point average of 3.0 or higher for juniors and a high school gpa of 2.5 or higher for seniors or
 2. High School Juniors or Seniors who have completed previous College Level Coursework for College Credit. Including courses completed by Credit by Evaluation, AP, CLEP, Advanced Standing, and DANTES.

Subpart B. Eligibility Review Process. Central Lakes College shall have a process for reviewing evidence presented by students seeking to participate in the PSEO program. This process shall address each of the criteria in Part 2 Subpart A of this procedure and shall include faculty participation as appropriate.

Subpart C. Career and Technical Education. Notwithstanding the eligibility standards established in Part 1 of this procedure, a student who is in 10th, 11th, or 12th grade and has attained a passing score on the 8th grade Minnesota Comprehensive Assessment in reading and meets any the other course prerequisites or course enrollment standards established by the college, completes the accuplacer assessment test and completes a meeting with a CLC Advisor may enroll in a college designated career or technical education course Central Lakes 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 education courses in subsequent terms. A career or technical course is a course that is part of a career and technical education program that provides individuals with coherent, rigorous content aligned with academic standards and relevant technical knowledge and skills 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.

Part 3. PSEO Student Support, Enrollment, and Performance.

Subpart A. Student Support: Central Lakes College shall ensure that PSEO students are provided with information that:

1. describes available academic and student support services and
2. outlines student responsibilities, including their responsibility to communicate with their high school about their academic performance in courses offered through PSEO.

Subpart B. Student Enrollment. Students choosing to enroll in PSEO courses, including PSEO concurrent enrollment courses, shall meet the requirements of Board Policy 3.3 and System Procedure 3.3.1, Assessment for Course Placement, before enrolling.

Subpart C. Student Performance and Program Effectiveness. Central Lakes College shall collect 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 system office.

Part 4. PSEO Offered through Concurrent Enrollment Courses.

Subpart A. Definition. As defined in 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 Minn. Stat. §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. Definition. As defined in Policy 3.5, PSEO Concurrent Enrollment Courses. PSEO concurrent enrollment courses shall be college-level courses approved through the Central Lakes College curriculum process, shall meet institutional standards required for accreditation, and shall follow the college- or university-approved course outline.

Subpart C. Concurrent Enrollment Agreements. Each Central Lakes College and 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 qualifications;
2. college/university 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 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 a district and a Central Lakes College 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 Central Lakes College shall:

1. provide a Central Lakes 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 Central Lakes 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 Central Lakes 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 Central Lakes College faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in this procedure.

Subpart F. PSEO Concurrent Enrollment Instructor Qualifications. The minimum qualifications for concurrent enrollment instructors shall be those determined by the Central Lakes College of record, consistent with the following:

1. The system established credential fields and minimum qualifications for faculty are designated in 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 Central Lakes College faculty members;
2. on-campus Central Lakes College courses; and
3. college and university courses offered by a Central Lakes College faculty member in the high school.

If the partners determine that none of these options is feasible, and with the approval of the school district and the Central Lakes College 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 or university of record after consultation with the faculty member assigned to work with that high school teacher.

An annual report of high school teachers approved by a Central Lakes College as concurrent enrollment instructors shall be provided to the system office. 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 Courses. PSEO concurrent enrollment courses shall not simultaneously enroll PSEO and non-PSEO high school students except as provided in Subpart H of this procedure.

Subpart H. PSEO Concurrent Enrollment Exceptions. An annual report of all concurrent enrollment exceptions granted by a Central Lakes College shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved. A high school that wishes to have a Central Lakes College offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to 11th and 12th grade students who meet the PSEO eligibility requirements may:

1. request approval for an exception from the president of the Central Lakes College to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course; or
2. request approval for an exception from the president of the Central Lakes College to allow non-PSEO students to enroll in that course. The president of the Central Lakes College shall approve or deny the request after the appropriate Central Lakes College consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
 1. PSEO students shall be the majority of the students in the course; and
 2. the concurrent enrollment instructor and Central Lakes 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 a college or university shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved.

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Signature of College President *Larry G. Lundblad* Date 11/10/2012