

Perham High School

Post-Secondary Enrollment Options (PSEO) Program Information and Contract

Postsecondary Enrollment Options (PSEO): The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full- or part-time basis. The tuition, fees, and required textbooks are at no cost to students.

Concurrent Enrollment: Concurrent Enrollment is another dual-credit option that provides high school students with the opportunity to take college-credit bearing courses taught by college-approved high school teachers or college faculty at a high school. High school students may earn both high school and college credit at no cost. At PHS we partner with MState to provide our students the opportunity to earn up to 38 college credits between concurrent and eCHS offerings. Our concurrent course offerings are: General Biology I & II, Human Anatomy & Physiology I & II, Intro to Public Speaking, and College Algebra.

eCHS Options: eCampus in the High School (eCHS) provides PHS access to online college-level courses in several goal areas of the Minnesota Transfer Curriculum and technical course options. Through eCHS, students have the opportunity to remain in their high school setting while taking online college courses that provide rich content and experience with a method of learning they will surely encounter as they continue their education and career aspirations. Courses offered with this option are: College Writing I, Writing about Literature, American National Government, General Psychology, and Developmental Psychology.

Choosing to Participate

The decision to participate in PSEO is an important one, and students should start planning early. The student will be expected to be a responsible, self-starting independent learner. Students and parents should seek out additional information and counseling at the high school AND at the post-secondary institution to ensure that they are making the best choice for themselves and their educational future.

Students and parents should consider the following:

- **High School Graduation Requirements:** Students should meet with their high school guidance counselor and review the courses needed to graduate. Enrollment in an incorrect PSEO class could result in delayed high school graduation, so careful planning and communication with the high school is very important.
- **Academic Ability:** Is the student ready for college-level course work?
- **Maturity:** Is the student mature, responsible and self-disciplined enough to be successful in a college setting? The student will be taking classes with college students of all ages.
- **Scheduling and Transportation:** Will the student be able to manage schedules at two locations and have the transportation means to get to each location?

Eligible Institutions: Post-secondary institutions located in Minnesota include:

- Public post-secondary institutions.
- Private, nonprofit two-year trade and technical schools granting associate degrees.
- Opportunities industrialization centers accredited by the North Central Association of Colleges and Schools.
- Private, residential, two-year or four-year, liberal arts, degree-granting college or university.

Students are allowed to take courses from more than one eligible post-secondary institution at a time.

PSEO Funding: Post-secondary institutions are paid by MDE for PSEO participation at specified rates.

Eligibility: Public School Students

10th-Graders (PSEO): Any public or American Indian-controlled tribal contract or grant student classified as a 10th-grader who meets residency requirements. These students may enroll in one Career or Technical Education (CTE) course as identified by a Minnesota state college or university on the post-secondary campus.

- The student must have received a passing score (proficiency level of “meets” or “exceeds”) on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading. If the student *did not take* the 8th grade MCA, another reading assessment can be substituted if accepted by the enrolling post-secondary institution.

Additionally, the student must also meet the specific course requirements and prerequisites of the CTE course in which he/she wishes to enroll. A student who is refused enrollment by a Minnesota state college or university may apply to an eligible institution offering a career or technical education course. If the student receives a grade of “C” or better in the first CTE course, the student is allowed to take additional CTE courses at the same institution.

11th and 12th -Graders (PSEO and Concurrent/eCHS Enrollment): Any public or American Indian-controlled tribal contract or grant student classified as an **11th or 12th** grader who meets residency requirements. These students, if accepted by a post-secondary institution, may enroll in nonsectarian courses or programs at that post-secondary institution. Each participating college and university sets its own requirements for admission into PSEO or courses and programs.

Post-secondary institutions determine admission standards to participate in specific PSEO programs and courses. School districts do not make this determination. The post-secondary institution also determines the eligibility of a PSEO student to continue in the program if his/her grade(s) falls below a certain threshold. Post-secondary institutions determine the number of post-secondary courses a student can take. This could be one or more courses as allowed by the post-secondary institution for enrollment.

Participation Requirements

To access PSEO, a student must first give up one class at the high school during the core school day. This allows a student to participate on a part-time or full-time basis – and enroll in classes during the day, evening or weekend – in an online or face-to-face setting. If a student wants to take summer classes they will be responsible for the cost.

Tuition Textbooks, Materials, Fees and Equipment

The state will pay for a course only once unless the student fails the course.

In general, students cannot be charged for textbooks, materials or fees that are required for the course or enrollment at the post-secondary institution. However, students may be charged fees in specific situations.

- **Equipment.** If the equipment required for a course becomes the property of the pupil after the course has ended, the post-secondary institution may charge the student for this equipment.
- **Not returning textbooks or materials.** Each pupil is required to return all textbooks and materials to the post-secondary institution after the course has ended. Post-secondary institutions may charge the student a fee for the late return or no return of textbooks or materials.**
- **Placement retest.** Depending on a post-secondary institution’s policy for placement testing, a student may be charged for retesting.

**** If a PHS student enrolls at M State** – PHS has a contract with MState. PHS pays the student’s tuition, textbooks etc. The student needs to return textbooks and materials to the PHS media center when

finished with the items from M State. Consult with other institutions about their policies for returning books.

Credits and Grades

Students must maintain full-time status and meet all Minnesota state standards in order to graduate. Students take the equivalent to 9 high-school credits per year (4.5 credits per half year) or a total of 5 courses each term to maintain full-time status.

Students should work with their high school counselor to ensure courses taken fulfill credit requirements for graduation. This means students will take the same requirements as their PHS peers, but at the college level. When selecting courses, students must be careful to fulfill the subject areas required for high school graduation. If students are unsure if a course will meet requirements, they should check with their counselor or check the MDE graduation standards (<https://education.mn.gov/MDE/dse/stds/>).

The conversion of post-secondary college credits to high school credits has to be a 4:1 ratio. Whatever is considered one year of high school credit in a district for a subject area is equivalent to four college credits. Each college credit is worth .375 high school credits (5=1.875, 4=1.5, 3=1.125, 2=.75, 1=.375).

Credits and grades received at a post-secondary institution are on the student's record and count as courses completed at that institution.

- The post-secondary institution determines if a PSEO student's grades can be expunged from their post-secondary transcript.
- Transferring credits to another institution is dependent upon the transfer rules of that institution.
- Grades are listed on the high school transcript exactly as they are received from the post-secondary institution.

Transportation

Districts are not obligated to provide transportation for PSEO students between the high school and the post-secondary institution.

If requested by the parents or guardians, the school district must reimburse low-income families for certain transportation costs incurred traveling to and from courses held on college campuses. Certain mileage limits apply. Qualifying students (as determined by income levels set by the federal government) will be reimbursed at 15 cents per mile for travel from their homes to the post-secondary institution or from their high schools to the post-secondary institution --whichever is less.

Residential Living

Depending on the college, PSEO students may have the opportunity to reside on campus; however, it is not the responsibility of the school district to pay for living expenses. Living expenses are the responsibility of the student.

Participation in High School Activities

Students participating in PSEO are high school students and should not be prohibited from participating in activities sponsored by the student's high school. Students should consider time required for studying as well as time commitment to the activity. Students should also consider attendance requirements at the institution and class time that may be missed due to the activity.

Students participating in PSEO will be included when determining honors and scholarship lists by the high school. This includes PHS National Honor Society and Honor and Highest Honors awards.

Graduation

Students participating in PSEO are eligible to participate in their high school graduation ceremonies and earn a signed diploma if all requirements have been met. If a student is still in progress at the post-secondary institution toward the completion of graduation requirements, the student will be allowed to participate in the ceremony. The signed diploma will be awarded after college grades are received by the high school.

How to Apply

- **Talk to the high school counselor.** Students should consult with their high school counselor about their interest in post-secondary courses and which requirements are still needed for graduation. Counselors can help students come up with a plan.
- **Be aware of post-secondary admissions requirements and deadlines.** It is the post-secondary institution that determines admissions requirements into their post-secondary courses – not the high school. Post-secondary institutions also set their own application deadlines and timelines for admission.
- Go to the MDE PSEO website: <https://education.mn.gov/mde/fam/dual/pseo/> and fill out the [2021-22 Postsecondary Enrollment Options \(PSEO\) Program Notice of Student Registration Form](#) Once your portion of the form is complete, bring it to the high school counselor to complete section 2.

Many post-secondary institutions create admissions guidelines for PSEO students based on class rank, GPA and/or specific score minimum on a nationally standardized, norm-referenced test (like the ACT, PSAT or SAT).

MState PSEO and Concurrent/eCHS admissions guidelines

- 3.2 or higher GPA as Junior
- 2.8 or higher GPA as a Senior
- Qualifying Accuplacer scores.

Discuss and determine transportation options. See information above.

Decide where to enroll – and which courses to take. There is no list of available PSEO courses available across the state. Students should locate the list of PSEO courses offered by the post-secondary institution where they would like to enroll. Students are responsible to apply to the institution in which they want to enroll. This is not the responsibility of the school district. **It is the student's responsibility to complete all steps of the institution's enrollment process.**

Most post-secondary institutions have their own PSEO webpage and contact information for PSEO coordinators on the college campus. These contacts can help families navigate the admissions process, find or explain classes and schedules, and provide general information. Participation in PSEO is based on space availability in the desired course.

PSEO Program Notice of Student Registration (NOSR form) – Section one must be completed by the student (and signed by the parent if the student is under age 18). Section two requests a signature from the secondary school if the student is determined eligible to apply for participation in the PSEO program. After sections one and two are completed, the post-secondary institution must complete section three. The postsecondary institution will then mail the form to MDE.

Notify your district of your intent to enroll in PSEO by May 30 for the following year. PSEO law states that students should notify their district of their intent to enroll in PSEO courses during the following school year by May 30. **PHS students should notify their counselor by the last day of school

in the spring. PHS requires a parent/student meeting to discuss PSEO to make sure families understand all aspects of PSEO. **PHS recommends this meeting to take place prior to March 30th of the enrolling year. Submit the signature page at the end of this document to indicate your participation in PSEO.** Once you have turned in the signature, you may pursue PSEO enrollment at the post-secondary institution.

Student's responsibility once enrolled in a post-secondary institution

The student is responsible for communicating with the high school counselor before registering for classes each semester to make sure they are fulfilling high school graduation requirements. **The student is responsible for sending copies of their class schedule and final grades to the high school counselor.** Please provide a PDF of the college schedule. The high school counselor will continue to provide career, academic, and personal counseling to the student as needed.

It is the responsibility of the student to find out about important class deadlines and school events (scholarships, senior class pictures, graduation activities etc.). Students are encouraged to use the following to stay up to day on important deadlines:

- Communicate with other peers enrolled at PHS.
- Read the daily announcements posted on the school website.
- Check your PHS email.
- Stop in periodically for information on upcoming events.

Testing – Part-time PSEO students must participate in the State Testing Program (MCAs). Full-time PSEO students are not required to do so. Juniors take the MCA Math test – seniors do not have any test requirements. Juniors have the option to take the ACT in the spring.

Credit Requirement for Graduation from Perham High School **Courses are based on Minnesota Standard Requirements**

Possible total credits = 36
Graduation Requirement = 34

Required English credits = 4 (8 courses)
Required math credits = 4 (8 courses)
Required science credits = 4 (8 courses)
Required social credits = 4 (8 courses)

Other required credits = 4.5 (9 courses)
Elective credits = 13.5 (27 courses)

Grade 9 Requirements

- English 9A
- English 9B
- Algebra IIA
- Algebra IIB
- Algebra IIC
- Physical Science I
- Physical Science II
- Social Studies 9A (civics/citizenship test)
- Social Studies 9B (civics/citizenship test)
- Intro to Public Speaking
- Physical Education 9

Grade 10 Requirements

- English 10A
- English 10B
- Algebra IID
- Geometry A
- Geometry B
- Biology I
- Biology II
- Environmental Studies I
- American History 10A
- American History 10B
- Community Health

Grade 11 Requirements

- English 11A (American literature)
- English 11B (composition)
- Algebra IIIA (pre calculus)
- Algebra IIIB (intro to stats)
- Chemistry I or Physics I
- Chemistry II or Physics II
- World History
- Geography
- Career Readiness

Grade 12 Requirements

- English 12 Elective (literature)
- English 12 Elective (composition)
- Science Elective
- Economics
- American Government

Other required courses

- Technology (1 credit = 2 courses)
- Art (1 credit = 2 courses)
- Physical education elective

****All students are required to complete 16 service hours for graduation.**

Post-Secondary Enrollment Options (PSEO) Agreement

I have read the Perham High School Post-Secondary Enrollment Options agreement. I qualify for the PSEO program offered through _____ and agree to the terms listed within this document. (Name of Post-Secondary Institution)

Student Signature _____ Date: _____

Parent Signature _____ Date: _____

High School Representative Signature _____ Date: _____