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Definitions

**Dual credit:**
Dual Credit allows high school students to earn both high school and college credit by completing courses at their high school and/or college campus. Credit is awarded when the student passes the course. These courses are taught by college instructors and/or high school teachers who serve as adjunct professors. Dual Credit courses can be taught online, at the high school or college campus. Students enrolled in Advanced Placement and International Baccalaureate classes at their high school may also earn dual credit by demonstrating proficiency in yearly exams offered by the College Board and the International Baccalaureate program; acceptance of these proficiency scores for college level credit depends on the policies of each postsecondary institution.

**Dual enrollment:**
Dual enrollment occurs when a high school student is enrolled in a college class and is generating a grade and transcript at both the high school and the postsecondary institution. The term “dual enrollment” is also used to describe students enrolled full time in a traditional school and taking classes after school or in the evening from a state-approved alternative program.

**PSEO:**
An abbreviation that refers to “Postsecondary Enrollment Option”, a program that allows high school students to earn college credit while still in high school through enrollment and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of the postsecondary institution.

**Concurrent enrollment:**
A program that provides high school students with the opportunity to take college-credit bearing courses taught by college-approved high school teachers, generally on the high school campus. The term “concurrent enrollment” is also used to describe students who are enrolled part time in a traditional school and taking classes after school or in the evening from a state-approved alternative program.

**College in the Schools:**
A term often used to refer to concurrent enrollment, and the branded title of the program offered by the University of Minnesota and its several campuses.

**Courses to agreements:**
A course offered at a high school, or another designated location, as specified in an agreement between the a public school board and the governing body of an eligible postsecondary institution under Minnesota Statutes, section 124D.09, Subdivision 10.

**Contract student placement:**
An arrangement between a district and a postsecondary institution to provide instruction for special education students according to their individual education plan (IEP) at the postsecondary institution through a course(s) that does not meet the PSEO course eligibility criteria or if the student is not eligible for PSEO.
MARSS system:
The Minnesota Automated Reporting Student System (MARSS) collects enrollment and demographic student data using a unique student identification system. The system allows the Minnesota Department of Education to track student enrollment and postsecondary enrollment option participation, among other things.

Diploma Program (DP):
The International Baccalaureate Diploma Program (DP) is an academically challenging and balanced program of education with final examinations that prepares students, aged 16 to 19, for success at university and life beyond. It has been designed to address the intellectual, social, emotional and physical well-being of students. Students who meet proficiency levels on final examinations may earn college-level credit.

Middle Years Program (MYP):
The International Baccalaureate (IB) Middle Years Programme (MYP) is intended for students aged approximately 11 to 16 (grades 6–10) It provides a framework of learning which encourages students to become creative, critical and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and to the real world. It intends to prepare students to meet the academic challenges of the IB Diploma Programme and the IB Career-related Certificate (IBCC).
Guidance for Students and Parents

What are the benefits of taking dual credit courses while still in high school?

Dual credit courses offer high school students the opportunity to enroll in rigorous courses that further prepare them for postsecondary education. The Postsecondary Enrollment Options (PSEO) program allows high school juniors and seniors to take courses, full-or part-time, at a postsecondary institution for high school and postsecondary credit. The PSEO program provides students with a greater variety of class offerings as well as the opportunity to pursue more challenging coursework than may be available at the high school. The tuition, fees and required textbooks are at no cost to students. Students may get a jump start on college by earning credits that may be applied toward their postsecondary education.

Concurrent enrollment courses (including “College in the Schools”) provide college-level courses, usually on the high school campus, rather than at the postsecondary institution. Students may earn both high school and college credit, just as they do with PSEO.

Advanced Placement (AP) and International Baccalaureate (IB) courses are another route toward earning postsecondary credit while still in high school. A student participating in these two programs, however, does not generate a postsecondary grade and credit by taking the course. Postsecondary credit is generated by demonstrating proficiency on an AP or IB content-based examination given each spring. Proficiency scores may then be forwarded to a student’s chosen postsecondary institution.

Who is eligible for PSEO courses? What are the participation requirements?

- Any public, nonpublic, home school or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader and accepted by a postsecondary institution may enroll either full or part-time in nonsectarian courses or programs at that postsecondary institution.

- Students participating in cultural exchange programs are not eligible.

- Nonpublic schools are not required to follow all sections of the PSEO law. Students and families attending nonpublic schools are encouraged to discuss the school’s PSEO policy with a counselor or programs advisor well in advance of participation in this program.

- New legislation passed in 2012 under Minnesota Statutes, section 124D.09, allows eligible 10th-grade students to enroll in one Career and Technical Education (CTE) course. In order to be eligible, a 10th-grade student must have taken the 8th-grade MCA reading test in the 8th-grade and have met the composite proficiency level of “meets or exceeds”. If the student meets this standard, they may be eligible to enroll in CTE courses, as identified by the Minnesota State College and University System (MNSCU) if they also meet the specific course requirements and pre-requisites of the CTE courses(s) they wish to enroll in. This option is open to Minnesota public school students. If the participating student then receives a grade of “C” or better in that course, the student is then eligible to take additional courses.

- Minnesota students who have open enrolled from the Minnesota school district where they reside into another Minnesota school district are eligible to participate in PSEO from the district into which they have open enrolled; students do not need to participate from their resident district.
• Higher education institutions determine admission standards to participate in specific PSEO programs and courses. School districts do not make this determination. The college also sets the number of classes a student can take.

• School districts cannot set course load requirements at the high school as a prerequisite for participating in PSEO. For example: a school district cannot require a student to take at least three courses at the high school in order to take a PSEO class.

• To assist districts in planning, students must notify their local districts of their intent to enroll by May 30th of each year of their intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30. Districts may decide when or if to waive this requirement.

Who is eligible for Concurrent Enrollment/ “College in the Schools” courses? What are the participation requirements?

• Eleventh and twelfth grade pupils enrolled in a public or nonpublic school or an American Indian-controlled tribal contract or grant school eligible for aid under 124D.83.

• A ninth or tenth grade student enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under 124D.83 may enroll in concurrent enrollment/college in the schools classes under M.S. 124D.09, subd. 10 if there is a need for additional students to offer the class.

• Minnesota students who have open enrolled from the Minnesota school district where they reside into another Minnesota school district are eligible to participate in PSEO from the district into which they have open enrolled; students do not need to participate from their resident district.

• Many high schools are cooperating with colleges and universities to provide college courses at the high school. Students may wish to take these courses. Many Minnesota colleges accept credit transfers of these courses in the same manner they would accept credits from another college; some do not. Students should check that the college they plan to attend will apply these credits toward their chosen college degree.

Eligibility: Residency Requirements

• Minnesota resident students attending public and private schools (including home schools) are eligible to participate in PSEO. This includes Minnesota resident students who are:
  1. Attending a public school district out of state through a tuition arrangement between the out of state district and the Minnesota public school district.
  2. Attending a nonpublic school in another state.

• South Dakota students attending a Minnesota district under the Minnesota-South Dakota Tuition Reciprocity Agreement (only includes border districts) are eligible to participate in PSEO.

• Students NOT eligible include:
  1. Minnesota resident students attending a South Dakota district under the Minnesota-South Dakota Tuition Reciprocity Agreement
2. Students in cultural foreign exchange programs and students from another country attending a Minnesota school under other Visas such as F1 or Visitors Visa.

3. Minnesota students enrolling in an out-of-state district for which the parent pays the tuition.

4. Parent and child living abroad with a residence in Minnesota are not eligible for PSEO. Parent and student must be living in Minnesota.

Choosing to participate

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

What are the student participation limits in these programs?

- A pupil who first enrolls in grade 9 for secondary credit may participate for four academic years. If first enrollment is in grade 10, they may participate for three academic years; for first enrollment in grade 11, two academic years; and for first enrollment in grade 12, one academic year. An academic year is defined as a school year, with participation varying from one course to several courses. Example: a student that takes PSEO classes for one semester during their eleventh grade year has used up one academic year. The student has one year of eligibility left as a twelfth-grade year student. Limits on participation apply to all options available under the PSEO law. If a student participates in courses to agreements or a concurrent enrollment course for a school year, the student has used up one academic year of eligibility.

- Students who have not successfully completed their senior year in high school and continue to work toward their diploma are considered to be “13th” graders. These students are not eligible to participate in PSEO if they have participated in PSEO as an 11th grader or a 12th grader. (They have already used their two years of eligibility.)

- Students who have not successfully completed their senior year in high school and qualify for the Graduation Incentives Program and continue to work toward their diploma are eligible to participate in the PSEO program if they have not previously participated. They are eligible to participate until they meet their graduation requirements or up to one academic year.

- The 2012 legislature removed the language that allowed a student that graduates midyear before their peers to generate funding as if they were enrolled through the entire school year. Therefore, students that graduate midyear are no longer eligible to participate in PSEO for the remainder of the school year. They are eligible up to the point the diploma is issued.

- For purposes of determining PSEO eligibility, a full-time student must give up a class to become eligible. For example: 1) a student takes 1 a full course load without any study halls, the student would have to give up a class in order to be eligible. (If a student has a study hall, they typically would give up the study hall to participate in PSEO.) The student could take PSEO during the day or evening. If in the evening, the student would still need to give up a class during the day. The state would still reimburse the higher education institution for the PSEO classes.
• However, if the student didn’t give up any classes, the student could still take PSEO but the student would have to pay their own tuition. In this situation, the PSEO class would be eligible for postsecondary credit. The student can also request that the PSEO class be applied towards secondary school credit. A district must accept the credit (see Minnesota Statutes, section 124D.09, subdivision 12).

• Once a pupil has graduated from high school, he/she may not participate in PSEO. A pupil who has completed course requirements but who has not graduated may participate (Minnesota Statutes, section 124D.09, subdivision 8).

What are the Participation Requirements for Students in Special Education?

• Students who have an Individualized Education Program (IEP) are eligible to apply to participate in the PSEO program available to all pupils in Minnesota. Eligibility requirements for acceptance into the program are determined by the postsecondary institutions.

• Special education students who meet the eligibility requirements and have been accepted into a PSEO program are held to the same participation limitations as students without disabilities.

• Students with IEPs that do not meet the eligibility requirements, enroll in a course that doesn’t qualify as PSEO, or have exceeded their participation limitations can participate in postsecondary course consistent with the student’s IEP via a student contract placement. The school district can enter into a student contract placement with the postsecondary institution. This arrangement is not PSEO and the funding for the cost of the student contract is handled through special education.

• The postsecondary institution must inform the pupil of support services available; if the student’s IEP provides for general education support and accommodations, the postsecondary institution must provide them and the postsecondary institution and the district shall negotiate an agreement on the rate to be charged for these services.

Which postsecondary institutions are eligible?

"Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by the North Central Association of Colleges and Schools, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota. A list of postsecondary institutions approved to offer PSEO may be found on MDE’s website: http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/040787

What courses are eligible? What about grading and credits?

• PSEO courses must be non-sectarian, college-level courses; they may not be developmental or non-credit bearing remedial courses.

• The high school determines the amount of credit to be awarded. However, no more than 7 quarter credits or 4 semester credits can be required to equal one year of high school credit in each subject. The number of courses/credits a student may take are determined by the postsecondary institution.
• When selecting courses, students should be mindful of high school graduation standards and requirements, checking with appropriate school personnel as to whether a specific course will fulfill district requirements.

• The high school should allow students flexibility in choosing generally comparable courses to meet requirements.

• Students may take one or more courses up to a full-time course load as defined by the postsecondary institution.

Many high schools are cooperating with colleges and universities to provide college courses at the high school. Students may wish to take these courses. Many Minnesota colleges accept credit transfers of these courses in the same manner they would accept credits from another college; some do not. Students should check that the college they plan to attend will apply these credits toward their chosen college degree.

Credits received at a postsecondary institution are on the student’s record and count as courses completed at that institution. Transferring credits to another institution is dependent upon the transfer rules of that institution.

Can PSEO students still participate in high school activities?

Students participating in PSEO are high school students and should not be prohibited from participating in activities sponsored by the pupil’s high school (Minnesota Statutes, section 124.09, subdivision 11). Students participating in PSEO are eligible to participate in their high school graduation ceremonies.

What about tuition and fees?

• Higher education institutions are reimbursed by the state for PSEO courses offered at the postsecondary institution.

• For concurrent enrollment courses/college in the school/courses to agreement, classes that may be offered at the high school or on campus are paid by the school district.

• PSEO students cannot be charged for either high school or postsecondary credit earned through the PSEO program.

• PSEO students cannot be charged for non-optional fees that are charged by the postsecondary institution for attending the school.

• District-provided transportation services are not available for students participating in PSEO.

• Students from families whose income levels are at or below the federal poverty guidelines may qualify for mileage reimbursement. Eligible public school districts apply for mileage reimbursement program through MDE as a school district, and eligible non-public and home schooled students apply for mileage reimbursement through their postsecondary institution to MDE.

• All textbooks and equipment provided to a pupil and paid for by PSEO is property of the participating postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended. Textbooks or
equipment not returned after a reasonable time period may be charged to the student at the used price under the assumption that the students chose to keep the book or equipment.

- PSEO funding from MDE does not reimburse for “test out” fees at the college level.

- Higher education institutions cannot charge a fee to a PSEO student for an initial admissions test. Dependent upon a higher education institution’s policy on retest, a student may be charged for retesting.

- Concurrent enrollment or courses to agreement are funded through an arrangement between a college or university and a participating school district. The agreement outlines the high school reimbursement to the college or university to cover the costs associated with the students receiving college credit. The books under these arrangements are typically regulated through the agreement and are usually covered by the high school district as the school district receives full state funding for the student.

How do I apply?

The application for student registration for the PSEO program is available on the Career and College Readiness page area on the Minnesota Department of Education Website at: http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html.

This application form needs to be completed by the student, signed off by the parent if the student is under age 18 and signed off by the secondary school or home school parent if the student is determined eligible to apply for participation in the PSEO program. Students do not mail this form to the Minnesota Department of Education (MDE). Students take the form, after section one and two are completed, to the postsecondary college for completion of section three.
Guidance for High School Educators

By March 1 of each year, a district must provide general information about the program to all pupils in grades 8, 9, 10, and 11. To assist the district in planning, a pupil shall inform the district by May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30. (124D.09, Subdivision Dissemination of information; notification of intent to enroll)

Application Form

The application for student registration for the PSEO program is available on the Career and College Readiness page area on the Minnesota Department of Education Website at: http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html.

This form needs to be completed by the student, signed off by the parent if the student is under age 18 and signed off by the secondary school or home school parent if the student is determined eligible to apply for participation in the PSEO program. Students do not mail this form to the Minnesota Department of Education (MDE). Students take the form, after section one and two are completed, to the postsecondary college for completion of section three.

Student Eligibility

Residency Requirements:

- Minnesota resident students attending public and private schools (including home schools) are eligible. This includes Minnesota resident students that are:
  1. Attending a public school district out of state through a tuition arrangement between the out of state district and the Minnesota public school district.
  2. Attending a nonpublic school in another state.

- South Dakota students attending a Minnesota district under the Minnesota-South Dakota Tuition Reciprocity Agreement (only includes border districts) are eligible to participate in PSEO.

- Students not eligible include:
  1. Minnesota resident students attending a South Dakota district under the Minnesota-South Dakota Tuition Reciprocity Agreement
  2. Students in cultural foreign exchange programs and students from another country attending a Minnesota school under other Visas such as F1 or Visitors Visa.
  3. Minnesota students enrolling in an out-of-state district for which the parent pays the tuition.
  4. Parent and child living abroad with a residence in Minnesota are not eligible for PSEO. Parent and student must be living in Minnesota.
  5. Non-Minnesota residents attending a Minnesota school district.
**Participation Requirements:**

Eleventh and twelfth grade pupils enrolled in a public or nonpublic school or an American Indian-controlled tribal contract or grant school eligible for aid under 124D.83.

A ninth or tenth grade student enrolled in a district or an American Indian-controlled tribal contract or grant school eligible for aid under 124D.83 may enroll in concurrent enrollment/college in the schools classes, under 124D.09, subdivision10, if there is a need for additional students to offer the class.

Tenth grade pupils who have passed the 8th grade Minnesota Comprehensive Assessment in reading and meet the course eligibility requirements of the participating postsecondary institution may enroll in a career and technical education course. If the student receives a grade of “C” or better, the student can take additional courses.

Minnesota students who have open enrolled from the Minnesota school district where they reside into another Minnesota school district are eligible to participate in PSEO from the district into which they have open enrolled; students do not need to participate from their resident district.

To assist districts in planning, students must notify their local districts of their plan to enroll by May 30th of each year of their intent to enroll in postsecondary courses during the following school year. A pupil is bound by notifying or not notifying the district by May 30. Districts may decide when or if to waive this requirement.

**Participation Limits:**

- A pupil who first enrolls in grade 9 for secondary credit may participate for four academic years; for first enrollment in grade 10, three academic years of participation; for first enrollment in grade 11, two academic years; and for first enrollment in grade 12, one academic year. An academic year is defined as a school year, with participation varying from one course to several courses. Example: a student that takes PSEO classes for one semester during their eleventh grade year has used up one academic year. The student has one year of eligibility left as a twelfth-grade year student.

- Limit on participation applies to all options available under the PSEO law. If a student participates in courses to agreements or concurrent enrollment course for a school year, the student has used up one academic year of eligibility.

- The exception is for students that participate in PSEO during the summer session of a state-approved Learning Year Program (year round school) pursuant to Minnesota Statute 124D.128. That summer session time does not count against their eligibility.

- A student who has not successfully completed their senior year in high school and continues to work toward their diploma is considered a “13th” grader. A student is not eligible to participate in PSEO if the student has participated in PSEO as an 11th grader or a 12th grader. (They have already used their two years of eligibility.)

- A student who has not successfully completed their senior year in high school and qualifies for the Graduation Incentives Program and continues to work toward their diploma is eligible to participate in the PSEO program if they have not previously participated. They are eligible to participate until they meet their graduation requirements or up to one academic year.
• The 2012 legislature removed the language that allowed a student who graduates midyear before their peers to generate funding as if they were enrolled through the entire school year. Therefore, students who graduate midyear are no longer eligible to participate in PSEO for the remainder of the school year. They are eligible up to the point the diploma is issued.

• For purposes of determining PSEO eligibility, a full-time student must give up a class to become eligible. For example: 1) a student takes five classes and one study hall. Dropping the study hall would make the student eligible for PSEO; or, 2) a student takes a full course load without any study halls, the student would have to give up a class in order to be eligible. The student could take PSEO during the day or evening. If the in the evening, the student would still need to give up a class during the day. The state would still reimburse the higher education institution for the PSEO classes.

• However, if the student didn’t give up any classes, the student could still take PSEO but the student would have to pay their own tuition. In this situation, the PSEO class would be eligible for postsecondary credit. The student can also request that the PSEO class be applied towards secondary school credit. A district must accept the credit (see Minnesota Statues, section 124D.09, subdivision 12).

• Once a pupil has graduated from high school, he/she may not participate in PSEO. A pupil who has completed course requirements but who has not graduated may enroll in postsecondary courses, but they are no longer eligible for PSEO reimbursement.

**PSEO Student Admission Requirements**

• Higher education institutions determine admission standards to participate in the PSEO program. School districts do not make this determination. The college also sets the number of classes a student can take.

• School districts cannot set course load requirements at the high school as a prerequisite for participating in PSEO. For example: a school district cannot require a student to take at least three courses at the high school in order to take a PSEO class.

**Eligible courses, grading and credits**

• PSEO courses must be nonsectarian college-level courses. They may not be developmental or non-credit bearing remedial courses. The high school determines the amount of credit to be awarded. However, no more than 7 quarter credits or 4 semester credits can be required to equal one year of high school credit in each subject. The number of courses/credits a student may take are determined by the postsecondary institution.

• Credits received at a postsecondary institution are on the student’s record and count as courses completed at that institution. Transferring credits to another institution is dependent upon the transfer rules of that institution.

**PSEO 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 pupil’s high school (Minnesota Statutes, section 124.09, subdivision 11). Students participating in PSEO are eligible to participate in their high school graduation ceremonies.
Participation Requirements for Students in Special Education:

Students who have an Individualized Education Program (IEP) are eligible to apply to participate in the PSEO program available to all pupils in Minnesota. Eligibility requirements for acceptance into the program are determined by the postsecondary institutions.

Special education students who meet the eligibility requirements and have been accepted into a PSEO program are held to the same participation limitations as students without disabilities.

Students with IEPs that do not meet the eligibility requirements or have exceeded their participation limitations can participate in postsecondary course consistent with the student’s IEP via a student contract placement. The school district can enter into a student contract placement with the postsecondary institution. This arrangement is not PSEO. The postsecondary institution will invoice the district for the cost of the student contract placement. The district can claim the cost of the contract for state special education aid and will receive 52 percent over and above the general education revenue.

The student’s case manager and guidance counselor should be working together to ensure that the appropriate arrangement is made either PSEO or student contract placement. If needed, the case manager should work with the post-secondary institution if any accommodations or adaptations are needed for the student.

The postsecondary institution must inform the pupil of support services available; if the student’s IEP specifies general education support and accommodations, the postsecondary institution must provide them and the postsecondary institution and the district shall negotiate an agreement on the rate to be charged for these services.

The postsecondary institution may decline to accept a contracted student placement.

State resources

Angie Johnson - MDE Supervisor of High School to Postsecondary Initiatives - 651-582-8478 Angie.Johnson@state.mn.us

Beth Barsness - High School Specialist - 651-582-8336 Beth.Barsness@state.mn.us

Jacqui McKenzie – Program Support - 651-582-8852 Jacqui.McKenzie@state.mn.us

Jeanne. Krile– MDE Finance 651-582-8637 Jeanne.Krile@state.mn.us

Carol Hokenson- MDE Finance 651-582-8840 Carol.Hokenson@state.mn.us

Kelly Wosika- MDE for transportation-related questions 651-582-8855 Kelly.Wosika@state.mn.us

Jayne Spain-MDE Special Education; Secondary Transitions Specialist- 651-582-8515 Jayne.Spain@state.mn.us

Robyn Widley- MDE Special Education; Supervisor, Interagency Partnerships- 651-582-1143 Robyn.Widley@state.mn.us

Karen Hynick- System Director of P-20 and College Readiness- 651-201-1760 Karen.Hynick@so.mnsceu.edu
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Guidance for Minnesota State Colleges and Universities

Students who are eligible

- Minnesota resident students attending public and private schools (including homeschooled)

- Minnesota resident students that are attending a public school district out of state through a tuition arrangement between an out of state district and the Minnesota public school and are generating general education revenue

- Minnesota resident students that are attending a nonpublic school in another state.

- South Dakota students attending a Minnesota district under the Minnesota-South Dakota Tuition Reciprocity Agreement

- Minnesota resident students who have open enrolled into another Minnesota school district are eligible to participate in PSEO from the district into which they have open enrolled.

Students who are not eligible

- Minnesota resident students attending a South Dakota district under the Minnesota-South Dakota Tuition Reciprocity Agreement

- Students in cultural foreign exchange programs and students from another country attending a Minnesota school under visas such as F1 or visitor's visa

- Minnesota students enrolling in an out of state district for which the parent pays tuition

- Parent and/or child are living abroad with a residence in Minnesota are not eligible for PSEO. Parents and students must be living in Minnesota to be eligible for PSEO.

- International students

MnSCU Participation guidelines

- (Board Procedure 3.5.1) 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 (Part 2, Subpart A1)

  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; (Part 2, Subpart A2)

  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 college or university.
• A college or university may set higher standards than those specified above for all students as needed to ensure student success.

• Notwithstanding the eligibility standards established as noted above in 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 of 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 a system 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.

• A student who first enrolls under this provision while in 10th grade and wishes to enroll in general education courses as an 11th or 12th grade student must take the system Assessment for Course Placement and achieve the required scores prior to enrollment.

• A high school that wishes to have a college or university 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 of Part 2, Subpart A may:

  1. Request approval for an exception from the president of the college or university 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 college or university to allow non-PSEO students to enroll in that course. The president of the college or university shall approve or deny the request after the appropriate college or university consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:

    3. PSEO students shall be the majority of the students in the course; and the concurrent enrollment instructor and college or university faculty member shall ensure that all PSEO students are held to college-level course standards.

• Participation in PSEO is based on space availability in the desired course.

• Colleges and universities determine which courses are eligible for PSEO participation and should have a list readily accessible on their website for public viewing.

**Limits on participation**

• A student who first enrolls in PSEO for secondary credit in grade 9 has 4 years of academic eligibility; in grade 10 has 3 years of academic eligibility; in grade 11 has two years of eligibility; and in grade 12 for 1 year of academic eligibility.
• An academic year is defined as a school year. Thus if the student enrolls in PSEO in the spring semester, their enrollment will count as having used a year of eligibility.

• A limit on participation applies to all options available under PSEO law. Thus if a student enrolls in a course through an agreement (concurrent enrollment) in grade 11 they have 1 year of eligibility remaining for grade 12.

• An exception exists for students participating in the Learning Year Program (year round schooling) who participate in PSEO over the summer. That time does not count against their eligibility.

• A super senior (a 12th grader who has not successfully completed their senior year but continues to work towards their high school diploma) falls under the same guidelines as above. If they have not previously ever accessed PSEO, they would have a year’s worth of academic eligibility. If however, they previously accessed PSEO as an 11th or 12th grader they would have used their academic eligibility during those years and would not be eligible in year 13 for PSEO.

• Students who graduate from high school midyear are no longer eligible to participate in PSEO. The student is only eligible to participate in PSEO until they complete their high school requirements and receive their diploma.

Requirements to adjust the course loads at the high schools

• Full-time high school students participating in PSEO must give up participating in a high school class to participate in PSEO. This can include a study hall.

• PSEO students can take college courses at night, on weekends, online or face-to-face.

• Even if the PSEO student chooses to take a night or weekend course they must still give up a class at the high school during their day schedule to be eligible for PSEO.

• If the student choose not to give up a high school course, the student could still take post-secondary courses but they would have to cover the cost of the tuition and would need to request their district accept the credit attained at the college or university to apply it for secondary credit. The district must accept the credit (Minnesota Statutes, section 124.09, subdivision 12)

• Higher education institutions determine the number of PSEO classes a student can take at their institution.

• School districts are precluded from establishing high school course load requirements for student eligibility in PSEO.

Special education students

• Students who have an Individual Education Plan (IEP) are eligible to apply and participate in the PSEO program as outlined above under the same eligibility and participation guidelines.

• Special education students who meet the eligibility and participation guidelines are held to the same participation limits as students without disabilities.
Contract Student placement

- Students with an IEP who do not meet PSEO eligibility and/or participation guidelines can participate in a post-secondary course as part of their IEP requirement through a contract student placement versus PSEO. **A contract student placement is not PSEO.**

- In these cases the school district can partner with their post-secondary institutions to enroll the student in a student contract placement.

- In these circumstances, the post-secondary institution invoices the school district for the cost of the student contract placement.

- The courses can be at a college level and/or developmental that the student is enrolling in at the college for contract placement but the courses must be part of the student’s IEP.

- Districts are eligible to claim the cost of the contract for state special education aid. (Note: This formula will change in the future, so we might as well be vague about it.)

- The postsecondary institution **may decline** to accept the contracted student placement.

Grades from PSEO

- A student can retake a PSEO course and the state will cover the cost as long as the student meets PSEO eligibility and participation guidelines and had not previously been awarded credit for the course.

- Eligibility for a PSEO student to continue the PSEO program when their grades fall below a certain threshold is determined by the college or university.

- Eligibility for expunging the grades of a PSEO student for the higher education institution’s transcript is determined by the college or university.

- A student who withdraws from a course after the first 14 days of the term must be flagged as a PSEO participant, up through the date of the PSEO withdrawal.

PSEO students and 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 pupil’s high school (Minnesota Statutes, section 124.09, subdivision 11)

- Students participating in PSEO are eligible to participate in their high school graduation ceremonies.

Funding, tuition and fees

- Higher education institutions are reimbursed for PSEO participation at a rate of FY 2014= 124.24 quarter credit; 186.36 semester credit; FY 2015= 126.51 quarter credit; 189.76 semester credit.

- Higher education institutions cannot claim reimbursement for students that withdraws during the first 14 days of the quarter or semesters or who has been absent from the postsecondary institution for the first 15 consecutive school days of the quarter or semester and is not receiving instruction in the home or hospital.
• PSEO students cannot be charged for either high school or post-secondary credit earned through the PSEO program.

• PSEO students cannot be charged for non-optional fees that are charged by the postsecondary institution for attending the school.

• Districts-provided transportation services are not available for students participating in PSEO.

• Students from families whose income levels are at or below the federal poverty guidelines may qualify for mileage reimbursement. Eligible public school districts apply for mileage reimbursement program through MDE as a school district and eligible non-public and home schooled students apply for mileage reimbursement through their post-secondary institution to MDE.

• All textbooks and equipment provided to a pupil, paid for by PSEO are property of the pupil’s post-secondary institution. Each pupil is required to return all textbooks and equipment to the post-secondary institution after the course has ended. Textbooks or equipment not returned after a reasonable time period may be charged to the student at the used price under the assumption the students chose to keep the book or equipment.

• PSEO funding from MDE does not reimburse for “test out” fees at the college level.

• Higher education institutions cannot charge a fee to a PSEO student for an initial admissions test. Dependent upon a higher education institution’s policy on retest, a student may be charged for retesting.

• Concurrent enrollment or courses by arrangement are funded through an agreement between a college or university and their school district. The agreement outlines the high school reimbursement to the college or university to cover the costs associated with the students receiving college credit. The books under these arrangements are typically regulated through the agreement and are usually covered by the high school district as the school district receives full state funding for the student.

State resources
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Beth Barsness - High School Specialist - 651-582-8336 Beth.Barsness@state.mn.us

Jacqui McKenzie - Program Support - 651-582-8852 Jacqui.McKenzie@state.mn.us

Jeanne Krile - MDE Finance 651-582-8637 Jeanne.Krile@state.mn.us

Carol Hokenson - MDE Finance 651-582-8840 Carol.Hokenson@state.mn.us

Kelly Wosika- MDE for transportation-related questions 651-582-8855 Kelly.Wosika@state.mn.us

Jayne Spain-MDE Special Education; Secondary Transitions Specialist- 651-582-8515 Jayne.Spain@state.mn.us
MINNESOTA STATUTES 2012

124D.09 POSTSECONDARY ENROLLMENT OPTIONS ACT

124D.091 CONCURRENT ENROLLMENT PROGRAM AID

120B.021 REQUIRED ACADEMIC STANDARDS
Students with an IEP (Individual Educational Plan) Ages 18-21

When is it PSEO and when is it not PSEO for students with an IEP (Individual Educational Plan) Ages 18-21?

In order to participate in the PSEO program under (M.S. 124D.09) eligibility limitations and admissions requirements are the same for students with or without an IEP. These requirements are:

1. Admission requirements are set by the post-secondary institution.
2. Limits on participation are defined in Minnesota Statutes, section 124D.09, subdivision 8
3. The course must be a regular, college-level course offered by the postsecondary institution. It can be offered on campus or at a high school via courses to agreement/concurrent enrollment.
4. Developmental/Remedial courses are not eligible.
5. Courses specifically offered for students with an IEP and are not of the rigor of a college level course are not eligible.
6. In order for MDE to reimburse the post-secondary institution, the credits earned must be dual credit (counts as college and high school credit).

Students with an IEP

If a student with an IEP has not earned their diploma, but has met their academic credits, the student will not be earning dual credit. In order to participate in a PSEO class under the PSEO law, the student can enroll in a class for post-secondary credit only.

*Admission requirements under the PSEO law apply.

*If participation in the class is written in the student’s IEP, a student contract placement should be arranged with the post-secondary institution. The post-secondary institution will invoice the district. The district pays the bill and claims the cost of the placement for special education aid. The student earns postsecondary credit for the class. Class time is eligible for membership for general education revenue.

*If participation in the class is not written in the students’ IEP, this would not be a special education cost or a student contract placement. Either the student/parent or district will pay the tuition costs to the post-secondary institution. The student earns postsecondary credit for the class. The time that the student is taking the class is not eligible for membership for general education revenue.

*If a student with an IEP participates in a course offered by the postsecondary institution that is not college level and admission requirements are different than those for the PSEO program that course offering is not under the PSEO law.

*If participation in the class is written in the student’s IEP, a student contract placement should be arranged with the post-secondary institution. The district pays the bill. The district can claim
the cost for special education aid. The student’s time participating in the class generates membership for general education revenue.

*If participation in the class is not written in the student’s IEP, this would not be a student contract placement arrangement. The district that made the arrangement is responsible for the cost of the class. This expenditure is not considered a special education cost and therefore the district cannot claim the expenditures for state special education aid. The student’s time participating in the class will not be included in membership for general education revenue.

**Funding Priority**

1. If student meets the same eligibility and admission requirements as a typical PSEO student, then PSEO funding.

2. If student is not eligible for PSEO and participation in the course is through the IEP, then it can be a student contract placement. The placement is eligible for state/federal special education aid. Class participation time generates membership for general education revenue.

3. If student is not eligible for PSEO and the service is not in the student’s IEP, then it is a cost to the district or parent. Class participation time does not generate membership for general education revenue.

**Example:** Students ages 18-21 from several districts have attended a general studies class (GSA) at a Community College. It is an Introduction to College Course, but offered only to students not ready for college-level rigor.

**Response:** Courses such as those indicated above do not fall under the PSEO law as they do not meet the rigor of a college level course. Therefore, this is not a PSEO issue. A district can make an arrangement with the post-secondary institution to provide access to such classes as indicated above. If participation in this class is written in the student’s IEP, the district should arrange a student contract placement with the post-secondary institution. The post-secondary institution would invoice the district. The district pays the tuition and claims the cost of the placement for state special education aid. The time the student is in the class generates student membership for general education revenue.

If participation in the class is not written in the student’s IEP, the district can still arrange for the class by entering into a contract. However, it would not be considered a special education cost, but a general education cost. The district would pay the post-secondary institution for the cost of the class. The student’s time participating in the class will not be included in membership for general education revenue because the teacher is not appropriately licensed to teach the class and this arrangement does not fall under the PSEO law.

**Question:** What EXACTLY qualifies them for PSEO funds?

**Response:** If the student has not met all of their academic requirements, meets PSEO eligibility and admission requirements, a college level class would fall under the PSEO law. The student would be earning both secondary and post-secondary credit. Participation in the class does not need to be written in the student’s IEP. MDE will reimburse the post-secondary institution.
If the student has met all of his/her academic requirements, meets PSEO admission requirements, the college level class falls under the PSEO law. However, the student will be generating post-secondary credit only. MDE will not reimburse the post-secondary institution as the class is generating only post-secondary credit for the student. If the class is written in the student’s IEP, a student contract placement with the post-secondary institution should be arranged. The district would pay the bill, and claim the cost of the placement for state special education aid. The time the student is taking the post-secondary class would generate membership for calculation of general education revenue.

If participation in the class is not written in the student’s IEP, and the student initiates participation in this course, the student/parent will pay the cost of the tuition. If participation in the class is during the day, the time the student participates in the class will not be included in membership for the calculation of general education revenue.

The district could also enter into a contract with the post-secondary institution. This would not be considered a special education cost, but a general education cost. If the district enters into a contract and pays the bill, the time the student participates in the class will not be included in membership for the calculation of general education revenue.

**Question:** When does a student with an IEP qualify for PSEO verses Contract? How do we make that call? What is our responsibility verses the high schools? Do they ever have the opportunity to cross over from one side to the other, and if so how?

**Response:** The special education director and IEP Team should be working with the school counselor and the post-secondary institution to determine whether it is PSEO or a requirement within the student’s IEP. See chart below for PSEO verses Contract.
Minnesota Colleges offering Career and Technical Education (CTE) courses to eligible 10th graders through the Postsecondary Enrollment Options program (PSEO)

New legislation passed under Minnesota Statutes, section 124D.09, allows eligible 10th grade students to enroll in one Career and Technical Education (CTE) course. In order to be eligible, a 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of “meets or exceeds”. If the student meets this standard, they may be eligible to enroll in CTE courses, as identified by the Minnesota State College and University System (MnSCU) if they meet the specific course requirements and pre-requisites of the CTE courses(s) they wish to enroll in. This option is open to Minnesota public school students.

Interested students who are enrolled in a district or an American Indian-controlled tribal contract school should contact the eligible postsecondary institution to find out what Career and Technical Education courses they offer and what the application process is at their college.

Find the college that offers the career and technical programs you are interested in on the Minnesota State College and University (MnSCU) site.

View the MnSCU policy and procedures for PSEO.

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<tr>
<th>Minnesota State Colleges and Universities</th>
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<td><a href="mailto:mike.fury@mnwest.edu">mike.fury@mnwest.edu</a></td>
<td>507-372-3407</td>
</tr>
<tr>
<td>Normandale Community College</td>
<td>Nancy Pates, Director of Admissions</td>
<td><a href="mailto:nancy.pates@normandale.edu">nancy.pates@normandale.edu</a></td>
<td>952-358-8205</td>
</tr>
<tr>
<td>North Hennepin Community College</td>
<td>Alison Leintz</td>
<td><a href="mailto:aleintz@nhcc.edu">aleintz@nhcc.edu</a></td>
<td>763-424-0722</td>
</tr>
<tr>
<td>North Hennepin Community College</td>
<td>Elisha Little</td>
<td><a href="mailto:Elittle@nhcc.edu">Elittle@nhcc.edu</a></td>
<td>763-424-0948</td>
</tr>
<tr>
<td>Northland Community and Technical College</td>
<td>Nicolas Thompson</td>
<td><a href="mailto:nicolas.thompson@northlandcollege.edu">nicolas.thompson@northlandcollege.edu</a></td>
<td>218-793-2397</td>
</tr>
<tr>
<td>Northwest Technical College</td>
<td>Rhonda Bessler</td>
<td><a href="mailto:Rhonda.bessler@ntcmn.edu">Rhonda.bessler@ntcmn.edu</a></td>
<td>218-333-6615</td>
</tr>
<tr>
<td>Pine Technical College</td>
<td>Paula Hoffman</td>
<td><a href="mailto:hoffmanp@pinetech.edu">hoffmanp@pinetech.edu</a></td>
<td>320-629-5180</td>
</tr>
<tr>
<td>Pine Technical College</td>
<td>Lisa Hosna</td>
<td><a href="mailto:hosnal@pinetech.edu">hosnal@pinetech.edu</a></td>
<td>320-629-5182</td>
</tr>
<tr>
<td>Rainy River Community College</td>
<td>Tammy Cook</td>
<td><a href="mailto:Tammy.cook@rainyriver.edu">Tammy.cook@rainyriver.edu</a></td>
<td>218-285-2265</td>
</tr>
<tr>
<td>Ridgewater College Willmar/Hutchinson</td>
<td>Sally Kerfeld</td>
<td><a href="mailto:Sally.kerfeld@ridgewater.edu">Sally.kerfeld@ridgewater.edu</a></td>
<td>320-222-5977</td>
</tr>
<tr>
<td>Riverland Community College</td>
<td>Lori Jensen</td>
<td><a href="mailto:lori.jensen@riverland.edu">lori.jensen@riverland.edu</a></td>
<td>507-433-0568</td>
</tr>
<tr>
<td>Rochester Community and Technical College</td>
<td>Dale Amy</td>
<td><a href="mailto:Dale.Amy@rctc.edu">Dale.Amy@rctc.edu</a></td>
<td>507-285-7332</td>
</tr>
<tr>
<td>Rochester Community and Technical College</td>
<td>Brooke Kosok - PSEO Academic Advisor</td>
<td><a href="mailto:Brooke.Kosok@rctc.edu">Brooke.Kosok@rctc.edu</a></td>
<td>507-285-7160</td>
</tr>
<tr>
<td>St. Cloud State University</td>
<td>Holly Schuck</td>
<td><a href="mailto:HMSchuck@stcloudstate.edu">HMSchuck@stcloudstate.edu</a></td>
<td>320-308-2941</td>
</tr>
<tr>
<td>St. Cloud Technical and Community College</td>
<td>Roxanne Schaaf</td>
<td><a href="mailto:rschaaf@sctcc.edu">rschaaf@sctcc.edu</a></td>
<td>320-308-6022</td>
</tr>
<tr>
<td>Saint Paul College</td>
<td>Kara Galvin</td>
<td><a href="mailto:kara.galvin@saintpaul.edu">kara.galvin@saintpaul.edu</a></td>
<td>651-846-1722</td>
</tr>
<tr>
<td>Saint Paul College</td>
<td>Va Yang</td>
<td><a href="mailto:Va.yang@saintpaul.edu">Va.yang@saintpaul.edu</a></td>
<td>651-846-1713</td>
</tr>
<tr>
<td>South Central College</td>
<td>Jeannie Meidlinger</td>
<td><a href="mailto:Jeannie.meidlinger@southcentral.edu">Jeannie.meidlinger@southcentral.edu</a></td>
<td>507-389-7433</td>
</tr>
<tr>
<td>South Central College</td>
<td>Kathi Rusch</td>
<td><a href="mailto:Kathryn.rusch@southcentral.edu">Kathryn.rusch@southcentral.edu</a></td>
<td>507-389-7241</td>
</tr>
<tr>
<td>Southwest Minnesota State University - Marshall</td>
<td>Jessica Mensink</td>
<td><a href="mailto:Jessica.Mensink@SMSU.edu">Jessica.Mensink@SMSU.edu</a></td>
<td>507-537-6390</td>
</tr>
<tr>
<td>Minnesota State Colleges and Universities</td>
<td>Contact</td>
<td>Email</td>
<td>Phone</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
<td>-------</td>
<td>-------------</td>
</tr>
<tr>
<td>Winona State University</td>
<td>Jean Bellman</td>
<td><a href="mailto:jbellman@winona.edu">jbellman@winona.edu</a></td>
<td>507-457-5600</td>
</tr>
<tr>
<td>Vermillion Community College</td>
<td>Cindy Anderson Bina</td>
<td><a href="mailto:c.bina@vcc.edu">c.bina@vcc.edu</a></td>
<td>218-235-2121</td>
</tr>
</tbody>
</table>
ED-01763-14 PSEO Notice of Student Registration Form – Example

NOTE: Complete a separate form for each instructional term, AND for each postsecondary institution attending. Please print and use black ink. ALL BOXES MUST BE COMPLETED.

1. TO BE COMPLETED BY THE STUDENT

<table>
<thead>
<tr>
<th>Student Name [Last, First, M.I.]:</th>
<th>Date of Birth (MM/DD/YYYY):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>City:</td>
</tr>
<tr>
<td>Parent/Guardian Name:</td>
<td>Address (If different than above):</td>
</tr>
<tr>
<td>Postsecondary institution you plan to attend this term:</td>
<td></td>
</tr>
<tr>
<td>Do you plan to attend more than one Postsecondary Institution this term? YES NO</td>
<td></td>
</tr>
<tr>
<td>If YES, name of the other Postsecondary Institution(s):</td>
<td></td>
</tr>
<tr>
<td>Have you ever enrolled in PSEO program before now? YES NO</td>
<td></td>
</tr>
<tr>
<td>If YES, name of Postsecondary Institution(s) attended:</td>
<td></td>
</tr>
<tr>
<td>Dates enrolled:</td>
<td></td>
</tr>
<tr>
<td>Minnesota Statutes, section 124D.09, requires that students and parent/guardians sign a statement indicating they have received information about the program, are aware that the counseling services are available and are aware of this responsibilities regarding participating in the program. We have received the information required under Minnesota Statutes, section 124D.09, and are aware that the above student is enrolling in postsecondary courses.</td>
<td></td>
</tr>
<tr>
<td>Signature – Parent/Guardian (If student is under 18)</td>
<td>Signature – Student</td>
</tr>
</tbody>
</table>

2. TO BE COMPLETED BY THE SECONDARY/PRIVATE/HOME SCHOOL

<table>
<thead>
<tr>
<th>Name of Secondary/Home School Attending:</th>
<th>School Classification (check one only):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School District of Attendance:</td>
<td>Attendance District Number and Type:</td>
</tr>
<tr>
<td>Resident District:</td>
<td>Resident District Number and Type:</td>
</tr>
<tr>
<td>Is the above student eligible for program application? YES NO</td>
<td></td>
</tr>
<tr>
<td>During period of attendance at postsecondary Institution students' secondary grade level will be: Grade 10 Grade 11 Grade 12</td>
<td></td>
</tr>
<tr>
<td>Student may not enroll in PSEO in addition to a full high school course load. Does the student have reduced high school instructional time? YES NO</td>
<td></td>
</tr>
<tr>
<td>NOTE: 21 YEAR-OLDS ARE NOT ELIGIBLE</td>
<td></td>
</tr>
</tbody>
</table>

SECONDARY/PRIVATE/HOME SCHOOL VERIFICATION

I certify that the student identified in section 1 meets the eligibility requirements outlined in Minnesota Statutes, section 124D.09, to apply for participation in the Postsecondary Enrollment Options (PSEO) program this term, and that the information in section 2 is accurate and applicable to the student. If the above named school is a nonpublic school, student tuition shall be proportionally adjusted to reflect the above clock hours of postsecondary attendance.

<table>
<thead>
<tr>
<th>Signature – Secondary School Contact Person</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
</table>

Telephone Number: _____________________________
3. TO BE COMPLETED BY THE POSTSECONDARY INSTITUTE

<table>
<thead>
<tr>
<th>Name of Postsecondary Institute:</th>
<th>City of Postsecondary Institute:</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Student ID Number:</td>
<td>Term of Planned Attendance (check one only):</td>
</tr>
<tr>
<td></td>
<td>□ Qtr 1 □ Qtr 2 □ Qtr 3 □ Sem 1 □ Sem 2</td>
</tr>
<tr>
<td>Postsecondary Institute Contact Person:</td>
<td>Title:</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>E-Mail Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COURSES TAKEN FOR SECONDARY CREDIT</th>
<th>COURSE NUMBER</th>
<th>COURSE CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

POSTSECONDARY REGISTRATION VERIFICATION
I certify that the student identified in section 1 is registered this term for the courses indicated, that all courses indicated are non-sectarian in content, are not remedial or developmental, and that the student has indicated to me that the courses are to be taken for secondary credit.

________________________________________  ____________________________________  ________
Signature                      Title                      Date

Upon completion of section 3, a LEGIBLE copy of this form must be mailed within 10 days by the postsecondary institution to the Minnesota Department of Education (address on page 1). Additionally, copies must be returned to the student indicated in section 1 and the secondary school of attendance indicated in section 2.
POSTSECONDARY ENROLLMENT OPTIONS PROGRAM

STUDENT ELIGIBILITY - Refer to Minnesota Statutes, section 124D.09 (2012).

Any Minnesota public, nonpublic, home school or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader and accepted by a postsecondary institution, may enroll either full- or part-time in nonsectarian courses or programs at an eligible postsecondary institution. Beginning fall semester of 2012, eligible 10th grade students may enroll in a Career and Technical Education (CTE) course. Please review additional requirements below. Foreign students participating in cultural exchange programs are not eligible.

A. A student must be enrolled in school in the 11th or 12th grade;
   OR
   A student who is in the 10th grade may apply to an eligible postsecondary institution for the purpose of enrolling in a Career and Technical Education (CTE) course. The 10th grade student must have taken the 8th grade MCA reading test in the 8th grade and have met the composite proficiency level of meets or exceeds.

B. A student who enters the program:
   1) At the beginning of the 10th grade year may continue in the program for the equivalent of three academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions not included.
   2) At the beginning of the 11th grade year may continue in the program for the equivalent of two academic high school years, except for state approved Learning Year Programs pursuant to Minnesota Statutes, section 124D.128, summer sessions are not included.
   3) At the beginning of the 12th grade year a student may continue in the program for the equivalent of one academic high school year.

C. For purposes of determining PSEO eligibility, the student must have reduced instructional time in the secondary setting. Students cannot access PSEO on top of a full course load at the high school.

D. In either case, if the student first enters the program during the academic year, the window of opportunity is reduced proportionally.

E. If a student, withdrew from high school for medical or other unavoidable reasons prior to the beginning of the postsecondary institution’s 2nd semester and generated no general education revenue through the remainder of the school year after withdrawal, the student would be eligible to extend eligibility by one semester.

F. An Institution shall NOT enroll secondary pupils, for postsecondary enrollment options purposes, in sectarian, remedial, developmental, or other courses that are NOT college level.

G. In 2008, the PSEO law was amended so that the books are now returned to the college not the high school. Minnesota Statute, section 124D.09, Subdivision 20 (2002), is amended to read: “Subdivision 20, TEXTBOOKS, MATERIALS. All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil’s postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.”

For more detailed information on the program and its requirements, please view the Postsecondary Enrollment Options Program Information (http://education.state.mn.us/MDE/StuSrv/ColRead/PSEO/Default.htm) on the Minnesota Department of Education’s website.
PSEO/ Concurrent Enrollment Coding Guidelines

Overview of coding for PSEO and Concurrent Enrollment:

- All students enrolled in courses either at the college or HS during spring or fall that are covered under PSEO law are admission status 21.
- Any full paying HS student is an admission status 22
- A student who had any credits reimbursed to the college via “traditional” PSEO is a PSEO TYPE of M. If no M then no money will come to the school from MDE.
- Any student who is entirely on a contract, whether that is at the college, or in the HS EITHER by HS faculty or college faculty is a PSEO TYPE of “C”
- Course level coding needs to be placed on course sections to “exclude” from MDE payment to the colleges.

Minnesota Exclude Codes:

1. In HS by HS faculty (“concurrent”)
2. In HS by college/university faculty (contract only)
3. At the college but by HS faculty (contract only) (rare)
4. At the college by college faculty (Contract only)
5. Other – High fee courses etc. – (not a contract but courses not eligible for reimbursement for other reasons)

Understanding Where to Code and Access Information:

- Student application information is available on the App/Admit tab of ST1001UG (Applicant Information).
- Admission status information is found on the App/Admit tab of ST1001UG and on the Adm/Enr tab of ST1100UG (Student Information).
- ST2102UG – Student Admission Status Maint
- ST2104UG – Student Major/Minor/Program/Cohort Main
- ST2105UG – Misc. Student Maintenance
- To get an admission status of 21, PSEO, the application type on the App/Admit tab must be 0005, PSEO. When the application type is 0005, the only possible admission status is 21.
- To admit a student with an admission status of 22, undergrad high school non-PSEO, the application type must be 0001, Undergrad, AND the student’s high school grad date, coded on the Education tab (of ST1001UG and other screens), must be a date more than 30 days after the start of the term for which the student is applying.
• The ‘PSEO Type’ field is visible on the App/Admit tab or Adm/Enr tab only when the student has an admission status of 21. Either “M, MnDpt of Ed” or “C, Contract” can be selected from the dropdown. ‘PSEO Type’ is visible ONLY when viewing the student’s PSEO admission status 21. The field disappears when the student’s other admission statuses are viewed.

• To exclude a course section from MDE payment to the colleges, retrieve the term course in the Web Term Course/Curriculum Management application. The ‘MDE Exclude Reason’ field is a dropdown field on the ‘Instructional Type & Credits’ tab on the “Credit Term Course Outline” page. The MDE Exclude Reason is set only on term courses. It is not set on curriculum courses.

Specific examples of how to code

Case Scenario 1  A student taking only PSEO courses on campus taught by a college faculty member reimbursable through MDE.

Adm stat = 21  PSEO_TYPE = M

Case Scenario 2  A student taking only PSEO courses on a campus taught by a college or university faculty member reimbursed through a contract with a local district.

Adm_stat = 21  PSEO_TYPE = C

Note: typically entire course sections are offered for these students at the college, if so each course section should be coded as “4” above

Case Scenario 3  A student enrolled only in concurrent enrollment and paid for through a contract with the district.

Adm_STAT = 21  PSEO_TYPE = C  each course section must have an
MDE_EXCLUDE_CODE = 1 (In HS by HS faculty – concurrent) or this is also possible:
MDE_EXCLUDE_CODE = 2  (in HS taught by College faculty )

Note 1 and 2 are submitted to MDE for special funds available to districts for offering these courses at the HS – whether or not they are taught by HS Faculty

Case Scenario 4  A student who is enrolled in both PSEO on campus reimbursable through MDE and a few concurrent courses at the high school through a contract with the district.

ADM_STAT = 21  PSEO = M

Note courses at the HS coded as in Scenario #3 above.

Case Scenario 5  A student who is enrolled in both on campus PSEO reimbursable through MDE and PSEO on campus paid through a contract.

ADM_STAT = 21  PSEO_TYPE = M

Note contracted courses should be coded as MDE_EXCLUDE_CODE 3 or 4 as noted in beginning of this email.
Case Scenario 6  
A student who is enrolled in PSEO on campus and takes summer courses on the college paid for by the parent

  Regular term (spring or fall) adm_stat = 21;

if any course is reimbursable then,

  M Summer adm_stat = 22

Case Scenario 7  
A student who is enrolled in concurrent courses at the high school and takes a summer course at the college paid for by the parent

  ADM_STAT = 21 (spring or Fall)  PSEO_TYPE = C  MDE_EXCLUDE 1 or 2
  ADM_STAT = 22 (summer)

State resources
Angie Johnson - MDE Supervisor of High School to Postsecondary Initiatives - 651-582-8478
Angie.Johnson@state.mn.us

Beth Barsness - High School Specialist - 651-582-8336 Beth.Barsness@state.mn.us

Jacqui McKenzie –Program Support - 651-582-8852 Jacqui.McKenzie@state.mn.us

Jeanne. Krile- MDE Finance 651-582-8637 Jeanne.Krile@state.mn.us

Carol Hokenson- MDE Finance 651-582-8840 Carol.Hokenson@state.mn.us

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Jayne Spain-MDE Special Education; Secondary Transitions Specialist- 651-582-8515
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MINNESOTA STATUTES 2012
124D.09 POSTSECONDARY ENROLLMENT OPTIONS ACT
124D.091 CONCURRENT ENROLLMENT PROGRAM AID
120B.021 REQUIRED ACADEMIC STANDARDS