

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3050P POST SECONDARY ENROLLMENT OPTIONS

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 Northland Community and Technical College.

Admissions Requirements for PSEO Students.

Subpart A. Eligibility Standards for 11th and 12th grade students. PSEO participation must be available to 11th and 12th grade students enrolled through a Minnesota public or nonpublic high school, and present evidence of the ability to perform college-level work. Such evidence includes the following:

1. For 11th grade students, 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 (see attached table);
2. for 12th grade students, 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 (see attached table); or
3. for 11th and 12th grade students, documentation other than that specified in Subpart A1 and Subpart A2 of this procedure of the student's readiness and ability to perform college-level work as determined through Northland's admissions assessment waiver process or appeal procedure as outlined in Northland's Admission Procedure 2020P.

Subpart B. Eligibility standards and access for 9th and 10th grade students

These students must meet at least one of the following standards.

1. Rank in the upper one-tenth of their class, or
2. attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or
3. have a favorable recommendation from a designated high school official to enroll in college or university courses.

Eligible 9th and 10th grade students may only enroll in a course offered through concurrent enrollment or through PSEO by contract under the following conditions defined in Minn. Stat. 124D.09, Subd. 5b:

1. The school district and the eligible postsecondary institution providing the course must agree to the student's enrollment; or
2. The course is a world language course currently available to 11th and 12th grade students, and consistent with Minn. Stat. 120B.022 governing world language standards, certificates, and seals. Indigenous languages and American Sign Language (ASL) are eligible under this provision.

Subpart C. Exception for 10th grade students and Career and Technical Education PSEO courses
Notwithstanding the eligibility standards established in Part 3, Subpart B of this procedure, Minn. Stat. 124D.09, Subd.4(b) requires a student who is in 10th 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 must be allowed to take additional courses in subsequent terms including, but not limited to, career and technical education courses.

A current 10th grade student who did not take the 8th grade Minnesota Comprehensive Assessment in reading may substitute another reading assessment accepted by the enrolling college.

Students admitted under this provision may be required to attend counseling or advising sessions at the discretion of the college.

Subpart D Eligibility Review Process. Northland 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 3, Subparts A and B of this procedure, and may include faculty, as appropriate.

Subpart E. Course Placement. Students choosing to enroll in PSEO courses or concurrent enrollment courses, shall meet the requirements of Board Policy 3.3 and System Procedure 3.3.1, Assessment for Course Placement, before enrolling in courses that require a specific level of reading, writing, or mathematic skills.

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. PSEO Concurrent Enrollment Courses. PSEO Concurrent enrollment courses shall be college-level courses approved through Northland’s curriculum process, shall meet institutional standards required for accreditation and shall follow Northland’s-approved course outline.

Subpart C. Concurrent Enrollment Agreements. Northland and school districts 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. qualification and responsibilities of high school instructors as defined in Subparts E and F of this procedure, including documentation of high school teacher qualifications;
2. Northland 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 the admissions part of this procedure;

5. financial arrangements for offering the course(s); and
6. duration of the agreement and frequency of its review, which shall be at least annually.

The form of the agreement between a district and Northland 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, Northland shall:

1. provide a Northland 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 Northland 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 Northland 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 Northland faculty member and participation in any required orientation and professional development activities, as outlined in the concurrent enrollment agreement and as described in Subparts C and D of this procedure.

Subpart F. PSEO Concurrent Enrollment Instructor Qualifications. The minimum qualifications for concurrent enrollment instructors shall be 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 Northland faculty members;
2. on-campus Northland courses; and
3. Northland courses offered by a college faculty member in the high school.

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

1. completion of additional graduate coursework;

2. field experiences; or
3. a program of structured, independent study appropriate to the discipline or credential field within mutually agreed upon time parameters.

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

An annual report of high school teachers approved by Northland 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. A high school that wishes to have Northland 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 Admissions Requirements of PSEO Students, Subpart A may:

1. request approval for an exception from the president of Northland 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 Northland to allow non-PSEO students to enroll in that course. The president of Northland shall approve or deny the request after the appropriate college consultation process. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:
 - a. PSEO students shall be the majority of the students in the course; and
 - b. the concurrent enrollment instructor and Northland 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 Northland shall be provided to the system office and shall include information about efforts made to reduce the number of exceptions approved.

Date of Implementation:

Date of Adoption:

Date of Subject of Revision: 03/19/13 Approved
 03/25/14 Reviewed
 02/03/15 Reviewed
 02/16/16 Reviewed
 03/03/17 Reviewed
 04/04/18 Reviewed
 04/24/19 Revised
 04/21/20 Reviewed
 03/15/21 Reviewed

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

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