

DIN: 3220-1-01
Title of Policy: Post Secondary Enrollment Options (PSEO)

Policy:

The Post Secondary Enrollment Options Act (MN Statute 1999, 124D.09), “Promotes rigorous academic pursuits and provides a wider variety of options to high school pupils by encouraging and enabling secondary pupils to enroll full-time or part-time in non-sectarian courses or programs in eligible post-secondary institutions.”

Northwest Technical College complies with the PSEO Act by facilitating accessibility of college courses to college-ready high school learners.

Accessibility to college courses will be facilitated by the PSEO individual learner option and the PSEO college-in-the-high-school option. The PSEO individual learner option is a program whereby an eligible learner enrolls in coursework on a space-available basis. The PSEO college-in-the-high-school option is a program whereby the high school contracts for specific coursework to be delivered in a setting designated by the school district.

Eligible Minnesota high school juniors and seniors may enroll in College courses as part of their full-time high school enrollment. High school juniors must be in the upper 1/3 of their class or score at or above the 70th percentile on a nationally standardized, norm-referenced test and seniors must be in the upper ½ of their class or score at or above the 50th percentile on a nationally standardized, norm-referenced test to be eligible for admission. All PSEO learners must pass the Accuplacer placement tests. Learners apply by submitting the PSEO state form, the MnSCU application, an official high school transcript that designate class rank, and approved basic skills assessment results. Learners not meeting admission requirements may appeal by providing a letter of recommendation from their high school and meeting with the PSEO counselor.

NTC will evaluate learner eligibility, admit learners to the College on a provisional basis, register learners for courses on a space-available basis, inform the learner of the support services available at the College, and monitor satisfactory academic progress. Continued participation requires satisfactory academic progress. Participation in the program requires the approval of the parent or legal guardian and the College.

NTC will offer to PSEO learners only courses that are approved through the curriculum process. PSEO learners are not eligible to take college readiness courses. Courses delivered as part of the PSEO program must meet MnSCU policy, college rigor, and NTC academic standards.

Prior to any learner being enrolled, a contract with either the school district or Department of Children, Families, and Learning must be in effect. All PSEO contracts shall be written to ensure that the direct revenues generated offset any direct costs of delivery. For purposes of this procedure, revenues shall be considered tuition and fees generated directly from the courses(s) delivered and expenditures shall be any direct costs associated with the development and delivery of the contracted courses(s).

Any deviation from this practice must have the approval of the College President or designee.

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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	X

Purpose: The purpose of this policy is to provide for equitable and appropriate access to college courses for high school learners.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Enrollment Clerk	Refer all PSEO applications to PSEO counselor. Accept PSEC learners on approval by PSEO counselor and invite to orientation
Counselor (also referred to in this policy as PSEO counselor)	Evaluate admissions status for PSEO applicants. Identify timeline for PSEO registrations. Ensure compliance with PSEC processes and policy.
Registrar	Process PSEO registrations on space-available basis

Supporting References

Listed below are college document(s) that support this policy:

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

Mn Statute 1999, 124D.09

MnSCU [Policy 3.5 Post-Secondary Enrollment Options Program](#)

MnSCU [Procedures 3.5.1 Procedures for Post-Secondary Enrollment Options Program](#)

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