Adopted: *07/11/2016*
Last Revised:
Last Reviewed:

598 POST SECONDARY EDUCATION OPTIONS

PURPOSE

The purpose of this policy is to establish a clear statement in regard to student participation in Post Secondary Enrollment Options (PSEO).

GENERAL STATEMENT OF POLICY

A. Post Secondary Enrollment Options (PSEO) is a program that allows 10th-, 11th-and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full-or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

B. There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage at http://education.state.mn.us/MDE.

PROCEDURES

A. It is the student's responsibility to stay informed of Hayfield High School junior and senior activities and to meet Hayfield High School graduation requirement.

B. Students needing credits in required Hayfield High School graduation coursework are responsible for earning credit in equivalent coursework. Students will use the PSEO Transfer Equivalency Coursework Guide for Riverland Community College and Rochester Community and Technical College. Coursework from other colleges must be

presented in a written request that includes the college's course description to Hayfield High School principal and counselor to receive prior approval.

C. All high school students, including PSEO, must take tests required by the Minnesota Department of Education. PSEO students must return to Hayfield High School for these tests on the designated dates and times.

D. PSEO students are required to submit a copy of the college course schedule prior to the start of each semester.

E. College academic and attendance complications need to be handled by the college and the student. The high school principal and counselor must be informed of academic and attendance complication, however, they do not have jurisdiction over college matters.

F. The high school principal and counselor must be informed of changes made to PSEO course schedules such as dropping or adding a course. Dropping or withdrawing from a course **after** the first initial drop/add date established by the college will result in an "F" on the student's Hayfield High School transcript.

G. PSEO courses will transfer to the Hayfield High School transcript with the college grade earned. College grades are not weighted when transferred to the Hayfield High School transcript.

H. The conversion for college semester credits to Hayfield High School credits will be 4 college semester credits equaling 1 high school credit.

I. College textbooks belong to the college and must be returned to the college after the semester has been completed. Failure to do so may result in fines to be paid by the student and/or withheld grades by the college.

J. High school diplomas are held until Hayfield High School receives a transcript from the college and all Hayfield High School graduation requirements have been verified.

K. A PSEO student who decides to return to Hayfield High School and enroll in Hayfield High School classes after the PSEO application has been completed and submitted, must have the signed consent from the PSEO provider stating that the student is not enrolled in any PSEO coursework and that Hayfield High Schools is under no financial obligation to the PSEO institution for the student.

L. A part-time PSEO student is responsible for being in attendance on time for courses at Hayfield High School. An "unexcused tardy" will be given for part-time PSEO students who are not in their scheduled class at Hayfield High School on time.

M. PSEO students may participate in high school events and activities outside of regular school hours. If a PSEO student chooses to participate in college extra-curricular activities, they are no longer eligible for MN State High School League activities.

N. Full-time PSEO students may observe assemblies and special events to which the public is invited that are held during the school day.

O. PSEO students are responsible for adhering to the Visitors' Policy as stated in the High School Student and Parent Handbook. A visitor is considered to be any person not attending on-site classes at Hayfield High School. Students attending on-site classes at Hayfield High School are not permitted to have visitors during the school day. Students who are enrolled full-time in PSEO programs are required to make appointments in advance with the principal and/or counselor prior to coming to the Hayfield High School campus.

Legal Reference: Minn. Stat. § 124D.09 (Post Secondary Enrollment Options Act)