

FERTILE-BELTRAMI Public School

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**Post-Secondary Enrollment Options (PSEO)
Program Information and Student/Parent Agreement**

Opportunities to Earn College Credit in High School at FBHS

Dual Credit Programs:

Postsecondary Enrollment Options (PSEO): The PSEO program is a dual credit program that allows high school students to simultaneously earn high school and college credit through enrollment in and successful completion of college-level courses on a college campus or online. Students may take PSEO courses on a full-time or part-time basis. The PSEO program provides students with a 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 the students.

Concurrent Enrollment: Concurrent Enrollment is another dual credit option that provides high school students with the opportunity to take college-credit bearing courses taught by college-approved high school teachers at the high school. High school students may earn both high school and college credit at no cost. At FBHS, we partner with MState, Northland Technical and Community College and UMC to provide our students the opportunity to earn 41 college credits. Our course offerings are: Computer I/II, Web Design, Video Editing, College Composition, College Algebra, Anatomy and Physiology I/II, Advanced Physiology, General Psychology, Intro to Sociology and Intro to Public Speaking.

Should I Participate in PSEO?

Choosing to Participate: The decision to participate in PSEO is an important one, and students should start planning early. The student will be expected to be a responsible, self-starting, independent learner. Students and parents/guardians 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.

Students and parents should consider the following:

- **High School Graduation Requirements:** Students should meet with their school counselor and review the courses needed to graduate. Enrollment in an incorrect PSEO class could result in delayed high school graduation, so careful planning and communication with the high school is very important.
- **Academic Ability:** Is the student ready for college-level course work?
- **Maturity:** Is the student mature, responsible and self-disciplined enough to be successful in a college setting? The student will be taking classes with college students of all ages. Attendance and grades are not available to parents or high school administrators or counselors.
- **Scheduling and Transportation:** Will the student be able to manage schedules and have the transportation means to get to and from the institution and possibly FBHS?

Where can I do PSEO?

Eligible Institutions: Postsecondary institutions must be located in Minnesota and include:

- Public postsecondary institutions
- Private, nonprofit two-year trade and technical schools granting associate degrees.
- An Opportunities Industrialization Centers accredited by an accreditor recognized by the United States Department of Education
- Private, residential, two-year or four-year, liberal arts, degree-granting colleges or universities located in MN

Students are allowed to take courses from more than one eligible postsecondary institution at a time. A list of qualifying colleges can be found on the [MN Department of Education \(MDE\) PSEO webpage](https://education.mn.gov/MDE/fam/dual/pseo/) or at <https://education.mn.gov/MDE/fam/dual/pseo/>.

PSEO students can attend full-time or can do PSEO part-time and attend FBHS part-time. They can attend PSEO classes on-campus, online, or a combination of the two. Colleges may set limits on opportunities available to PSEO students (ex. Only full-time, require they live on campus).

Eligibility: Public School Students

10th graders: Any student classified as a 10th grader who meets residency edibility may enroll in one Career or Technical Education (CTE) course as identified by a Minnesota state college or university on the postsecondary campus.

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

Additionally, the student must also meet the specific course requirements and prerequisites of the CTE course in which he/she wishes to enroll. Enrollment is only possible if the school district and the eligible postsecondary institution providing the course agree to it.

11th and 12th Graders: Any 11th or 12th grader who meets residency edibility, if accepted by a postsecondary institution, may enroll in PSEO-eligible courses or programs at that postsecondary institution. In general, a course is deemed PSEO eligible if the following criteria are met:

- The course is available to both high school and postsecondary students.
- The course is listed in the postsecondary’s institution’s syllabus
- The course generates both high school and college credit and counts toward graduation requirements at the high school.
- The course is non-sectarian
- The course is college-level
- The course is not considered to be a developmental or remedial course unless it is part of a PSEO State-Approved Early/Middle College program for students enrolled full-time in State-Approved Alternative Programs.

PSEO Admission Requirements

Each participating college and university set its own requirements for admission into PSEO courses and programs. It is the responsibility of the student to research admission requirements at any PSEO programs of interest and ensure that they are taking care of admission requirements at the particular college or university. This information can typically be found on the college’s admissions website or by contacting the college’s admissions office.

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

How to Begin the PSEO Process

1. Research prospective colleges/programs, including admission requirements and PSEO opportunities/limitations. We recommend you do a campus visit and meet with the PSEO coordinator.
2. Apply to the college and its PSEO program following its procedures. The application process typically involves submission of the following items, although some PSEO programs have additional requirements:
 - a. College application – usually completed online via the colleges PSEO or Admissions webpage
 - b. Your FBHS transcript and test scores (if relevant) – sent directly to the college by school counselor
 - c. PSEO Notice of Student Registration form. You and a parent/guardian fill out section one, then give to your school counselor who will fill out section two and return the form to you, you return it to the college. You will need to fill this out each year.
3. Return the PSEO Student Agreement (on page 13 of this booklet) to your school counselor.
4. The college will notify you of its admission decision and will provide you with directions on what to do next to register for classes and complete orientation.
5. Work with your school counselor throughout to ensure you know your remaining graduation requirement credit needs and what PSEO classes will count toward meeting those requirements.

Deadline: PSEO law states that students should notify their school district of their intent to enroll in PSEO courses during *any part* of the following school year by **May 30**. Students should notify FBHS by providing the PSEO NOSR form (with section one completed) and the FBHS PSEO Student Agreement on page 13 of this booklet to the school counselor by May 30th. Students who fail to notify their school of intended participation by May 30 may be responsible for the full costs of college attendance. Colleges may set their own PSEO application deadlines that differ from the May 30 high school notification deadline.

PSEO Notice of Student Registration form – Section one must be completed by the student (and signed by the parent/guardian if the student is under age 18). Section two requests a signature from the secondary school if the student is determined eligible to apply for participation in the PSEO program. After sections one and two are completed, section three must be completed by the postsecondary institution. The postsecondary institution will then mail the form to MDE. This form is usually available from the college, but can also be found on [MDE's PSEO webpage](#).

Be aware of postsecondary admissions requirements and deadlines. It is the postsecondary institution that determines admissions requirements into their postsecondary courses – not the high school. Postsecondary institutions also set their own application deadlines and timelines for admission. Many postsecondary institutions create admissions guidelines for PSEO students based on class rank, GPA, and/or specific score minimum on a nationally standardized, norm-referenced test (like the ACT, PSAT or SAT).

Decide where to enroll – and which courses to take. There is no list of available PSEO courses available across the state. Students should locate the list of PSEO courses offered by the postsecondary institution where they would like to enroll. This information is typically available from a college's PSEO coordinator. It is the student's responsibility to complete all steps of the institution's enrollment and registration process. The high school counselor can provide course advising as it pertains to meeting high school graduation requirements.

Seek out your on-campus PSEO resources. Most postsecondary institutions have their own PSEO webpage and contact information for PSEO coordinators on the college campus. These contacts can help families navigate the admissions process, find or explain classes and schedules, and provide general information. Participation in PSEO is based on space availability in the desired course. PSEO students are often the last students to register for college classes, sometimes resulting in less availability of desired or needed courses.

Participation Requirements

To access PSEO, a student must first give up one class at the high school during the school day. At FBHS this means that one period of eight each semester must be dedicated to PSEO and no high school class may be taken during that time. As long as the student has one open hour on their FBHS schedule, they can take as many PSEO courses as they wish (or as the college will allow).

FBHS expects PSEO students to be full-time students.

- If the student is full-time PSEO, at a minimum they should take the number of credits that college considers to be a full-time load (commonly 12 credits).
- If the student is part-time at FBHS and part-time PSEO, at a minimum they should take the equivalent of a full-time load at FBHS between their high school and college credits which is 3.5 FBHS credits per semester or 14 college credits. (1 FBHS credit = 4 college credits)

MCA Testing: Part-time PSEO students must participate in the state testing program (MCAs). Full-time PSEO students are not required to do so. Juniors take the MCA Math test. Seniors do not have any MCA test requirements.

PSEO Funding

Tuition: PSEO students do not pay tuition for their school-year college classes. Postsecondary institutions are paid by MDE for PSEO participation. MDE will pay for a course only once unless the student fails the course. The PSEO program does not cover summer school so if a student wants to take summer classes the student will be responsible for all associated costs.

Textbooks, Materials, Fees and Equipment: In general, PSEO students cannot be charged for textbooks, materials or fees that are required for the course or enrollment at the postsecondary institution. However, students may be charged fees in specific situations.

- **Equipment.** If the equipment required for a course becomes the property of the pupil after the course has ended, the postsecondary institution may charge the student for this equipment.
- **Not returning textbooks or materials.** Each student is required to return all textbooks and materials to the postsecondary institution after the course has ended. Postsecondary institutions may charge the student a fee for the late return or no return of textbooks or materials. Some colleges require PSEO students to return their textbooks and materials to the high school. The student is responsible for following their college's PSEO materials return guidelines.
- **Placement retest.** Depending on a postsecondary institution's policy for placement testing, a student may be charged for retesting.

Transportation & Reimbursement: FBHS does not provide transportation for PSEO students between the high school and the postsecondary institution. If requested by the parents or guardians, school districts must reimburse low-income families for certain transportation costs incurred traveling to and from courses held on college campuses. The postsecondary institution must be located further than two miles from the school the student would normally attend in their resident district. Certain mileage limits apply. Qualifying students (as determined by income levels set by the federal government) will be reimbursed at 15 cents per mile for travel from their homes to the postsecondary institution or from their high schools to the postsecondary institution, whichever is less. Contact the Fertile-Beltrami School district office for PSEO mileage reimbursement forms and procedures.

Residential Living: Depending on the college, PSEO students may have the opportunity to reside on campus; however, the state or school district do not pay for living expenses. Living expenses are on the responsibility of the student. Some colleges may require PSEO students to live on campus if their parents do not live within a certain distance of the college.

Financial Aid Eligibility: PSEO students are not eligible for federal financial aid. PSEO participation does not impact future financial aid eligibility. Once PSEO students graduate from high school they are considered first-year college students for financial aid purposes.

Credits and Grades

Students should work with their high school counselor to ensure PSEO courses fulfill credit requirements for graduation. This means students will take the same requirements as their FBHS peers, but at the college level. When selecting courses, students must be careful to fulfill the subject areas and standards required for high school graduation. If a student is unsure if a course will meet requirements they should check with their school counselor. It is the responsibility of the student to seek out and register for classes that will fulfill FBHS requirements. The college's PSEO advisor may advise or recommend how to fulfill high school graduation requirements, but cannot guarantee credits will transfer to FBHS as advised. The FBHS principal has the final say in determining if the PSEO class will fulfill FBHS graduation requirements.

College credit transfer equivalency: MDE mandates that the conversion of postsecondary college credits to high school credits has to be at least a 4:1 ratio. Whatever is considered one year of high school credit in a district for a subject area is equivalent to at least four college credits. FBHS uses the following formula for PSEO courses:

- 1 college credit = .25 FBHS credit
- 2 college credits = .5 FBHS credit
- 3 college credits = .75 FBHS credit
- 4 college credits = 1 FBHS credit
- 5 college credits = 1.25 FBHS credits

Credits and grades received at a postsecondary institution are on the student's permanent college record and count as courses completed at that institution. All grade-related issues at the postsecondary institution are the responsibility of the student to address directly with the college according to the college's procedures and rules.

- The postsecondary institution determines if a PSEO student's grades can be expunged from their postsecondary transcript.
- How college credits transfer to another postsecondary institution is dependent upon the transfer rules of the receiving postsecondary institution.
- It is the responsibility of the student to request their official college transcripts directly from the college where the credits were earned for the purposes of transferring credits. FBHS is unable to provide official college transcripts as they must come directly from the institution that awarded the credit.

Transfer of Grades to FBHS Transcript: FBHS places grades on the high school transcript independently from how colleges place grades on transcripts. PSEO grades will be placed on the FBHS transcript upon receipt of the college transcript as follows:

- A-F and Pass grades are listed on the high school transcript exactly as they are received from the postsecondary institution.
- FW and NC will be entered onto the FBHS transcript as an F.
- If a course is dropped within FBHS's one week drop window at the start of each semester and is not posted on the college transcript, no record of the course will be entered on the FBHS transcript.
- If a course is dropped within FBHS one week drop window at the start of each semester and is posted on the college transcript as a W, it will be entered on the FBHS transcript as a W.
- If a course is dropped after FBHS one week drop window at the start of each semester, it will be entered on the FBHS transcript as an F.
- FBHS does not accept transfer of repeated PSEO courses that have already been taken and passed at the college level.

See the Dropping a College Class section on page 11 for guidance on the student's responsibility when dropping a class.

Academic Recognitions and Activity Participation

Academic honors and class rank: Students participating in PSEO will be included when determining academic honors and class rank, provided they meet all other eligibility guidelines.

Graduation: Students participating in PSEO are eligible to participate in their high school graduation ceremonies and earn a diploma if all graduation requirements have been met prior to the graduation ceremony. It is the responsibility of the student to provide FBHS with college transcripts prior to graduation verifying completion of all graduation requirements.

Participation in High School Activities: Students participating in PSEO are high school students and will not be prohibited from participating in activities sponsored by Fertile-Beltrami High School. Students should consider time required for studying as well as time commitment to the activity. Students should also consider attendance requirements at the institution and class time that may be missed due to the activity. High school practice, rehearsal, and competitions may conflict with PSEO class times. It is the responsibility of the student to make arrangements with all instructors and coaches/advisors as needed.

Student's responsibilities once enrolled in a postsecondary institution

- The student is responsible for communicating with their high school counselor before registering for classes each semester to make sure they are fulfilling high school graduation requirements.
- The student is responsible for sending copies of their class schedule and final grades to the high school counselor.
- The student is responsible for consulting with and informing the school counselor about any class changes. Alert your school counselor if you withdraw from a class as we are otherwise not alerted until after receiving the college transcript.
- It is the responsibility of the student to find out about important class deadlines and school events (scholarships, senior class pictures, graduation activities, etc.). Students are encouraged to use the following to stay up to date on important deadlines:
 - Communicate with other peers enrolled at FBHS
 - Read the daily bulletin posted on the school website
 - Check your FBHS email
 - Stop in periodically for information on upcoming events
- Provide FBHS with the PSEO Notice of Student Enrollment form prior to the beginning of each semester of participation.

FBHS responsibilities regarding PSEO students once enrolled

- Provide advising to PSEO students on fulfilling graduation requirements as requested.
- Place PSEO courses and grades on FBHS transcript.
- Track credit standing toward graduation and provide this information to students upon request.
- The high school counselor will continue to provide career, academic, and personal counseling to the student as needed and requested.
- Provide PSEO students reasonable access to computers at FBHS if needed.
- ACT, ASVAB, and PSAT Testing: These optional tests are offered annually by FBHS and are available to PSEO students to take at the regularly scheduled sessions.
- School counselor is available to advise students and complete paperwork during their contract year – summer is limited, but typically from 1 week before the start of the school year to one week after the end of the school year. The high school principal is available periodically throughout the summer.

Pros and Cons of PSEO

Pros:

- Flexible scheduling – plan your classes around your life
- More options – class options you would not have at the high school
- Dual credit – earn both high school and college credits at the same time
- Exposure to challenging courses
- Jump start to college credits and college life – can earn your AA degree at the same time as graduating high school
- Cost of tuition, fees and books/materials is covered
 - Fees – any fees required to attend the institution must be provided by the postsecondary institution. Some examples include, but are not limited to, placement tests, internet or technology fees, and library services.
 - Non-instructional charges required by some courses or programs (i.e., background checks or malpractice insurance) must be provided by the postsecondary institution.

Cons:

- Last to register for coursework – you will register in the summer after all other students have registered. Preferred classes and times may be full
- If you are part-time, you may experience scheduling conflicts between college and high school timeframe. The FBHS calendar and semester dates usually do not line up with the college semester dates. You cannot miss your FBHS classes due to your PSEO schedule.
- Not attending a college course and/or failing a college course may result in any or all of the following: academic warning, academic suspension, GPA drop (high school and college), dismissal from PSEO, graduation concerns, post high school implications (unable to attend that college, not qualifying for financial aid, GPA too low for selective programs/majors)
- Not following guidelines in choosing courses used to fulfill graduation requirements may result in not graduating on time with your peers
- There is no guarantee that college credits will transfer to another postsecondary institution.
- Not returning books or materials by the deadline may result in a bill for the books or materials.
- Dropping a college class means following both college procedures and FBHS procedures. FBHS does not have access to the college process and is not involved in that side of it. Dropping a class may have graduation, transcript and extracurricular consequences.

Meeting FBHS Graduation Requirements

Course Selection Considerations: PSEO college coursework being used for FBHS graduation requirements must follow the guidelines listed below:

- **English:** Two credits over the junior and senior year. Courses must cover the following topics:
 - *Public Speaking:* Typically through the Communications department
 - *Composition/Writing:* Any writing course through the English department
 - *Literature:* Any literature course through the ENGL department
- **Social Studies:** Two credits over the junior and senior year. Courses must cover the following topics:
 - *World History:* Must take a HIST department course covering a part of world history
 - *Economics:* Any ECON course will suffice
 - *Government:* A course related to how the U.S. Government works, typically offered by the Political Science department
- **Math:** Any MATH department course may be used to cover the third required math credit for graduation.
- **Chemistry or Physics:** Students need to graduate with a full high school credit of Chemistry or a full credit of Physics. This means students would need at least four or more college credits in the specified area or they need to take more than one college course to fulfill this requirement. Any CHEM or PHYS department class will suffice.

Consult with your school counselor to determine whether your proposed PSEO courses meet FBHS graduation requirements. Final determination regarding whether or not a PSEO course fulfills a FBHS graduation requirement lies with the FBHS principal.

Dropping a College Course

- Dropping a college course must be done following the college's policies and procedures
- Dropping a college course after two weeks from the start of each college semester will result in an F and zero credit on the Fertile-Beltrami School transcript. This will impact a student's high school grade point average and their class rank. This may also impact high school activities eligibility per FBHS's course drop/eligibility policy found in the FBHS student handbook.
- The student is responsible for informing the high school of the drop prior to the high school's one week drop deadline.

Contact Information

Fertile-Beltrami High School

Amanda Bosman – School Counselor, grades K-12
218-945-6953 / abosman@isd599.org

Nathaniel Messick – Principal
218-945-6953 / nmessick@isd599.org

PSEO Program at a Specific Minnesota College:

Contact the office of admissions by phone/email or use the admissions office website.

Minnesota PSEO Resources

Minnesota Department of Education: Postsecondary Enrollment Options (PSEO)
<https://education.mn.gov/MDE/fam/dual/pseo/>

FERTILE-BELTRAMI HIGH SCHOOL

PSEO Student Agreement – 20____-20____ School Year

I have received and read the PSEO materials provided by Fertile-Beltrami High School

I understand the eligibility guidelines, responsibilities, procedures and deadlines associated with participation in this program.

It is my intent to enroll in the PSEO Program for the upcoming school year.

College(s) to which I am applying: _____

Full-time _____ *OR* Part-time _____ + Number of classes at FBHS _____

On-campus _____ *OR* Online _____ *OR* Part-time on-campus & part online _____

Next year's grade level: 12 _____ 11 _____ 10 _____

Student Name (print) _____ Signature _____ Date _____

Parent/Guardian Name (print) _____ Signature _____ Date _____

Return both this form and the PSEO Notice of Student Enrollment form (with Section 1 completed) to the FBHS school counselor by the deadline of May 30th to be eligible for PSEO the following year. PSEO students turning in forms after the May 30 deadline will be financially responsible for their PSEO experience.