



CONCURRENT ENROLLMENT PROGRAM GUIDELINES 2009-2010

The MnSCU Board of Trustees Policy 3.5, Post Secondary Enrollment Options, states that "certain guidelines or restrictions shall apply to PSEO classes provided on-site at Minnesota high schools." The following guidelines apply to M State concurrent enrollment courses taught by high school teachers to high school students, through a cooperative arrangement between the College and the school district.

1. All concurrent enrollment courses are regularly taught at M State and are accepted as part of the general education requirement for the associate degree or as career and technical program courses.
2. Instructors will need to meet the approval of the high school principal and the dean of the college. College faculty will have the option to provide input. The instructor's credentials will be reviewed; please have the following sent for each instructor:
 - Letter from the principal asking that the teacher's credentials be reviewed for approval to teach which course(s).
 - Letter from the teacher asking consideration and describing qualification to teach in the discipline area requested.
 - A copy of the teacher's resume or curriculum vitae.
 - Copies of the teacher's transcripts – undergraduate and graduate.
3. All college policies and regulations which apply to instructional procedures and academic standards will apply to students and staff associated with these courses, except where superseded by sections of this policy.
4. Textbooks and other instructional materials specified in the course outline will be provided by the high school.
5. M State, Fergus Falls will work with the high school to administer placement assessments in reading and math. M State, Fergus Falls will also register students (high school counselor submits registration/application forms), provide class lists, determine procedures for adding or dropping courses, enter grades and maintain/distribute student transcripts. The following Accuplacer tests are required:
 - 1) Reading – Reading for all classes except when a student is enrolling only in a math course.
 - 2) Math – For all math courses and courses for which there is a math prerequisite or recommendation.**OR** students may use a PLAN or ACT score to demonstrate college readiness.

ACT/PLAN – Reading – 18

ACT/PLAN – Algebra - 22

6. Class enrollment is limited to high school students registered through Post-Secondary Enrollment Options and/or Concurrent Enrollment. These students must meet the following criteria:
 - A 2.8 cumulative GPA for seniors
 - A 3.2 cumulative GPA for juniors

7. For each course, the high school instructor and the assigned M State mentor will work together, as follows:
 - A. A course plan shall be developed which addresses:
 - The length and number of class meetings and how they will be used to cover the subject matter of the course.
 - Library resources and required materials and tests.
 - Attendance policy and how it applies to grading.
 - Testing procedures and grading processes.
 - B. For high school instructors who teach the course for the first time, six meetings are recommended as follows:
 - At least one planning meeting between the assigned college instructor and the high school instructor prior to the start of the semester.
 - At least two in-person classroom observations by the assigned college instructor. Written reports of these observations shall be made to the academic dean and to the high school principal.
 - At least one follow-up meeting between the assigned college instructor and the high school instructor. Recommendations are to be given to the academic dean.
 - C. For high school instructors who have taught the course previously, at least three meetings should be arranged between the two instructors.