



Minnesota State Colleges and Universities System Procedures Chapter 3 – Educational Policies

Procedures 3.5.1 Post-Secondary Enrollment Options (PSEO) Program

Part 1. Purpose. In accordance with Minnesota Statutes section 124D.09 and Policy 3.5, this procedure governs the implementation of the Post-Secondary Enrollment Options (“PSEO”) Program by system colleges and universities.

Part 2. Admissions Requirements for PSEO Students

Subpart A. Admissions standards. PSEO enrollment shall be available to juniors and seniors enrolled through any Minnesota secondary school, home school, or alternative learning center, who present evidence of the ability to perform college work. Such evidence includes the following:

1. for juniors, 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;
2. for seniors, 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; or
3. for juniors or seniors, documentation other than that specified in Part 2. Subpart A.1. and Subpart A.2. of this procedure of the student’s readiness and ability to perform college-level work as determined by the college or university.

A college or university may set higher standards than those specified in Part 2. Subpart A.1. and Subpart A.2. for all students as needed to ensure student success.

Subpart B. Admissions review process. Each college and university shall have a process for reviewing evidence presented by students seeking admission under the PSEO program. This process shall address each of the criteria in Subpart A and shall describe the role of faculty in carrying out the process.

Part 3. PSEO Student Support, Enrollment, and Progress.

Subpart A. Student information. A college or university offering courses through the PSEO program shall ensure that all PSEO students are provided, through student orientation sessions, print and/or electronic materials, and academic advising, with information that informs them about the academic and student support services available to all students at the college or university and outlines their responsibilities, including their responsibility to communicate with their high school about their academic progress in courses offered through PSEO.

Subpart B. Student eligibility. A college or university shall determine that a student is eligible for each course selected through PSEO.

Subpart C. Student progress. A college or university shall monitor the progress of each student enrolled in courses through PSEO, whether the course is offered on-campus or off-campus.

Part 4. 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 secondary school, and taught by a secondary teacher.

Subpart B. PSEO concurrent enrollment courses. All PSEO concurrent enrollment courses must be college-level courses approved through the college or university curriculum process.

Subpart C. PSEO concurrent enrollment instructor designation. Designation of a secondary teacher to be an instructor in a PSEO concurrent enrollment course requires the approval of the teacher's principal and of the college or university based on the recommendation of its faculty.

Subpart D. PSEO concurrent enrollment instructor support. If a college or university approves a secondary teacher to provide PSEO instruction through concurrent enrollment, the college or university shall:

1. Provide a college or university faculty mentor who shall meet regularly with the teacher 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 the college or university and that students are held to college-level standards; and
2. Provide each secondary instructor with opportunities to participate in appropriate campus-based faculty development activities.

Subpart E. 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 F.

Subpart F. PSEO concurrent enrollment exceptions. A high school that wishes to have a college or university offer a PSEO concurrent enrollment course to its students, but cannot generate sufficient enrollment to offer that course only to PSEO students, may request approval for an exception from the president of the college or university. The president of the college or university shall approve or deny the request after the appropriate college or university consultation process. An annual report of all exceptions granted by a college or university shall be provided to the Office of the Chancellor and shall include information about efforts made to reduce the number of exceptions approved. In any concurrent enrollment course that enrolls both PSEO and non-PSEO students:

1. PSEO students shall be the majority of the students in the course; and
 2. The high school teacher and college or university mentor shall ensure that all PSEO students are held to college-level course standards.
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