



University Regulation
Procedure #253
Enrollment of High School Students

Section 1. Policy

This university procedure is established to govern and define the enrollment of Postsecondary Enrollment Option (PSEO) Program and other high school students in Metropolitan State University courses.

Section 2. Authority

This university procedure is issued in accordance with state law and the Rules and Regulations of the Minnesota State Colleges and Universities System.

Section 3. Effective Date

This university procedure shall become effective upon the signature of the Vice President for Academic Affairs and shall remain in effect until specifically revoked.

Section 4. Responsibility

The responsibility for the implementation of this university procedure is assigned to Public School Coordinator and the Assistant Registrar.

Section 5. Purpose

To promote rigorous educational pursuits and provide a wider variety of options for students in Minnesota high schools who are enrolled in the eleventh or twelfth grade or, if in a non-graded alternative secondary program, enrolled at a level equivalent to eleventh or twelfth grade.

Section 6. Enrollment Standards

Enrollment of any pre-postsecondary student will be limited to students who have attained a designated class rank. Specifically, participation will be limited to juniors in the upper one-third of their class and to seniors in the upper one-half of their class, or for students without class rank, juniors with PSAT, SAT or ACT scores in the top one-third and seniors with scores above the median. Courses may be limited to students who have met specific course prerequisites. The university may designate courses to be taken by students who have not yet completed the high school preparation requirements so that they may access courses not available through their high school toward fulfillment of these requirements.

Section 7. Application and Enrollment Procedure PSEO Courses

Through the PSEO program, high school students can attend Metro State courses on-campus, as well as special courses offered at high schools.

A. On-Campus PSEO Courses

Application fees and tuition are paid by the Department of Children, Families and Learning for students in this program; books and required materials are paid by Metropolitan State.

Upon acceptance to the university, the student must submit the Postsecondary Enrollment Options Program Notice of Student Registration form, completed and signed by the student, the parent/guardian (if student is under 18) and the secondary school contact person, demonstrating the student's eligibility to enroll in this program. All materials must be in by the deadline date.

The Metropolitan State University PSEO Contact Person, who is the Assistant Registrar, will assist the student with registration, verify the Notice of Student Registration Form, and mail the form to the Department of Children, Families and Learning.

B. On-Site High School PSEO Courses

Metropolitan State University and the appropriate school district will establish enrollment procedures for PSEO courses offered on-site at a high school.

Section 8. Limitations on PSEO Courses

- A. Applicants under the PSEO program must submit an application form and official transcripts from their high schools which show class rank.
- B. Enrollment in the PSEO program is limited to public high school students.
- C. PSEO students may not enroll in developmental classes.
- D. PSEO students will be enrolled on the basis of available space.
- E. PSEO students will be expected to perform to the standards to which the institution's non-PSEO students are held accountable. These include policies regarding satisfactory progress and student conduct.
- F. PSEO classes offered at a high school shall be discrete, PSEO-only courses so that, within a single classroom, all students are taking the class for collegiate credit.

- G. In general, courses offered as PSEO's in the high schools should be taught by Metropolitan State University faculty and be courses the university has developed and offers on-campus.

Section 9. Fees

No charge will be made to PSEO students for the costs of tuition, fees or required textbooks and materials for courses in this program. The students may be required to pay the cost of equipment that becomes the property of the student, i.e. calculators, microcomputers, tools, etc. For on-campus courses, the university Business Office will submit charges to the Department of Children, Families and Learning for reimbursement.

Reimbursement is based on the eligibility of the student to participate in this program. To be eligible, student's combined registrations at the high school and the university does not exceed the total number of clock hours in a high school day.

For courses offered on a high school campus, the Business Office will submit, to the school district, an invoice for related fees and for instructional charges no less than actual instructional costs and no more than tuition and any related fees.

Section 10. Review

This procedure will be reviewed by the Registrar, Public School Coordinator, and the Provost and President for Academic Affairs as appropriate.

Section 11. Signatures

Issued on this 18th day of July, 2005.

__William Lowe_____
Provost and Vice President, Academic Affairs

7/7/05/nct