



Postsecondary Enrollment Options Program Information

The purpose of this document is to provide you with information on commonly asked questions related to the Postsecondary Enrollment Options Program (PSEO) to clarify issues related to the program. We hope that this information will help you as you work with students.

Application Form

The application for student registration for the PSEO program is available on the Minnesota Department of Education website. From our home page: <http://education.state.mn.us>, choose School Support > Forms.

This form needs to be completed by the student, signed off by the parent if the student is under age 18 and signed off by the secondary school or home school parent if the student is determined eligible to apply for participation in the PSEO program. Students do not mail this form to the Minnesota Department of Education (MDE). Students take the form, after section one and two are completed, to the postsecondary college for completion of section three.

Eligible Higher Education Institutions

An eligible institution is defined in Minnesota Statute § 124D.09, Subd. 3. ([View Minnesota Statute § 124D.09, Subd. 3](#)). A list of eligible higher education institutions can be found on our website. From our home page <http://education.state.mn.us>, choose Student Success > College and Career Readiness.

Student Eligibility

A student who enters the program:

1. At the beginning of the eleventh-grade year may continue in the program for the equivalent of two academic years, except for the state approved Learning Year Programs pursuant to Minnesota Statute § 124D.128, summer sessions are not included. [View Minnesota Statute § 124D.128](#)
2. At the beginning of the twelfth-grade year a student may continue in the program for the equivalent of one academic year.
3. In either case, if the student first enters the program during the academic year, the window of opportunity is reduced proportionately.
4. A student who has not successfully completed their senior year in high school and continues to work toward their diploma is considered a 13th grader. A student is not eligible to participate in PSEO if the student has participated in PSEO as an 11th grader or a 12th grader. (They have already used their two years of eligibility.)
5. A student who has not successfully completed their senior year in high school and qualifies for the Graduation Incentives Program and continues to work toward their diploma is eligible to participate in the PSEO program if they have not previously participated. They are eligible to participate until they meet their graduation requirements or up to one academic year.
6. Students that graduate midyear before their peers are considered early graduates. These students are eligible to participate in PSEO for the remainder of the school year.

7. For purposes of determining PSEO eligibility, a full-time student must give up a class to become eligible. For example: 1) a student takes five classes and one study hall. The study hall would make the student eligible for PSEO or 2) a student takes a full course load without any study halls, the student would have to give up a class in order to be eligible. The student could take PSEO during the day or evening. The state would still reimburse the higher education institution for the PSEO classes.
8. However, if the student didn't give up any classes, the student could still take PSEO but the student would have to pay their own tuition. In this situation, the PSEO class would be eligible for postsecondary credit. The student can also request that the PSEO class be applied towards secondary school credit. A district must accept the credit (see Minn. Stat. § 124D.09, subd. 12).
9. Parent and child living abroad with a residence in Minnesota are not eligible for PSEO. Parent and student must be living in Minnesota.
10. Students in cultural foreign exchange programs are ineligible to participate in the PSEO program per Minn. Stat. § 124D.09, subd. 5.
11. Higher education institutions determine admission standards to participate in the PSEO program. School districts do not make this determination. The college also sets the number of classes a student can take.
12. School districts cannot set course load requirements at the high school as a prerequisite for participating in PSEO. For example: a school district cannot require a student to take at least three courses at the high school in order to take a PSEO class.

Grading and School Activities

1. Students who are participating in PSEO are high school students and should not be prohibited from participating in activities sponsored by the pupil's high school. (refer to Minnesota Stat. § 124D.09 subd.11)
2. Students participating in PSEO are to be included in determining honor's and scholarship lists. If the last quarter or semester's grades have not arrived from the postsecondary institution before grade point averages and any class rankings are typically determined, use the student's previous grades to determine their standings.
3. A student can retake a PSEO class and the state will pay for the class as long as they are eligible for the PSEO program and had been awarded no prior credit for the course.
4. Eligibility to continue PSEO when a PSEO student's grades fall below a certain level at the college is determined by the higher education institution.
5. Expunging grades for a PSEO student at the higher education institution is determined by the institution's policy on expunging grades.
6. Expunging grades from the student's high school transcript is dependent on the school district's policy on expunging grades.

Graduation Ceremony

Students who have satisfactorily completed postsecondary work prior to the last semester and will have satisfied their high school graduation requirements are eligible to participate in graduation ceremonies. Students should be allowed to participate in their high school graduation ceremony even though the postsecondary institution's classes or return of grades may extend beyond the date of the graduation ceremony. The diploma may be awarded after the final grades have been received.

Funding

1. School districts receive state funding for a student who participates in PSEO based upon the number of instructional hours they attend at the high school the entire school year. The funding is the pro-rated amount of instructional time the student spends at the high school to the time a full time student would attend for the entire school year. A student that attends PSEO full-time for the entire school year generates .12 Average Daily Membership (ADM) for the school district.
2. District-provided transportation services are not available for students participating in the PSEO program. However, students from families whose incomes are at or below the federal poverty guideline levels may qualify for mileage reimbursement. The income levels to determine eligibility are updated annually. School districts and postsecondary institutions are notified each summer about the revised income levels. Eligible public school students apply for the mileage reimbursement program through their school district; eligible nonpublic and home school students apply for the mileage reimbursement program through their postsecondary institutions. Additional information about the mileage reimbursement program can be obtained from the Division of Program Finance/Transportation. The telephone number of that office is 651-582-8855.
3. Higher education institutions are reimbursed at an established rate per credit per semester. The funding formula is as follows: Minnesota Statute § 124D.09, subd. 13 (2004) for an institution granting semester credit, the reimbursement per credit hour shall be an amount equal to 88 percent of the product of the general revenue formula allowance, multiplied by 1.3, and divided by 30. Quarter hour credits are calculated by dividing by 45.

Financial arrangements for courses provided according to agreements refer to Minnesota Statute § 124D.09, subd. 16. These agreements are commonly referred to as Concurrent Enrollment (MNSCU) and College in the Schools (University of Minnesota.)

1. The high school instructor teaches courses in the high school under the supervision of the college/university or the course is taught by a postsecondary faculty member and offered at a high school or another location according to an agreement between a public school board and the governing body of an eligible Minnesota postsecondary institution. The high school reimburses the college/university at an agreed upon rate and the student receives college credit. The school district receives full state funding for this student.
2. Concurrent enrollment participants cannot be charged for the high school credit earned.

Tuition and Fees

1. PSEO participants cannot be charged for either high school or postsecondary credit earned via PSEO. The student may be charged for materials that become the students' property. Refer to Minnesota Statute § 123B.37 for more information on prohibited pupil fees.
2. Higher education institutions cannot charge a fee to a PSEO student for admission tests. If the student requests to retake the admission test, charging a fee to the student is dependent upon the higher education institution's policy on charging for retaking the admission test.
3. PSEO does not reimburse for "test out" fees at the college level.
4. PSEO participants cannot be charged for non-optional fees that are charged by the postsecondary institution for attending the school.
5. Textbooks and Materials: Grades or transcripts may not be withheld for the non-return of books or equipment per Minnesota Statutes § 123B.37. In the year 2003, the PSEO law was amended to read that textbooks are now returned to the college not the high school. Minnesota Statutes, § 124D.09, subdivision 20, reads:

Subd. 20. TEXTBOOKS; MATERIALS. All textbooks and equipment provided to a pupil, and paid for under subdivision 13, are the property of the pupil's postsecondary institution. Each pupil is required to return all textbooks and equipment to the postsecondary institution after the course has ended.

The department offers the following guidance to PSEO institutions regarding PSEO books and materials.

The PSEO postsecondary institutions should provide notice to students and their families prior to enrollment of their obligation to return books upon withdrawal from or completion of a PSEO course. A reasonable timeline for return of the books should be noted in the pre-enrollment information, including the consequence for the non-return of books and materials.

If the student has not returned the books or equipment at the conclusion of the enrolled semester after a reasonable time period (e.g., 30 days), the college shall request payment for the materials at the used cost.

There is nothing prohibiting a postsecondary institution from charging a student for a book that has not been returned within a reasonable timeframe as long as the student has been informed of the return policy in advance.

Return of textbooks for college in the school and/or concurrent enrollment courses are regulated by their agreements.

Resources

For additional information on the PSEO program and other dual credit programs, contact

Jessica Espinosa – Phone: 651-582-8512 or jessica.espinosa@state.mn.us.

Funding questions should be directed to Steve Etheridge - Phone: 651-582-8771 or steve.etheridge@state.mn.us.

Contact Kelly Wosika with transportation questions - Phone: 651-582-8855 or kelly.wosika@state.mn.us.