



## Enrollment of High School Students

### **University Procedure 253**

#### **Section 1. Purpose**

This university procedure is established to Implement Policy 2530 by governing and defining the enrollment of Postsecondary Enrollment Options Program students in Metropolitan State University courses.

#### **Section 2. Definitions**

##### **PSEO – Postsecondary Enrollment Options Admission Requirements:**

Enrollment of any PSEO 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 a cumulative GPA of 3.25 and seniors with a high school GPA of 3.0, or an ACT, PSAT, or SAT score in the top one third for juniors and seniors with scores above the median. Admission to PSEO is also contingent on current university placement policies, and students are encouraged to consult with a designated academic advisor to explore current placement options. Some courses have prerequisite requirements. Students seeking enrollment in these courses must demonstrate they meet prerequisite requirements. If there are extraneous circumstances that have impacted the GPA/Class Rank, students may consult with PSEO coordinator to discuss options pertaining to admissions and continuation of study.

#### **Section 3. Procedure**

##### **A. Limitations on PSEO Courses**

- Applicants under the PSEO program must submit a Metro State application and official transcript from their high school.
- PSEO students may not enroll in developmental classes.
- Academic advisor permission is required for PSEO students seeking to register in upper division courses.
- PSEO students may not enroll in independent study courses, internships, or prior learning assessment because these learning modalities do not meet high school graduation requirements.

## **B. Application and Enrollment Procedures for PSEO Courses**

Through the PSEO program, high school students can enroll in Metro State courses, including in-person, online, and hybrid courses.

Prospective PSEO students must complete the university's standard PSEO admissions application. In order to gain 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 published deadline date.

The Metropolitan State University PSEO Coordinator will assist the student with registration, verify the completion of the Notice of Student Registration Form, and mail the form to the Minnesota Department of Education. PSEO students consult with designated academic advisors to ask questions pertaining to course selection.

In order to register for the PSEO program in a subsequent semester, the student must have achieved a 2.0 or higher cumulative GPA the prior semester and must complete the Postsecondary Enrollment Options Program Notice of Student Registration form as outlined above.

PSEO students may access academic advising to assist with interpreting placement scores and course selection. PSEO students are expected to work with their high school counselor to ensure high school graduation requirements are met .

## **C. Expectations for PSEO Students**

- New PSEO students must complete a mandatory PSEO orientation before they can register for courses.
- Continuing PSEO students must complete a PSEO Notice of Student Registration for each term they wish to enroll at Metro State. They will be able to register when the PSEO coordinator receives the PSEO notice of registration form and their registration window is open.
- PSEO students will be expected to meet the current academic standards set for PSEO students. Students will be dropped from courses prior to the start of the next semester if they do not earn a C or higher, maintain a cumulative GPA of 2.0, or earn an incomplete in their current semester. PSEO students can only take courses using the traditional grading methods. Students seeking to take more than 12 credits per semester must gain approval from PSEO coordinator, who will work with admissions leadership to evaluate the request.
- Students who wish to drop a course they are currently registered in must work with PSEO coordinator.

- PSEO students follow the same drop and withdrawal deadlines as non-PSEO students.
- PSEO students are eligible to access Metropolitan State University student support services.

#### **D. 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. Application fees and tuition are paid by the Minnesota Department of Education for students in this program. The Financial Management Office will submit charges to the Minnesota Department of Education for reimbursement.

Books and required course materials are paid for by Metropolitan State and students must return all materials to the university at the end of the semester. The students may be required to pay the cost of equipment that becomes the property of the student, i.e., calculators, technology, tools, etc.

Students who do not return their textbooks by the deadline will have a replacement fee assessed to their student account and will not be permitted to register for a subsequent semester until the fee is paid or the textbook is returned. Students may be assessed a fee if the returned textbook is unusable because of damage.

#### **Section 4. 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 5. Effective Date**

This university procedure shall become effective upon the signature by the President and shall remain in effect until modified or expressly revoked.

#### **Section 6. Responsibility**

The Vice President of Strategic Enrollment and Marketing or their designee is responsible for the implementation of this procedure.

#### **Section 7. Review**

This procedure shall be reviewed every five years or as needed.

**Section 8. Signature**

Issued on: 03/17/2023.

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Virginia "Ginny" Arthur, JD

President

Revised: 12/13/2022, 03/17/23

Date and Subject of Amendments: n/a

Additional History and/or Revision Dates: 07/07/2005 Procedure 253 created without corresponding policy. Revised into a policy/procedure pair in 2022.