

**To:** Dual Enrollment Students & Parents/Guardians  
**From:** Byron Area High School Guidance Office  
**Subject:** Postsecondary Enrollment Options (PSEO)  
**Date:** November 13, 2012

You and your parent/guardian must initial in the left hand margins that you both have read, understood and discussed each of the following numbered statements and conditions for dual enrollment. The end of this document must be signed and dated by you and your parent/guardian. Then return this packet to Mrs. Smith.

1. The Postsecondary Enrollment Options Act (PSEO) provides for payment from a school district's state aid foundation grant for enrollment of eligible high school students in postsecondary courses of education. The bill establishes eligibility criteria for students, institutions, and courses; requires eligible charges (tuition, mandatory course or material fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible students and their parents; and requires intermediate school districts to report to the Department of Education.
  
2. Students who are eligible to participate in postsecondary options are those who are enrolled in at least 1 high school course and meet the following qualifications. To be an eligible student, a student who has not taken the MME test must have achieved a qualifying score in all subject areas on a readiness assessment (EXPLORE, PLAN or PSAT) and a student who has taken the MME test must have achieved a qualifying score in all subject areas on the MME test. However, if the student has not achieved a qualifying score in all subject areas on a readiness assessment or the MME, as applicable for the student, the student is an eligible student only for the limited purpose of enrolling in 1 or more eligible courses under this act in a subject area for which he or she has achieved a qualifying score, in computer science or foreign language not offered by the school district, or in fine arts as permitted by the school district.
  
3. The school districts are required to pay students' tuition and mandatory course fees, materials fees, registration fees and any late fees billed by the postsecondary institution. Eligible charges do not include transportation, parking costs or activity fees. However, the total amount of tuition and fee support shall not exceed either of the following:
  - a. The total amount of the tuition and fees for the course(s).
  - or-
  - b. The sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the postsecondary institution. For example:

Student's State Portion of the Foundation Allowance -  
 \$7,000 per year; \$3,500 per semester

Course Enrollment for One Semester - Two courses at the college level and five courses at the local school district (7 courses total)

Proportion of Time/Money at the College Equals -  $2/7 \times \$3,500 = \$1,000$

Thus the local district would pay the actual charge for tuition and fees for the two college courses or \$1,000, whichever is less. Calculations are based on the total number of both high school and college courses, equaling 100 percent of enrolled time. Any part of the tuition and fees not included or that exceed the proportion of the money paid by the district must be paid by the parent/guardian or student.

4. The number of postsecondary courses in which a student may enroll while in high school is limited by the following:
  - i*) Not more than 10 courses overall. This limit and the limits under subparagraphs *(ii)* to *(iv)* do not apply to a course if the eligible student does not receive tuition and fee support under this act for that course.
  - (ii)* If the eligible student first enrolls in a course under this act when the eligible student is in grade 9, not more than 2 courses during each academic year in the eligible student's first, second, or third academic year of enrollment under this act in an eligible postsecondary institution and not more than 4 courses during the academic year in the eligible student's fourth academic year of enrollment under this act in an eligible postsecondary institution.
  - (iii)* If the eligible student first enrolls in a course under this act when the eligible student is in grade 10, not more than 2 courses during the academic year in the eligible student's first academic year of enrollment under this act in an eligible postsecondary institution, not more than 4 courses during the academic year in the eligible student's second academic year of enrollment under this act in an eligible postsecondary institution, and not more than 4 courses during the academic year in the eligible student's third academic year of enrollment under this act in an eligible postsecondary institution.
  - (iv)* Subject to the overall course limit under subparagraph *(i)*, if the eligible student first enrolls in a course under this act when the eligible student is in grade 11 or 12, not more than 6 courses during either of those academic years of enrollment in an eligible postsecondary institution. ["Eligible postsecondary institution" means a state university, community college, or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act.]
5. The payment for which school districts are responsible is based on the number of courses involved. The 1996-97 language states that school districts must pay tuition, registration fees, materials fees, and required course fees for the postsecondary course(s) of the dually enrolled pupil as billed to the school by the postsecondary institution. Any part of the tuition and fees not included or that exceed the proportion of the money paid by the district must be paid by the parent/guardian or student.
6. Limitations regarding which courses a student may take at a postsecondary institution: the language stipulates that a course which qualifies for tuition support must be a course that is not offered by the school district, or that is offered but is not available to the student because of a scheduling conflict; an academic course as opposed to an "activity course"; a course that is not a hobby craft or recreational course; a course that is not in the areas of physical education, theology, divinity or religious education; and a course that the postsecondary institution normally applies toward satisfaction of degree requirements.

7. Students do not have to exhaust the high school curriculum before they are eligible for postsecondary enrollment. The language states that the postsecondary course(s) eligible for tuition support must be a course(s) not offered by the district, but does not require students to take all available high school courses before enrolling in postsecondary courses. However, if the district offers college level equivalent courses (Advanced Placement), these courses have precedence over an entry-level postsecondary course. Also, high school credits granted to a student under this act shall be counted toward the graduation and subject area requirements of the school district.
8. Students may elect to take college courses during the school day or in the evening. Courses may be taken on or off campus, on the weekend, on-line or involve interactive television.
9. Regarding whether students can receive PSEO tuition/fee support for college courses taken during the summer/spring term, the language states that students may receive support for courses during the school district's regular academic year. Thus, if the district's academic year is September through June, the district is not responsible for tuition/fee support of the students attending summer college classes. However, many postsecondary institutions offer a spring term, which begins during a district's academic year and ends during the summer. If 50 percent or more of the college class/term falls within the local district's regular academic year, students must be allowed to enroll and receive tuition/fee support.
10. The student decides what type of credit they will receive for postsecondary enrollment. The language states that, at the time an eligible student enrolls in a postsecondary course, he or she will designate whether the course is for high school or postsecondary credit, or both, and shall notify the high school and the postsecondary institution of his or her decision. Students taking more than one postsecondary course may make different credit designations for different courses.
11. A student may not audit a college course under the Postsecondary Enrollment Options Act. Postsecondary courses taken under the Postsecondary Enrollment Options Act cannot be audited.
12. Regarding how much high school credit a district must grant a student for completion of a postsecondary course: the language states that a school district must grant academic credit if the student successfully completes a course, as determined by the postsecondary institution. The amount of high school credit granted shall be determined by the district. The high school credits granted to a student must be counted toward the graduation requirements and subject area requirements of the school district.
14. As a dually enrolled student I have academic and social responsibilities which include, but are not limited to, the following:
  - \* I must attend class at the designated institution and provide my own round trip transportation.
  - \* I am expected to complete all assigned work.
  - \* I must have read each course syllabus and adhere to attendance and assignment

expectations and deadlines according to the individual instructor and in conjunction with my home high school.

- \* I will not place myself in any endangering situation. As a high school student I understand that I will be attending courses with students who are older than I am. My parents and I have discussed their expectations for my social behavior in a postsecondary setting.

15. I understand that in order to participate in the dual enrollment program I may need to attend a group meeting regarding the benefits, risks and possible consequences of enrolling in a postsecondary course. If, after attendance at this meeting, my parents/guardian or I need further clarification we will contact the Byron Area High School Guidance Office prior to enrollment.

We have read, understood, and discussed each numbered statement above.

\_\_\_\_\_ (Student signature) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Parent signature) \_\_\_\_\_ (Date)