



# PSEO/Concurrent Enrollment Student Handbook

---

[www.anokatech.edu](http://www.anokatech.edu)

---

## Table of Contents

<b>Welcome</b>	<b>1</b>
<b>PSEO &amp; CEP definitions</b>	<b>2</b>
<b>About NACEP</b>	<b>3</b>
<b>Enrollment Information &amp; Admissions Process</b>	<b>3-4</b>
<b>Grades &amp; Grading</b>	<b>4-6</b>
<b>Academic Policies</b>	<b>6-9</b>
<b>Transfer Information</b>	<b>9-10</b>
<b>College Resources</b>	<b>10</b>
<b>Data Privacy</b>	<b>10-11</b>
<b>Contact Information</b>	<b>11</b>

### Welcome to Anoka Technical College!

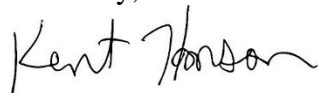
I am thrilled to welcome you to the beginning, or continuation, of your college career at Anoka Technical College.

Anoka Tech has been providing high quality, college-level educational opportunities to school districts and high school students in the North Metropolitan Areas of Minneapolis and St. Paul and throughout Central Minnesota since 2007. Currently, we partner with eight high schools to provide college-level courses to high school students.

Creating close, mutually-beneficial partnerships between the college and participating high schools has led to an increase in the number of Post-Secondary Enrollment Options (PSEO) and Concurrent Enrollment Program courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school.

Thank you for choosing Anoka Technical College!

Sincerely,



Kent Hanson, Ph.D.

President of Anoka Technical College and Anoka-Ramsey Community College

## Program Overview

Anoka Technical College (ATC) offers several options for high school students to receive dual credit. ATC offers the Post-Secondary Enrollment Options (PSEO) program, the Concurrent Enrollment Program (CEP), and also offers an Early/Middle College program to partnering State Approved Alternative Programs. Anoka Tech currently partners with the Anoka Hennepin School District to offer Concurrent Enrollment courses at the Secondary Technical Education Program, also known as STEP. STEP is a unique high school that allows students to attend part-time as well as full-time while exploring various career and technical education options.

## Post-Secondary Education Options (PSEO) Program

### *What is PSEO?*

The Post-Secondary Enrollment Options (PSEO) Program is the program established by [Minnesota State Statutes 124D.09](#) to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

### *Early/Middle College Program*

Early/Middle College Programs are designed to serve students in the academic middle--especially low-income, English Learners, first generation college students, and/or students of color. The Early/Middle College Program is a branch of the PSEO Program and a partnership between the college and a State Approved Alternative Program to allow students who are not on track to graduate or have missed their graduation date to take college classes while finishing their high school credits. Students in the Early/Middle College Program are also eligible to take developmental courses at the college.

## Concurrent Enrollment Program (CEP)

### *What is CEP?*

Concurrent Enrollment is an opportunity for high school students in the 11th and 12th grades to earn college credit while concurrently attending classes at their local high school.

If you are a 9th or 10th grade student, please read MnSCU Policy Chapter 3.5.1 Part 4 Subpart H Number 1 below:

“Request approval for an exception from the president of the college or university to allow 9th or 10th grade students who rank in the upper one-tenth of their class or attain a score at or above the 90th percentile on a nationally standardized, norm-referenced test, or have a favorable recommendation from a designated high school official to enroll in that course.”

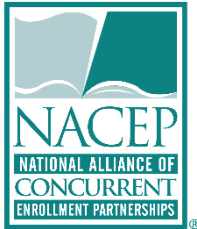
*What is the difference between Concurrent Enrollment and Articulated College Credit (ACC)?*

- When participating in the Concurrent Enrollment option, high school students do not have to travel to a local college or university. They stay on site at their local high school

where high school teachers work collaboratively with college faculty to provide college level courses. Once students register for the course, their college transcript is started.

- When participating in Articulated College Credit students complete their courses at the high school and are able to download their Articulated College Credit record at any time after they have completed that ACC course. Students then bring the certificate to one of the colleges listed on the record in order to receive the college credit.

### *NACEP Accreditation*



Anoka Technical College is actively going through the process of seeking national accreditation through the National Alliance of Concurrent Enrollment Partnerships (NACEP). Seeking this accreditation demonstrates that Anoka Technical College believes that the Concurrent Enrollment Program at ATC meets or exceeds rigorous national standards of quality in the areas of curriculum, faculty, students, assessment, and program evaluation.

NACEP is a professional organization for high schools and colleges that works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus.

For more information, please visit: [www.nacep.org](http://www.nacep.org)

### **Eligibility Requirements for High School Options**

	<b>PSEO</b>	<b>Concurrent Enrollment</b>	<b>Early/Middle College</b>
<b>9<sup>th</sup> Grade</b>	Not eligible	3.0 GPA or higher  <b>Public school students only</b>	Not eligible
<b>10<sup>th</sup> Grade</b>	<b>Public school students only</b> “Meets or Exceeds” on 8 <sup>th</sup> grade MCA Reading (CTE approved course only)	3.0 GPA or higher  <b>Public school students only</b>	Not eligible
<b>11<sup>th</sup> Grade</b>	2.5 GPA or higher	2.5 GPA or higher  <b>Public school students only</b>	Student must be enrolled in a partnering State Approved Alternative Program to qualify
<b>12<sup>th</sup> Grade</b>	2.5 GPA or higher	2.5 GPA or higher  <b>Public school students only</b>	Student must be enrolled in a partnering State Approved Alternative Program to qualify

Students who do not meet Anoka Technical College’s eligibility requirements have the option to write a two-page essay to appeal. Contact Enrollment Services at 763-576-7710 or [pseo@anokatech.edu](mailto:pseo@anokatech.edu) to see if an essay is needed in your admissions process.

## Admissions Process

PSEO	Concurrent Enrollment at STEP	Early/Middle College
<ol style="list-style-type: none"> <li>1. Complete ATC online application</li> <li>2. Turn in paperwork               <ol style="list-style-type: none"> <li>a. High School Transcript</li> <li>b. PSEO Notice of Student Registration Form</li> </ol> </li> <li>3. Take Accuplacer Test</li> <li>4. Attend Orientation and Registration</li> </ol>	<ol style="list-style-type: none"> <li>1. Sign up for STEP at your home high school</li> <li>2. STEP sends ATC necessary paperwork</li> <li>3. Student attends an application session (students will be notified of this day by high school staff)</li> <li>4. Students not meeting CE admissions requirements must submit appeal documentation</li> <li>5. If requirements are met, attend a registration in the high school classroom</li> </ol>	<ol style="list-style-type: none"> <li>1. Complete the College Connect application</li> <li>2. Turn in paperwork               <ol style="list-style-type: none"> <li>a. High School Transcript</li> <li>b. Program Selection Form</li> <li>c. MDE Notice of Student Registration Form</li> <li>d. Take Accuplacer Test</li> <li>e. Complete Essay</li> </ol> </li> <li>3. Attend Orientation and Registration</li> </ol>

## Prerequisites

All college students including PSEO, Early/Middle College and Concurrent Enrollment students are required to meet any and all prerequisites before entering a program or course. In addition, if a student meets the prerequisites to register for a class but do not complete or pass it successfully, a student may not be able to continue on in their sequence of courses. Anoka Technical College’s student registration system automatically determines if prerequisites are met for each course. Any student currently enrolled in Anoka Technical College may use the [Academic Petition Form](#) to request a waiver to the academic policies of the college.

## Grades and Grading

### *Explanation of Grades*

Student’s academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook.

Students may review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Grades of A, B, C, D, F, S, P, and U are used in evaluating performance in the classes or major and are given to a student each term.

"A" denotes excellent achievement

"B" denotes above average achievement

"C" denotes average achievement

"D" denotes below average achievement

"F" denotes unsatisfactory achievement

"P" denotes passing achievement

"S" denotes satisfactory achievement

"U" denotes unsatisfactory achievement

"I" denotes incomplete work because of unavoidable circumstances. An incomplete must be made up under a schedule arranged with the instructor. Work not properly made up results in an "I" being changed to an "F" at the end of the following term. However, incompletes given at the end of spring semester will be changed to an "F" at the end of fall semester if not properly made up, since summer session is excluded.

Incompletes and Prerequisite Courses: If the completion of a course in which the student earns an incomplete is a prerequisite for another course, registration for the subsequent course is at the discretion of the instructor of the second course. This policy does not apply to developmental prerequisites.

"W" denotes withdrawal from a course during the withdrawal period. The withdrawal period starts after the first five days of the semester up to the 80th percent point of the semester for full term courses.

"FW" denotes that a student began attending the course, never completed it, and never officially withdrew from the course. This grade is assigned as a result of faculty last date of attendance (LDA) reporting.

"IP" denotes In Progress, but is only used to exclude ungraded courses from the Satisfactory Academic Program report.

"Z" denotes a course that is active or not reported.

### ***GRADE POINT AVERAGE (GPA)***

The following system will be used to determine a student's grade point average:

A - four grade points per credit

B - three grade points per credit

C - two grade points per credit

D - one grade point per credit

F, FN, FW - zero grade points per credit

AU, I, S, P, U, W, Z, IP - not considered in determining grade point average

A student's grade point average is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses for which grade points are earned.

GPA is calculated on a semester and a cumulative basis. The GPA calculation does not include test-out grades, transfer grades, advanced placement, or credit for prior learning.

### ***GPA CALCULATION EXAMPLE***

<b>Student's Grades</b>	<b>GPA Points</b>	<b>Credits</b>	<b>Total Grade Points</b>
<b>A</b>	= 4.0	X 3	= 12.0
<b>B</b>	= 3.0	X 2	= 6.0
<b>C</b>	= 2.0	X 3	= 6.0
<b>D</b>	= 1.0	X 3	= 3.0
<b>F</b>	= 0.0	X 1	= 0.0
	<b>TOTAL:</b>	<b>12</b>	<b>= 27.0</b>
	<b>27 Grade Points/12 credits total = 2.25 GPA</b>		

## **Satisfactory Academic Progress Policy**

### ***MnSCU Board Policy 2.9.1***

Anoka Technical College and the Minnesota State Colleges and Universities (MN State) Board Policy 2.9.1, in compliance with federal and state regulations, require that all students maintain satisfactory academic progress toward the completion of a degree, diploma, or certificate in order to be eligible to receive financial aid (including Federal and State work study, loans, grants, and some scholarships) and remain in good academic standing and continue their enrollment. The purpose of this requirement is to encourage all students to progress steadily at a reasonable rate toward graduation. Grades, academic forgiveness, audits, consortium agreements, remedial/developmental courses, repeats, transfer credits, common market, and credit by examination are subject to satisfactory academic progress regardless of changes to program majors or subsequent degree pursuits.

### ***Definitions***

*Good academic standing* – students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to remain in good academic standing.

*Academic eligibility* – students must maintain a 2.0 cumulative grade point average and successfully complete 67% of all credits attempted to maintain their academic eligibility.

*Evaluation period* – one academic term in which a student is enrolled. Satisfactory academic progress is determined within 7 business days of the end of each academic term.

### ***Satisfactory Academic Progress Standards (SAP)***

- **Cumulative Grade Point Average (GPA):** The grade point average (GPA) calculation is based on Anoka Tech and consortium coursework. Students must maintain a 2.0 GPA.

- Percentage of Credits Completed: Based on total credits attempted and completed. Students must complete 67% of all credits attempted.

### ***Failure to Meet SAP***

*Warning:* PSEO, CE, and Early/Middle College students who do not maintain good academic standing (as defined above) are placed on warning. Students on warning are allowed to register.

*Suspension:* PSEO, CE, and Early/Middle College students on warning who do not meet either the cumulative completion standards or GPA will be suspended. Suspended students are unable to register or receive financial aid unless an appeal and contract for academic success are approved. Students on academic suspension from another MN State institution must appeal to Anoka Technical College.

### ***Appeals***

Any student who has been academically suspended from Anoka Tech and/or has been denied financial assistance has the right to appeal based on unusual or extenuating circumstances. A written appeal and contract for academic success should be submitted to the Office of Records and Registration prior to the start of the semester in which the student would like to return. Some examples of acceptable reasons may be:

- Documented death of a close relative
- Documented personal illness, hospitalization or injury
- Military leave

Appeals must be submitted in writing on a form (Satisfactory Academic Progress Appeal) available online at [http://www.anokatech.edu/current\\_students/help/forms/Index.html](http://www.anokatech.edu/current_students/help/forms/Index.html) and must be returned to the Office of Records and Registration. The Satisfactory Academic Progress Appeal Committee will approve or deny all appeals prior to the start of each semester.

### ***Denials***

1. Any student whose appeal was denied by the Satisfactory Academic Progress Appeal Committee has the right to appeal this denial to the Dean of Student Affairs.
2. Request for appeal to the Dean of Student Affairs must be made in writing within 10 business days of the date of the initial denial.
3. The 2<sup>nd</sup> Review of Appeal Satisfactory Academic Progress form is available online at [http://www.anokatech.edu/current\\_students/help/forms/Index.html](http://www.anokatech.edu/current_students/help/forms/Index.html) and must be returned to the Office of Records and Registration.
4. Appeal results from the Dean of Student Affairs are final. Appeal results do not supersede some program or course specific eligibility requirements. The results of an appeal will be sent to the email addresses on file with the college.

### ***Probation***



A student who has successfully appealed shall be placed on academic and financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on probation status:

1. Has met the College's cumulative grade point average and completion rate standards, the student shall be returned to good standing.
2. Has not met the College's cumulative grade point average and completion rate standards but has met the conditions specified in his/her academic plan (including a 2.5 GPA and 100% completion rate for the term), the student shall retain his/her financial aid eligibility for a subsequent evaluation period.
3. Has not met the College's cumulative grade point average and completion rate standards and has also not met the conditions specified in his/her academic plan, the student shall be re-suspended upon completion of the evaluation.

### ***Regaining Eligibility***

A student whose academic eligibility has been suspended may continue at the College after an appeal and contract for academic success has been approved. In this case, the student remains on probation.

A student whose financial aid eligibility has been suspended may regain their eligibility only through the College's appeal process or when they are again meeting the College's academic eligibility standards. Neither paying for classes out of pocket, nor sitting out a period of time is sufficient in and of itself to re-establish a student's financial aid eligibility.

### **Academic Misconduct**

Academic misconduct generally refers to behavior also known as academic fraud in which an individual cheats, plagiarizes, or otherwise falsely represents someone else's work as his or her own.

Forms of Academic misconduct include, but are by no means limited to:

- **Cheating:** During any academic evaluation activity, using or attempting to use unauthorized materials, information, notes, study aids or other devices, or information from another student's paper; any unauthorized communication of information, including collaborating, contrary to the requirements of a course, with others (who may or may not be students) in work to be presented; altering graded work after it has been returned, then submitting the work for reevaluation and re grading; or tampering with the academic work of other students.
- **Plagiarism:** Presenting the work of another as one's own (i.e., without proper acknowledgement of the source or sources) or submitting a piece of work which in part or in whole is not entirely the student's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources when ideas or information are common knowledge.
- **Falsification and Fabrication:** Altering, counterfeiting, or inventing information or material presented in an academic evaluation activity; presenting data in piece of work that were not gathered in accordance with guidelines defining appropriate methods for collecting or generating data or including a substantially inaccurate account of the method by which the data were gathered or collected.

- Abuse of Academic Materials: Destroying, stealing, altering, or making inaccessible library, laboratory or other academic resource materials, including computer data, or attempting to do so; or stealing examinations or other course materials or attempting to do so.
- Complicity in Academic Dishonesty: Helping, or attempting to help, another to commit an act of academic dishonesty, especially providing material or information to another person with knowledge that the material or information will be used deceitfully in an evaluation activity; or permitting one's own work to be submitted by another person as if it were that person's original work.
- Falsification of Records and Official Documents: Altering documents affecting academic records; forging a signature of authorization or falsifying information on any official academic document, including a permission form, a petition or any other document designed to meet or exempt a student from an established academic regulation; or failing to report previous academic records.
- Personal Misrepresentation and Proxy: Participating in an academic evaluation activity in the place of another person either before or after enrollment; assisting in any arrangement whereby any work, placement or proficiency tests, classroom performance, examination or other academic evaluation activity is submitted or performed; or having another person participate in an academic evaluation activity or evaluation in place of oneself.
- Bribes, Favors, or Threats: Bribing or attempting to bribe, promising favors to, or making threats against any person, with the intention of affecting a record of a grade or evaluation of academic performance; or conspiring with another person who then performs one of these acts in one's behalf.

Other examples of academic misconduct include:

- Submitting another individual's work as your own with minor alterations.
- Submitting another individual's work without appropriate use of quotations, footnotes or references.
- Submitting the same work for credit for more than one course without written permission from all instructors involved.
- Submitting or presenting falsified research.
- Copying from another individual during any type of examination.
- Receiving an answer to an exam with other students; this includes allowing other students to copy off one's exam during a test.
- Tampering with an examination after it has been corrected.
- Using any material not permitted by the instructor on an examination.
- Requesting, acquiring, possessing or providing another person with an examination or portion of an examination without consent of the instructor.
- Changing, attempting to change or falsifying academic records, including attendance records or sign in sheets.
- Disruption or obstruction of classroom and/or College activities.
- Aiding another student in the performance of any of the above acts.

## **Transfer Information**

### ***Transcript Request***

Now that you have an official college transcript, you are able to transfer those credits to other higher education institutions. Please remember that the receiving institution decides whether they will grant the credit recognition and what they will recognize it as.

If you are planning to continue your education and transferring to a college within the MN State System (ex. St. Cloud State, Hennepin Technical College) you will not need to request an official transcript. If you are wanting to transfer to a college that is outside of the MN State Colleges and Universities (ex. St. Kate's, University of Minnesota) you will need to request an official transcript from Anoka Technical College. If you would like to order an official transcript, please visit: <http://www.anokatech.edu/StudentServices/TakeAction/Transcripts.aspx>.

## **Resources**

### ***Student Email***

Every Anoka Technical College student has a student email account that provides you access to our college network. The college will send you notifications regarding withdrawal dates, activities on campus, and other important notifications. As a college student, we expect that you will check your student email for messages from us.

To activate your account, visit: <https://www2.anokaramsey.edu/IT/ATCstudentmail/activate.cfm>.

### ***Photo ID***

As a Concurrent Enrollment student you have the ability to obtain an Anoka Tech Student Identification Card. This card not only identifies you as an Anoka Tech student but also can be used at businesses to receive discounts on tickets to sporting events, plays, restaurants, etc.

### ***Library***

The Library provides an electronic database catalog and resource system for students who need books, articles, etc. for research projects or for recreational purposes. In addition to our traditional library services, there are a number of on-line databases available as well.

## **Counseling/Disability Services/Peer Tutoring**

The college offers multiple services for students to receive support during their time at Anoka Technical College. Counseling is available for students who have personal, academic, or career concerns. Disability Services can provide accommodations for students who may currently be on an IEP or have a diagnosed disability. Peer tutoring is also available for students to utilize who are wanting extra help in their classes. Please visit the links below to find out more information on these services.

[Counseling Services](#)

[Disability Services](#)

[Peer Tutoring](#)

## Financial Aid

Students enrolling in college courses while in high school should be aware that registering for college credit may impact future financial aid eligibility. To determine how this might affect you, please contact the Financial Aid office. 763-576-7730

## Data Privacy

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA), Minnesota Statute (Chapter 13) are federal and state laws that provide for the disclosure and privacy of student educational records.

### *Consent for Release*

Anoka Technical College does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party, except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a Consent to Release Form.

### *Data Privacy Notice from MN State*

“If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University system, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you intend to enroll at another institution within the system, your academic records from other institutions are also accessible to officials at the school where you are intending to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent.”

## High School Programs Contacts

### *Primary Contact*

#### **Director of Partnerships**

Christa Hayes

763-576-4008

[chayes@anokatech.edu](mailto:chayes@anokatech.edu)

### **Counseling Services/PSEO & College**

#### **Connect Advising**

Erica Stene Winkler

763-576-4036

[estene@anokatech.edu](mailto:estene@anokatech.edu)

### **Disability Services/Peer Tutoring**

Julie Packer

763-576-4069

[jpacker@anokatech.edu](mailto:jpacker@anokatech.edu)

### **Records & Registration**

763-576-7740

[registrar@anokatech.edu](mailto:registrar@anokatech.edu)

### **Enrollment Services**

763-576-7710

[enrollmentservices@anokatech.edu](mailto:enrollmentservices@anokatech.edu)

*\*Any situation that falls outside of the instances listed in this handbook will be referred back to the [Anoka Technical College Student Handbook](#).\**