



State of Minnesota
Minnesota State Colleges and Universities
Central Lakes College
Consortium PSEO at Central Lakes College Contract
2025-2026 Academic Year
(Updated June 13, 2025)

Aitkin ISD #1 (hereafter referred to as the "District") and Central Lakes College, 501 West College Drive, Brainerd, MN 56401 (hereafter referred to as the "College") have determined that eligible secondary students benefit from a post-secondary educational experience and, therefore, have entered into this contract for services.

This Contract shall be reviewed and appropriately modified on an annual basis. Lacking a renewal, this Contract will be deemed null and void.

Purpose of the Consortium Program

Consortium PSEO at Central Lakes College is a program designed to support and monitor high school students taking CLC courses while reducing the cost of those courses for school districts.

Participation Requirements: Eligible students are the same students defined as eligible for the Post-Secondary Enrollment Options program (PSEO). Similarly, the various policies, procedures and practices for maintaining productive PSEO learning between the District and the College, currently in effect and jointly established, remain in effect unless specifically modified in an attachment to this Contract.

1. The College requires a 3.0 GPA for Sophomores and Juniors, and a 2.5 GPA for Seniors to be eligible for participation. Additionally, eligible 10th grade PSEO students must have met the 8th grade reading standards set by MCA (Minnesota Comprehensive Assessment) and will have access to a single career and technical education (CTE) course on a space available basis during their first semester of participation. If the student earns a "C" or higher grade in this first course, they are eligible to take additional CTE and Liberal Arts courses during subsequent semesters.
2. Students with a GPA below the requirement may request admission by submitting a CE Admission Appeal (which can be found on the CLC PSEO webpage) including a Letter of Support from their high school.
3. Students must meet the same Satisfactory Academic Progress (SAP) standards as other CLC students. Students who do not meet SAP standards for two semesters will only be able to enroll in future terms with an approved appeal.
4. If a high school notifies us that, due to poor academic performance in prior PSEO courses, they feel a student should limit their enrollment in PSEO courses for the next term, CLC will apply an access code to the student's record, preventing that student from registering for PSEO courses.
5. The student must submit a CLC application, high school transcript and the **POST-SECONDARY ENROLLMENT OPTIONS PROGRAM NOTICE OF STUDENT REGISTRATION FORM** to the Admissions Office at Central Lakes College.
6. Student registration is not permitted after day 15 of the CLC semester including courses which have not yet started.
7. Students may not register for more than 18 credits per semester without written approval of appropriate high school staff.
8. Students will be subject to policies and procedures of Central Lakes College.

Implementation and reporting of Consortium PSEO courses

Student access to PSEO courses may be facilitated through the High School Principal or Designee. CLC will send PSEO Audit reports—reports that list the CIS and PSEO courses that each high school's students have registered for—to high schools in June, August and September.

Academic Planning

Participating Districts may submit an Academic Plan to accompany the **POST-SECONDARY ENROLLMENT OPTIONS PROGRAM NOTICE OF STUDENT REGISTRATION FORM** outlining course selection across high school, CIS, online PSEO, and on-campus PSEO options.

- Students are permitted to change schedules with or without academic advising, potentially deviating from the high school academic plan.
- Students are permitted to work directly with a CLC advisor to enroll in person, online, hybrid or flex courses without high school permission.
- This agreement does not restrict non-PSEO student access, guarantee space in any course, or limit access to other CLC offerings.

Communication of Academic Progress

CLC and the high school share responsibility for monitoring student academic progress. Although CLC advisors do not have full access to in-course academic activity, the college will provide the following:

- Weekly notifications of students who receive F/FW/W grade
- Early, mid and late term (no later than May 1 for spring term) reports will be sent to high school counselors showing percentage of course points earned and days since last login. Questions should be directed toward the CLC academic advisor, not the faculty member.
- Each high school will have a designated advisor for their PSEO students who will serve as the school's point of contact.
- CLC staff will respond to high school emails within two business days, with a copy to Paul Preimesberger at Paul.Preimesberger@clcmn.edu.
- Faculty concerns about student performance will be shared with high school staff when appropriate.
- If the High School Principal, or their designee communicates a specific concern regarding a student, Central Lakes College will discuss available student information as allowed by FERPA.

Financial Considerations: There are two significant revenue streams between the District and the College in this Contract:

1. The College will invoice the District at the FY26 MDE rate of \$247.21 (estimated), per college credit hour per student (inclusive of books). This rate includes student access to D2L used in the implementation of the course. Any digital access code, physical textbooks, or other materials that are required will be charged by the student at the CLC Bookstore. Student textbooks are owned and are property of the College. Textbooks must be returned to the college during the final's week each semester or the student will be responsible for the charges. Damaged textbooks will be charged to the student as appropriate.

This PSEO MDE rate applies to all PSEO student credits. In addition, Central Lakes College will rebate to the District for online PSEO enrollment only \$24 per credit (approximating the mandatory student fees), provided that participating high schools retain contracts with Central Lakes College for both College in the Schools and

PSEO for the fiscal year.

- Specific high-cost courses – not required for a major - will be blocked for PSEO students at the time of registration. Courses include, but are not limited to, courses which have extraordinary expenses in travel, room and board, etc.
 - Expenses associated with accessibility accommodations that can be provided internally through Central Lakes College's Accessibility Services will be incurred by CLC. Expenses associated with accessibility accommodations that require external providers will be met by the school district.
 - Developmental courses are not covered by the PSEO contract. PSEO students will be blocked from registering for Developmental courses.
2. The College will invoice the District the above rate, based on the enrollment on day 16 of the CLC Semester, which reflects the current agreement between the College and the District.

By **October 30** of each Fall Semester, and by **March 30** of each Spring Semester, the College will invoice the District for the amount agreed to above. The District will remit required payment no later than **November 30** and **April 30** of each year, respectively.

Other Conditions: Dropping and withdrawing from College classes by District high school students under this Contract will be governed by the following:

Determination to Drop the Course

Students, or their high school representative, must drop a course via Eservices or request a drop by email to the designated College contact by the 15th school day of the College term to avoid receiving a "W" (withdraw) on their permanent transcript. The District will not be billed for dropped classes and no entry will be made on the student's academic record, provided the drop is completed or requested, within the first 15 days of the College term. Withdrawals after this period will generate full charge and full payment by the District.

For late start classes beginning after the first five days of the semester, the student will have one business day after the first day of class to drop without penalty. Withdrawals after this period will generate full charge and full payment by the District.

PSEO students who receive an FN, FW, or W grade in a course within the first 15 days of the College term will have their registrations canceled and courses dropped from their schedules.

Determination to Withdraw from the Course

- After the first 15 days of the College term, students, or their high school representative, may withdraw via Eservices or request a withdraw by email to the designated College contact no later than the date when eighty percent (80%) of the instructional days for the course have elapsed, as listed in the online course schedule. Students already graded with an "FN" or "FW" cannot enter a Withdrawal.
- The high school will be required to pay for the PSEO courses in which a student earns a grade (including an F, FW, or W grade).
- The District will determine the high school grade for a student who receives a FW or W in a College course and any high school credit granted to the student for that course.

The rest of this page intentionally left blank. Signature page to follow.

In agreement to this contract, effective for the 2025-2026 Academic Year, the following signatures are affixed:

1. DISTRICT:

DISTRICT certifies that the appropriate person(s) have executed the contract on behalf of DISTRICT as required by applicable articles, by-laws, resolutions, or ordinances.

By (authorized signature and printed name)
Title Superintendent
Date

By (authorized signature and printed name)
Title
Date

2. VERIFIED ENCUMBRANCE:

By (authorized signature and printed name)
Title
Date

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES:

CENTRAL LAKES COLLEGE

By (authorized signature and printed name)
Title
Date

4. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

Certificate Of Completion

Envelope Id: 3CCE697A-F497-4FBE-9CB9-9EE92646968F

Status: Sent

Subject: Complete with Docusign: Aitkin_Consortium_PSEO_Contract 2025-2026

Source Envelope:

Document Pages: 4

Signatures: 0

Envelope Originator:

Certificate Pages: 5

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Natalia DePauw

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Saint Paul, MN 55101

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natalia.depauw@clcmn.edu

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natalia.depauw@clcmn.edu

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Daniel Stifter

dstifter@isd1.org

Superintendent

Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:

Accepted: 6/1/2021 11:01:08 AM

ID: dbbab8fb-9d61-4bf1-a626-29781535a215

Cheryl Norman

Cheryl.Norman@clcmn.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 6/18/2025 3:42:46 PM

ID: ef9c2bc8-fe93-4366-bc01-7f54a4d2b3c4

Kari Christiansen

kari.christiansen@clcmn.edu

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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Timestamps

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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