

**2026 - 2027 Concurrent Enrollment Program Agreement
Between Southwest Minnesota State University
and Participating High School Districts**

The Southwest Minnesota State University (SMSU) Concurrent Enrollment Program called the College Now Program and _____ high school, agree in partnership to the following policies, procedures, requirements and conditions of the program.

Agreement of Academic Standards, Rigor and Course Procedures:

- High school teachers must submit their credentials for pre-approval by SMSU faculty before they may be authorized to teach a course under the guidance and mentorship of a university professor.
- Participating high school teachers must follow course outcomes/syllabus and textbook/materials for each course.
- SMSU faculty must maintain contact with assigned district teachers, provide guidance regarding curricular materials for the course, maintain contact with the classroom, and take all necessary steps to ensure the course meets SMSU academic standards equivalent to its on-campus counterparts.
- SMSU faculty will either provide university tests and examinations for courses or work with the high school teacher to develop these required course materials. They will also provide standard grading rubrics for papers and subjective grading projects when available, co-grade with teachers periodically to ensure paired assessment, review all grading procedures, and calculate final course grades for university transcripts.
- High school teachers are free to grade on high school standard rubrics for the grade posted on high school transcripts.
- SMSU will provide annual professional development opportunities in a variety of academic areas for all participating high school teachers and their school districts as an investment in improving program teaching. This on-going professional development will focus on innovations in teaching, academic content areas, new research, new technologies, graduate programs, etc.

Agreement of Student Eligibility and Course Registration:

- The school district is responsible for the authorization of student eligibility. Eligibility consists of 3.0 GPA OR top ½ of class rank OR score in the 50th% on a nationally standardized test for seniors; 3.0 GPA OR top 1/3 class rank OR score in the 70th% on a nationally standardized test for juniors. Eligibility for sophomores requires high school permission AND either a 3.5 GPA OR top 10% of class rank OR score in the 90th% on a nationally standardized test (documentation of eligibility required for sophomores). Registering students not meeting minimum eligibility qualifications is strictly prohibited.
- The school district agrees to register eligible students for appropriate courses within the established registration deadlines each fall and/or spring semester (first 10 days of course). Late registrations may be subject to a late-registration fee. Roster verification is the responsibility of the high school. SMSU will not make roster changes after billing has occurred.
- Participating high schools will make every effort to schedule discrete enrollment university courses. In instances where mixed enrollment is unavoidable, high schools must communicate with their faculty mentor for approval of mixed enrollment courses.
- All mixed enrollment classrooms should have close to 50% or more of students registered for college credit with SMSU to be eligible for an approval.
- Substitute teachers are required to submit an application for review if the approved instructor will be gone for more than an equivalent of two weeks within a given course. Schools not informing SMSU of a substitute teacher may be subject to additional fees or the cancellation of a course for college credit.

Agreement of Financial Policy and Procedure:

- Minnesota school districts will be billed for the established cost of tuition for the College Now program. An itemized listing of registered students and charges will be sent with the invoice. Payment on billing is due forty-five (45) days after the bill is issued. High schools should verify the rosters included with their billings and address any concerns.
- High schools are not responsible for tuition for students who drop within the ten day registration window. High schools are responsible for tuition for students who withdraw from courses. (Withdrawal begins following the end of the registration period for up to 80% of the duration of the course).
- Any books which may be purchased become the property of either the school district or whoever has incurred the cost of the books.

School District Administrator



Director of Concurrent Enrollment

Date

8/14/2026

Date