



STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

CONCURRENT ENROLLMENT AGREEMENT

This agreement is by and between **Burnsville High School, District 191**, (hereinafter DISTRICT) and the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community Technical College, 1501 Hennepin Avenue, Minneapolis, MN 55403 (hereinafter **MINNEAPOLIS COLLEGE**.)

WHEREAS, the DISTRICT has a need for a specific service; and

WHEREAS, MINNEAPOLIS COLLEGE, is empowered to enter into agreements pursuant to Minnesota Statutes, Chapter 136F; and

WHEREAS, the concurrent enrollment program is available as part of the Post-Secondary Enrollment Options (PSEO) program in accordance with Minn. Stat. § 124D.09 and Minnesota State Board Policy 3.5 which governs the implementation of the PSEO program by system colleges and universities. Concurrent enrollment allows high school students to enroll in college or university courses made available through the PSEO Act and offered at a high school site.

NOW, THEREFORE, it is agreed:

1. DUTIES OF MINNEAPOLIS COLLEGE. Minneapolis College agrees to the following:

- a. Minneapolis College Staff shall:
 - i. Work cooperatively and collaborate with high school personnel and students to process admissions, registrations, and transcript grades.
 - ii. Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
 - iii. Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the Minnesota State website:
<https://www.minnstate.edu/system/asa/academicaffairs/cfc/>.
 - iv. Communicate student eligibility requirements to the school district.
 - v. Adjust records for student in accordance with add/drop and withdrawal policies.

- vi. Maintain registration, waiver, and grade records for all completed concurrent enrollment classes.
- vii. Work with each high school to ensure that concurrent enrollment class lists are correct and that all grades are submitted and transcribed.
- viii. Provide to concurrent enrollment students and the DISTRICT access to online information to include information on Minneapolis College student conduct code, academic and student support services, registration policies, transcript requests, and more.
- ix. Provide students and concurrent enrollment instructors with the same level of access to learning resources (libraries, laboratories, databases, etc.) and learning management systems as the college or university students and faculty in the same college or university course(s) or programs offered at the College/University campus.
- x. MINNEAPOLIS COLLEGE will designate a mentor-liaison to work cooperatively with the instructor.

b. MINNEAPOLIS COLLEGE Instructor Mentors shall:

- i. Collaborate with the high school concurrent enrollment instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria per NACEP standards.
- ii. Ensure concurrent enrollment instructors participate in appropriate campus-based faculty development activities.
- iii. Collaborate with concurrent enrollment instructor to align course syllabi, assignments, grading, and assessments and ensure each course meets the College/University course learning outcomes.
- iv. Meet regularly (face-to-face, email, telephone or via other technology) with high school concurrent enrollment instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the course outline.
- v. Make at least one visit or more, per course with the high school instructor.
- vi. Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school concurrent enrollment teacher's use.
- vii. Provide instructors who have taught the course previously with copies of new course outlines, new calendars, schedules, or other information as courses change.
- viii. Create records of site visits and course evaluations per NACEP accreditation requirements.
- ix. Support concurrent enrollment instructors, giving additional time and support to instructors new to the program.

2. DUTIES OF DISTRICT. The DISTRICT agrees to the following:

a. High School Instructors, Administrators, and Staff shall:

- i. Collaborate with College/University staff to ensure students meet eligibility and course placement requirements for the courses being offered and/or provide relevant test scores, academic records, GPA, or other measures to assure

compliance with PSEO eligibility requirements. Ensure completion of College/University admissions, course placement, registration processes and verify class rosters.

- ii. If applicable, abide by the College/University and concurrent enrollment program policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the concurrent enrollment handbooks available at the College/University or via a weblink provided by the College/University.
- iii. Notify parents/students of concurrent enrollment course offerings and student eligibility.
- iv. Purchase books and/or resources associated with each course and previously approved by MINNEAPOLIS COLLEGE prior to the course beginning.
- v. To the extent possible, provide counseling services to students and their parent(s)/guardian(s) before students enroll in concurrent enrollment courses to ensure awareness of risks and possible consequences of enrollment.
- vi. Assign final, whole letter grades to each student on the class rosters provided by College/University's concurrent enrollment staff and share grades with College/University concurrent enrollment staff for recording within deadlines specified by MINNEAPOLIS COLLEGE.
- vii. Meet regularly (face-to-face, email, telephone or via other technology) with College/University faculty mentor.
- viii. Collaborate with College/University faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the College/University learning outcomes.
- ix. Assist College/University staff in administering course evaluations for each course in keeping with NACEP accreditation requirements.
- x. Participate in professional development opportunities offered by College/University in keeping with NACEP accreditation requirements.

3. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed and goods or materials supplied by MINNEAPOLIS COLLEGE pursuant to this agreement shall be paid by the DISTRICT as follows according to the current systemwide pricing structure: The DISTRICT shall pay a concurrent enrollment fee for mentoring and other services of Three thousand and 00/100 dollars (\$3,000) per course relationship. A course relationship is defined as the instructor/mentor. The number of sections of the same course taught at the high school by the same instructor does not affect the concurrent enrollment mentor fee. If one teacher teaches multiple sections, it is one fee. The billing date for fall courses is November 15, 2026, and spring is April 18, 2027, with payment by the DISTRICT due 30 days later. See ATTACHMENT A Course and cost details which is incorporated as part of this agreement.

There is no cost to the student.

- b. **Terms of Payment.** MINNEAPOLIS COLLEGE will invoice for courses on 11/15/26 and 4/18/27. The DISTRICT shall make payment within 30 days of receipt of invoice.

- 4. TERM OF AGREEMENT.** This agreement shall be effective on August 31, 2026, or upon the date that the final required signature is obtained by MINNEAPOLIS COLLEGE, whichever occurs later, and shall remain in effect until January 30, 2027, or until all obligations set forth in this agreement

have been satisfactorily fulfilled, whichever occurs first. The parties will review this agreement at least annually. Any amendments shall be in writing and in accordance with Section 10 Amendments, as stated below.

5. **CANCELLATION.** This agreement may be canceled by the DISTRICT or MINNEAPOLIS COLLEGE at any time, with or without cause, upon thirty (30) days written notice to the other party. Termination by the DISTRICT shall not become effective with respect to students who are then participating in the program. In the event of such a cancellation, MINNEAPOLIS COLLEGE shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.

6. **AUTHORIZED REPRESENTATIVES.**

- a. The DISTRICT'S Authorized Representative for the purposes of administration of this agreement is:

Name: Dr. Latanya Daniels
Title: Superintendent
Address: 200 W Burnsville Pkwy, Burnsville, MN 55337
Telephone: 952-707-2000
E-Mail: superintendent191@isd191.org

- b. The Authorized Representative for MINNEAPOLIS COLLEGE for the purposes of administration of this agreement is:

Name: Gail O’Kane, or their successor
Title: Vice President of Academic Affairs
Address: 1501 Hennepin Avenue, Minneapolis, MN 55403
Telephone: 612-659-6000
E-Mail: gail.okane@minneapolis.edu

Each Authorized Representative shall have final authority for the acceptance of services of the other party and shall have responsibility to ensure that all payments due to the other party are paid pursuant to the terms of this agreement.

7. **ASSIGNMENT.** Neither the DISTRICT nor MINNEAPOLIS COLLEGE shall assign or transfer any rights or obligations under this agreement without the prior written approval of the other party.
8. **LIABILITY.** Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The liability of MINNEAPOLIS COLLEGE shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes sections 3.732 and 3.736, et seq., and other applicable law.
9. **AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA").** The DISTRICT is responsible for complying with the Americans with Disabilities Act, 42 U. S. C. 12101, et. seq. and regulations promulgated pursuant to it. MINNEAPOLIS COLLEGE IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

- 10. AMENDMENTS.** Any amendments to this agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.
- 11. STATE AUDIT.** The books, records, documents and accounting procedures and practices of the DISTRICT relevant to this agreement shall be subject to examination by the College/University and the Legislative Auditor.
- 12. DATA PRIVACY.** The requirements of Minnesota Statutes § 13.05, subd. 11 apply to this agreement. The DISTRICT and MINNEAPOLIS COLLEGE must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MINNEAPOLIS COLLEGE in accordance with this agreement, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the DISTRICT in accordance with this agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the DISTRICT or MINNEAPOLIS COLLEGE.

In the event the DISTRICT receives a request to release the data referred to in this clause, the DISTRICT must immediately notify MINNEAPOLIS COLLEGE. MINNEAPOLIS COLLEGE will give the DISTRICT instructions concerning the release of the data to the requesting party before the data is released.

The parties additionally acknowledge that the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g and 34 C.F.R. 99, apply to the use and disclosure of education records that are created or maintained under this agreement.

- 13. JURISDICTION AND VENUE.** This agreement shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or the breach thereof, shall be located only in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
- 14. FORCE MAJEURE.** No party to this agreement shall be responsible for any delays or failure to perform any obligation under this agreement due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, pandemic communicable outbreaks, and any other cause beyond the control of such party. During an event of force majeure, the parties' duty to perform obligations shall be suspended.
- 15. OTHER PROVISIONS: None**

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

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. DISTRICT: Burnsville High School

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

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

2. MINNEAPOLIS COLLEGE: Minneapolis Community and Technical College:

By (authorized signature and printed name)
Title
Date

By (authorized signature and printed name)
Title
Date

3. AS TO FORM AND EXECUTION:

By (authorized signature and printed name)
Title
Date

ATTACHMENT A

College NOW

Concurrent Enrollment Program

Minneapolis College

And

Burnsville High School, Independent School District No. 191

Courses for 2026-27 academic year:

HS/Program	Course Number	Course Name	Semester	Credits
Burnsville High School	HCCC 1010-1070	Healthcare Core Curriculum	Fall	4

*Either party may remove a course from the concurrent enrollment program based on inability to meet requirements or offer the course. Similarly, courses may be added by mutual agreement.