

**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 the provided syllabus and SMSU textbook/materials for each course.
- SMSU faculty must maintain contact with assigned district teachers, provide all curricular materials for the course, maintain contact with the teacher and classroom, and take all necessary steps to ensure the course meets SMSU academic standards equivalent to its on-campus counterparts.
- SMSU faculty will provide university tests and examinations for courses, standard grading rubrics for papers and subjective grading projects, co-grade with teachers as much as possible, 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 AND top ½ of class rank for seniors; 3.0 GPA AND top 1/3 class rank for juniors. Scores of over 50th% for seniors and 70th% for juniors on a nationally standardized test can take the place of class rank. Eligibility for sophomores requires being in the top 10% of class AND having scored in the 90th% on a nationally standardized test (documentation of eligibility required for sophomores). Registering students not meeting minimum 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 submit requests for approval of mixed enrollment courses.
- All mixed enrollment classrooms must have more than 50% of students registered with SMSU to be eligible for an approval.
- Courses needing a substitute teacher for longer than 2 weeks may no longer be eligible for course credit. Substitute teachers are required to submit an application for review.

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 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 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

Date



Director of Concurrent Enrollment



Date