

POST-SECONDARY ENROLLMENT OPTIONS PROGRAM

(PSEOP)

**STUDENT HANDBOOK**

**2014-2015**









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| **Contact Information** |

**Dual Enrollment Programs Office**

207 Schwartz Center\*

330-672-3743

\*Please note that the Dual Enrollment Programs Office will be relocating to the Lake/Olson Hall complex during Spring Semester, 2015.

This PSEOP Handbook is also available online under Post-Secondary Enrollment Options Program at http://www.kent.edu/dualenrollment/pseop

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| **Changes for 2015-2016** |

The deadline dates, policies and procedures outlined in this handbook are applicable to the 2014-2015 Academic Year only. Due to recent legislation, PSEOP will become known as College Credit Plus beginning with the 2015-2016 Academic Year. Deadline dates for applications and the policies listed in this handbook are for the 2014-2015 Academic Year only and will change for the 2015-2016 Academic Year.

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| **INTRODUCTION** |

The Post-Secondary Enrollment Options Program (PSEOP) was established by Ohio lawmakers in 1989 through Senate Bill 140. PSEOP allows qualified high school students in grades 9-12 to take college courses that count as both high school and college credit.

This handbook delineates key policy and procedure guidelines established by the Ohio Department of Education and Kent State University. It also explains the benefits and risks associated with PSEOP. Students are responsible for abiding by the contents of this handbook.

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| **PSEOP GUIDELINES: OHIO DEPARTMENT OF EDUCATION** |

Students, parents, high schools, and colleges must comply with specific guidelines established by the Ohio Department of Education. These guidelines are part of Senate Bill 140 and the Ohio Revised Code.

**Information and Counseling**

* High schools must provide information about PSEOP to students in grades eight, nine, ten, and eleven by **March 1st** of each year.
* Students who want to participate in PSEOP must notify their respective high schools of their intent to participate by **March 30th**. The Intent to Participate form is obtained from the school counselors and returned to them when completed.
* High schools must counsel students and their parents/guardians about the benefits and risks associated with PSEOP.

**Enrollment Options**

Students have the opportunity of participating in Option A or Option B.

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| **PSEOP Option A** | **PSEOP Option B** |
| Eligible students may enroll in college courses for either college credit only or for high school and college credit. Home-schooled students enroll in Option A, except for courses covered by credits awarded by the Ohio Department of Education. | Eligible students must enroll in college courses for both college and high school credit. |
| Students/families pay for tuition, fees, and books. | The school district pays for tuition, books sold in the University Bookstore on Kent Campus. |

**College and High School Graduation Credit**

* For Option A, students determine whether or not they will receive high school credit for their college courses. This decision should be discussed with the school counselor. The University will send transcripts to the school counselor and it is up to them to add it to the high school transcript or not.
* Option B students must receive credit for high school and college.

**Calculating Full-Time Enrollment**

The total number of semester hours that a PSEOP student may earn at Kent State University cannot exceed the equivalent number of Carnegie Units that the student may earn during the same year at the high school. Students taking in excess of 18 credit hours per semester are responsible for the cost of tuition, overload and other fees, books and supplies for those credit hours and must meet the Kent State University requirements for taking a course overload.

The table below shows the number of Carnegie units that a student plans to take at the high school with corresponding number of semester hours that a student can take at Kent State University through Option B and Option A if the credit is for both high school and college.

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| **1 Carnegie Unit at the High School = 5 Semester Hours at the University**   |  |  |  |  | | --- | --- | --- | --- | | **SEVEN Carnegie Unit High School** | | **EIGHT Carnegie Unit High School** | | | **Number of Carnegie Units Taken at the High School in One School Year** | **Number of Semester Hours Taken at the University for both Fall and Spring** | **Number of Carnegie Units Taken at the High School in One School Year** | **Number of Semester Hours Taken at the University for both Fall and Spring** | | 0 | 35\* | 0 | 35\* | | 1 | 30 | 1 | 35\* | | 2 | 25 | 2 | 30 | | 3 | 20 | 3 | 25 | | 4 | 15 | 4 | 20 | | 5 | 10 | 5 | 15 | | 6 | 5 | 6 | 10 | | 7 | 0 | 7 | 5 | |  |  | 8 | 0 | |

\*Students **are not** permitted to take more than 35 credit hours per year at Kent State University.

**Credit Hour Conversion**

* High schools can award one Carnegie unit for every 5 semester hours earned. High Schools can also award fractional Carnegie units proportionately.
* High schools can substitute college courses for high school courses based on the comparability of course content and without regard to instructional time.

**Non-Public School Participation**

Students from nonpublic schools may participate in PSEOP. To apply for PSEOP, non-public high school students must do the following.

* **By April 1**, submit **Intent to Participate** letter to the Ohio Department of Education. The ODE will mail this letter to all nonpublic schools.
* By mid-April, the ODE will post the application on its website and mail multiple applications to the chief administrator at each nonpublic high school.
* Students should submit the PSEOP application to Kent State University in April. If accepted, an acceptance letter will be mailed to the student.
* The parent and student should fill out the **Application for Nonpublic Student Participation in Post-Secondary Enrollment Option Program** Option B and have the Director of Dual Enrollment Programs sign the application.
* The application and the acceptance letter should be signed by an administrator in the school district.
* The acceptance letter and application must be mailed to the ODE beginning **May 15th** and must be received by the ODE no later than **June** **15th**.
* By early **July**, the ODE will mail an award letter to all eligible nonpublic school applicants indicating the number of credit hours they may take for both fall and spring semesters. A copy of the letter will also be mailed to the Dual Enrollment Programs office at Kent State University.
* The total number of credit hours allowed is usually between 4 and 11 credit hours. Students cannot exceed the number of credit hours awarded in the letter. Credit hours awarded can be utilized to pay for a complete course only. They cannot be utilized to pay for part of the credit hours for an individual course.

For additional information about nonpublic school participation, please contact Wendy Cantrell directly at [wendy.cantrell@ode.state.oh.us](mailto:wendy.cantrell@ode.state.oh.us).

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| **PSEOP GUIDELINES: KENT STATE UNIVERSITY** |

The following are guidelines, policies, and procedures established by Kent State University in collaboration with the Admissions Office, the University Registrar, Dual Enrollment Programs, and other entities, as well as University policies for students.

**Clubs and Organizations**

PSEOP students are not permitted to participate in campus clubs and organizations.

**Commuting/Parking**

Parking Services, 123 Schwartz Center, 330-672-4432

<http://www.kent.edu/parking>

Parking permits are purchased online at the Parking Services website. Students must park in lots designated by their permit.

Parking permit fees are *not* covered by the PSEO Program. Family income guidelines, however, may determine whether or not students may be able to be reimbursed by the high school.

Parking is not always a simple task on the Kent Campus. Travel time from high school, parking time, and walking time must be calculated into a schedule**.**

In order to make sure that you arrive at campus and leave campus safely, please consider driving with a friend, using a cell phone for emergencies, informing your parents about your schedule, and having an emergency plan if your car breaks down.

**Fees for Consumable Items**

PSEOP students must pay for art supplies, workbooks, lab manuals, optional textbooks, e-books, flight fees and fuel, and other special fees associated with courses. **PSEOP funding covers the cost of tuition, the cost of textbooks borrowed from the University Bookstore, and up to $100.00 for fees such as distance learning fees (online courses), art fees, lab fees, etc.**

**Grading System**

The transcript is an accurate and complete historical record of work attempted at the University. Student proficiency in coursework is recorded by letter grades.

**Immunization Policy**

Current immunization policy requires that students attending the Kent campus provide proof of having received the MMR vaccine. For further information regarding Kent State’s immunization policy, go to <http://www1.kent.edu/uhs/Immunizations/Mandatory-Immunizations.cfm>

**Living in Residence Halls**

PSEOP students are not permitted to live on campus.

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| **HIGH SCHOOL AND COLLEGE** |

**Advantages of Participating in PSEOP**

PSEO allows for improved transitions from high school to college. Students who enroll in Option B are able to earn both high school and college credit without paying the cost of college tuition. In addition to saving money, students will have the opportunity to experience college-level work and participate in the college environment. Also, students will have the opportunity to take coursework that may not be available at the high school.

**Potential Risks of Participating in PSEOP**

Risks may include increased student responsibility for learning because of less instructional guidance, reduced opportunities to participate in high school co-curricular and extra-curricular activities, possible financial obligations for materials and fees not covered by PSEOP, possible effect on grade point average and class standing, possible delay of high school graduation, and increased time for needed travel, study, etc.

**High School GPA**: Under Option B, the grades earned in college courses are reported to the high school at the close of each academic term and become part of the permanent record. These grades are averaged into the high school GPA and may have an impact on a student’s class rank. Failure to successfully complete coursework may have a negative impact on a student’s timely graduation from high school.

**College GPA**: Students will have a permanent college transcript and will be required to submit that transcript to any future colleges to which they apply to for admission.

**Financial responsibility**: If a student stops attending class or withdraws from a course after the second week of the semester, he/she is financially responsible to pay the school district for tuition, fees, books, and materials that have been furnished.

**Course Numbering**

The numbering system for course of study is as follows.

10000s Freshman Level

20000s Sophomore Level

30000s Junior Level

40000s Senior Level

5-80000s Generally open only to graduate students

**Environment**

The University is an adult environment. Student social maturity needs to be at a level to enable comfortable participation in class discussions that may contain adult subject matter.

**FERPA**

PSEOP students are able to sign a waiver of their FERPA privacy rights to their parents/ guardians. However, PSEOP staff still cannot provide copies of grades to parents. An official University transcript is provided to the high school counselor, and a grade card is available to students through FlashLine at the end of each semester. Students should discuss mid-term and final grades with their parents, school counselors, and teachers.

**Mid –Term Grades**

PSEOP students with less than 30 credit hours earned are provided a mid-term grade report at the end of week 8. A copy of the mid-term grade report is mailed to the students’ high school counselors. Mid-term grades are not official and are meant only as a tool to help students improve. All students are encouraged to keep track of their own progress.

**Role of the School Counselor**

PSEOP students and parents must meet with their high school counselor to discuss scheduling appropriate courses, how the high school grade point average will be affected, number of courses the student must take, remaining graduation requirements, and any other concerns. The PSEOP staff advises applicants to know what/when they plan to take courses at their high school and what they are REQUIRED to take at their high school.

**Academic Information**

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| Matriculation | PSEOP students enroll at Kent State University as non-matriculated high school students. Students who wish to attend KSU after graduating from high school must apply as incoming freshman (not transfer students) |
| Learning | PSEOP students must assume responsibility for their own learning. If students experience academic difficulty, they must proactively seek assistance from instructors, classmates, academic support services (i.e., Writing Center) and university tutoring. They should also meet with their high school counselors. |
| Attendance | PSEOP students must adhere to the attendance policies established by the instructors for the courses in which they enroll. |
| Courses | PSEOP students typically register for 10000 and 20000 level Kent Core classes for which they have met all prerequisite requirements. **The University reserves the right to limit the number and type of courses available to PSEOP students**. Students who desire to take higher level coursework must get approval from the Director regardless of whether or not they meet the prerequisites. The academic departments may also limit the types of courses taken by PSEOP students and can ask a student to take a course for which the student passed a CLEP test. |
| GPA requirements | PSEOP students must maintain a semester and cumulative GPA of 2.00 on a 4.00 scale for each semester they are enrolled. Failure to do so may result in dismissal from PSEOP. Failure to maintain a cumulative GPA for two consecutive semesters will result in dismissal from PSEOP. |
| Student Conduct | PSEOP students must adhere to the guidelines established by the Student Code of Conduct. Students who violate these guidelines are subject to the same disciplinary actions as all Kent State University students. |
| High School Graduation Requirements | PSEOP students are responsible for both knowing and meeting the graduation requirements at their respective high schools. |

**Probation and Dismissal**

PSEOP students are subject to the rules and regulations found in the University Catalog and in the University Life: Digest of Rules and Regulations Student Guide. Students below a 2.0 grade point average are put on academic probation and are subject to dismissal from PSEOP and the University. Students on academic probation for two concurrent semesters **will be dismissed** from PSEOP and the University.

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| **COURSEWORK** |

**College Level Examination Program (CLEP) and Credit by Exam (CBE)**

PSEOP students are not permitted to register for the CBE tests. Students must be admitted to the University in a degree program and enrolled in classes during the semester in which they register for the exam(s). PSEOP students are permitted to register for CLEP tests; however the academic departments can ask a student to take a course for which the student passed a CLEP test.

Individuals may take CLEP exams before beginning college course work; however, course credit will not be posted to a Kent State academic record until after enrollment as a degree-seeking student at Kent State University.

**Declaring Majors**

PSEOP students are not permitted to declare a major until they graduate from high school. They are students in Undergraduate Studies.

**Early Graduation from High School**

PSEOP students who graduate early from high school are eligible to participate in the program for the rest of their senior year as long as they meet program requirements.

**Elective Courses**

PSEOP students may enroll in elective courses with the permission of their high school counselor and teachers and must meet course prerequisites. Students are encouraged to take courses listed in the Kent Core prior to taking elective courses.

**Foreign Language Course Placement**

Once a PSEOP student has been admitted, they will take the Foreign Language Placement Assessment found on FLashLine. If the student has no prior completed coursework, they will not take the assessment and will automatically be enrolled in the introductory courses for that language.

**Honors College**

PSEOP students are not members of the Honors College. When they apply to Kent State after graduation from high school, they are automatically considered for admission to the Honors College. For more information about the Honors College, call 330-672-2312 or email [honors@kent.edu](mailto:honors@kent.edu).

**Kent Core Guidelines**

As part of the requirements for any baccalaureate degree, all students must complete at least 36 semester hours of Kent Core courses distributed as indicated.Colleges or degree programs may augment the University's minimum Kent Core requirements, and they may specify for their students certain courses in fulfillment of the requirements. It is *essential*, therefore, that students consult the *University Catalog* descriptions for their college and degree program.

Kent Core courses should normally be completed within the 60 semester hours that immediately follow the first date of the enrollment in a baccalaureate degree program.

None of the courses on the Kent Core list may be taken pass-fail.

**Pass/Fail Classes**

PSEOP students are not permitted to take classes under the P/F option.

**Research Based Courses**

PSEOP students are permitted to enroll in research based courses with the permission of their high school counselor, teachers, and a KSU professor.

**Web-based (Online) Courses**

PSEOP students may enroll in web-based (Online) Kent Core courses. Course offerings may vary each semester. Students who take more than three (3) Web-based (Online) courses in a semester may exceed the $100.00 course fee limit covered by PSEOP and be responsible for payment of the remaining student account balance. Students who wish to enroll in a Web-based (Online) course should first consult their high school Guidance Counselor and Dual Enrollment Programs’ staff.

**KSU Application and Matriculation Fees**

PSEOP students who apply to Kent State University after high school graduation must pay the application and matriculation fees required by the University.

**Participation in Destination Kent State (DKS)**

All PSEOP students who plan to attend KSU when they graduate from high school are **required** to participate in DKS during the summer following graduation and prior to beginning college.

**PSEOP Enrollment in the Destination Kent FYE class**

PSEOP students are not permitted to enroll in the course. This course is designed for the first-year college student and PSEOP students will be required to take the course upon matriculation to Kent State University.

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| **APPLYING TO PSEOP** |

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| **Deadline** | **Step-by Step Process** |
| December-February | **Step 1-** Collect and review information about PSEOP |
| January-March | **Step 2-** Meet with the school counselor or attend the PSEOP night at the high school to learn about the pros and cons of participating in PSEOP. Obtain the intent to Participate form from the school counselor. |
| By **March 30th** | **Step 3-** Notify your high school that you plan to participate in PSEOP during the next academic year. Submit the Intent to Participate form. Check with your high school to see if they want the form at an earlier date. |
| February or April | **Step 4-** Take the National ACT or contact the Dual Enrollment Programs Office for information on taking the Residual ACT at Kent State University. |
| April- second Friday in May | **Step 5 –** Work with your high school counselor to complete and submit the PSEOP application materials. |
| April - June | **Step 6:** Acceptance letters are mailed with instructions to make an advising appointment. |
| April- July | **Step 7:** Students attend advising appointment to schedule classes. |
| August | **Step 8:** Students and parents attend an orientation session. |

Applications for fall and summer semesters are due the second Friday in May.

Applications for spring semester are due the second Friday in November.

**Application Forms**

Application forms are available at <http://www.kent.edu/dualenrollment>. They are also available from the school counselor and the Dual Enrollment Programs office at Kent State University.

PSEOP students must have two (2) teacher recommendation forms in their application. The teacher should recommend KSU courses the student plans on taking on the form.

**Reapplication**

Students participating in PSEOP spring semester who want to continue in PSEOP the following school year must submit a new application by the May deadline. Parents must sign a form provided by the school counselor signifying that their child plans on reapplying to and participating in PSEOP during the next academic year, and return it to the high school counselor by **March 30th**. Please note that PSEOP will be changing to the College Credit Plus (CCP) program for 2015-2016. Application deadlines and policies in this handbook may change for 2015-2016.

If a student is changing options between fall and spring semester, a new application must be completed and submitted.

**Foreign Language Academy and Cleveland Clinic Internship**

PSEOP students participating in non-traditional programs must apply directly to the specific program and meet the admission criteria of that program. In addition, students must apply to the PSEOP program prior to beginning their non-traditional program and be accepted by Kent State University’s Dual Enrollment program in order to be awarded college credits.

**Summer PSEOP Forms**

PSEOP students may participate in summer school under **Option A** only and pay the cost of tuition, textbooks, materials, and fees. Students who are **Option B** during the school year must submit a separate application for summer under Option A.

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| **FREQUENTLY ASKED QUESTIONS** |

1. **How do I apply for PSEOP at the Kent Campus of Kent State University?**

The deadline for submitting the application form and all supporting materials will be May 1 for fall and summer semesters, and November 1 for spring semester. The applications are available at [www.kent.edu/dualenrollment](http://www.kent.edu/dualenrollment).

1. **What should I discuss with my high school counselor?**

Students and parents should meet with the high school counselor to discuss scheduling appropriate coursework, how the high school GPA will be affected, the number of courses the student can apply to high school graduation requirements, remaining graduation requirements, and any other concerns. PSEOP applicants are expected to know what they are required to take for high school graduation, what courses they plan to take at the high school, and when they plan to take them.

1. **If I do not meet all of the admissions criteria, will my application still be considered?**

Admission criteria describe the ideal PSEOP candidate. In some cases, a student may be above the guidelines in one area and below in another. Such students are considered on an individual basis with all application materials taken into consideration.

1. **When and how will I be notified of my acceptance or denial?**

Once all application materials are received, including ACT or SAT scores, the student’s application will be reviewed for admission. Students will be notified by mail of their acceptance or denial. In some instances, students are asked to retake the ACT/SAT and resubmit them. Accepted students must follow the instructions they receive in order to schedule classes.

1. **Once admitted, can I take courses at any Kent State campus?**

Students should apply to the Kent State campus where they plan to take their college courses. They can discuss any questions with their academic advisor

1. **Can I attend the University full-time as a PSEOP student?**

The purpose of PSEOP is to provide enriched education opportunities to high school students that are beyond the opportunities offered by the high school in which they are enrolled. While some students may take all of their courses at the University, this arrangement is not in the best interest of all students. The specific courses and number of courses a student may take are at the discretion of PSEOP advisors based on the student’s high school grades, test scores, and input from parents and school counselors. Students are not permitted to take more than 35 credit hours in one school year, which is fall and spring semesters.

1. **Can I enroll in both Option A and Option B during the same semester for two different courses?**

No, you must select either Option A or B for each semester enrolled. However, you may apply in another semester and change options at that time.

1. **What are the risks involved in enrolling under either Option A or B?**

You will have a permanent college transcript. You will be required to submit the transcript to any future colleges to which you apply for admission. The grades you receive may impact your ability to access major programs of choice. Course withdrawals and GPAs below 2.0 may impact your future college financial aid eligibility. The availability of your preferred courses cannot be guaranteed. At the time your PSEOP admission is approved, your preferred courses or course sections may be closed or not available at the time you prefer.

1. **Is there a financial risk when enrolling under Option B?**

If you stop attending class, withdraw from a course after the first week, or fail a course, your school could ask you to pay the per credit hour tuition for part-time attendance, any fees, and the cost of books or materials that have been loaned to you.

1. **How do I register for courses under the PSEO program?**

You will schedule an appointment with a PSEO advisor to register for courses once your application receives final approval. An acceptance letter that includes instructions regarding how to make an appointment will be mailed to you.

1. **What if I have not taken the ACT or SAT test?**

Your application is incomplete without an ACT or SAT score. Students can take the national ACT or take the Residual ACT at Kent State University, where the scores are only able to be used. The Academic Testing Service administers the Residual ACT twice a month. Call 330-672-2360 to find out how to schedule an appointment.

1. **Must I submit an application for each semester in which I want to enroll?**

A complete application is required for each fall semester. If a student does not participate during fall semester, but wishes to apply for spring semester, they must submit a complete application.

1. **What classes are available to high school students?**

High school students are not permitted to take developmental mathematics, developmental English, or remedial classes. Students are encouraged to take classes within the Kent Core if you have prerequisite knowledge and skill and if space is available. Courses with extraordinary special fees might be denied. A student must have a 3.0 average in high school in any subject area he/she wishes to take as a college course.

1. **Can I be dismissed from this program by the University?**

You could be dismissed if you do not meet the academic standards of the University. Additionally, you are subject to the disciplinary code of Kent State University. You might also be subject to disciplinary action from your high school. The Undergraduate Catalog, <http://www.kent.edu/catalog>, and the Student Code of Conduct found at <http://www.kent.edu/studentlife/resources> are the primary sources of this information.

1. **Am I allowed to keep the books I used for my PSEOP course?**

The books must be returned to the University Bookstore no later than the Friday of final exam week. Required textbooks have been loaned to you under the guidelines of PSEOP. Your high school can require you to pay for books not returned on time.

1. **Am I eligible for financial aid?**

No. High school students are not eligible for financial aid. Students may be eligible for financial aid when they graduate from high school and attend a college or university.

1. **Am I eligible to participate in intercollegiate athletics?**

No. Participation in intercollegiate sports requires high school graduation along with other requirements.

1. **If I attend full time as a PSEOP student, can I live in the residence halls?**

No. Students in this program cannot live in the residence halls.

1. **Will Kent State University accept transfer college credit I earn from other colleges while in high school?**

Yes. The policy is consistent with Kent State University’s regular transfer credit policy as state in the Undergraduate Catalog that can be viewed at <http://www.kent.edu/catalog>.

1. **Will I receive college credit and a permanent college transcript if I only want high school credit?**

Yes. You are enrolling for a college course through PSEOP.



**DUAL ENROLLMENT PROGRAMS**

**207 SCHWARTZ CENTER**

**KENT STATE UNIVERSITY**

**KENT, OHIO 44242**

**PHONE: 330-672-3743**

**FAX: 330-672-5339**

[**http://www.kent.edu/dualenrollment**](http://www.kent.edu/dualenrollment)

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