SAINT PAUL COLLEGE

2024-2025
Concurrent Enrollment Program

Student Handbook

MINNESOTA STATE | Saint Paul College
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Dear Concurrent Enrollment Student,

Welcome to Saint Paul College!

We are excited and honored to partner with your high school to offer Concurrent Enrollment courses to you as you expand your academic horizons in beginning your college career.

The Concurrent Enrollment Program (CEP) provides an academic opportunity that will help you transition from high school to college. Through Concurrent Enrollment, you will earn valuable course work experiences that will help you build a strong base for your future college career.

Your Saint Paul College transcript starts now and your grades/successful completion of these courses could affect your academic scholarships, financial aid, and academic standing when you apply for admission to your college of choice after your high school graduation. Take these courses very seriously and do your best!

This handbook has been created to help you maximize your Concurrent Enrollment experience. Please review the information included to ensure a smooth and rewarding experience here at Saint Paul College. Also, please review this information with your parents/guardians to become more familiar with how the program works.

Have a good year and a great CEP experience!

Best,

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Saint Paul College Mission, Vision, and Values

Mission

	Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.

Vision

	Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.

Values

	We believe students are the heart of our work.
With compassion and dedication, we collaborate to create an inclusive and supportive learning environment to meet student needs, interests, and goals. When all students have access to resources and support, they are empowered to achieve success.	
	We are excellence-minded, equity-driven.
Diversity enriches our intellectual and professional community. Saint Paul College cultivates an environment of safety and transparency where all members are heard, valued, and respected. We apply anti-racism, trauma-informed practices that work to eliminate racism and increase access and opportunity for all.	
	We are guided by evidence-based decision-making.

As a learning organization, we continually strive for improvement through purposeful and transparent decision-making with intentional consideration to identify what will best serve our students and the community.

	We strive to bring value to our community.

We value collaborating and establishing partnerships that foster and enhance community connections. We are dedicated to meeting the needs of the changing labor market, supporting economic vitality and preparing students to contribute to a more socially just world.

Concurrent Enrollment Program Overview

Saint Paul College's Concurrent Enrollment Program has been providing high quality, college-level educational opportunities to school districts and high school students in St. Paul and surrounding suburbs since 2014. At this time, the CEP partners with two school districts to deliver concurrent enrollment courses to high school students.

According to Minnesota Statutes section 124D.09 (www.revisor.mn.gov/statutes/cite/124d.09) and Minnesota State Colleges and Universities Board Policy 3.5, a Post-Secondary Enrollment Options (PSEO) concurrent enrollment course is a college or university course made available through the PSEO program, offered through a high school, and taught by a high school teacher. Concurrent enrollment courses enroll only high school students who may earn both high school and college credit for satisfactorily completed courses. [Click the links to view Minnesota State policy 3.5 and Procedure 3.5.1.]

Saint Paul College's Concurrent Enrollment Program works closely with partner high schools to determine course offerings, identify partner high school faculty credentialed to teach specific courses, and select students who meet the minimum requirements for participation. Creating close, mutually-beneficial partnerships between the College and participating high schools has led to an increase in the number of Concurrent Enrollment Program courses offered and the number of high school students earning both high school and college credit simultaneously while still in high school. **A high school may allow non-concurrent enrollment students to take concurrent enrollment courses for high school credit only, but the majority of the students in the course must be taking it for college credit.**

Concurrent Enrollment Eligibility

To participate in Saint Paul College's CEP, students must meet several eligibility requirements. Students must meet class rank requirements established by the Minnesota Statutes section 124D.09 and Minnesota State Board Policy 3.5 and Procedure 3.5.1.

Saint Paul College's CEP places the onus of verifying the enrollment eligibility of students taking its courses squarely on the Partner High School. Failing to adhere to eligibility requirements and/or registration policies and

procedures may jeopardize Saint Paul College's ability to offer CEP courses at institutions and/or award college credit to students enrolled in courses. Thus, it is extremely important that Partner High Schools abide by the eligibility requirements.

Course Placement

All Saint Paul College Concurrent Enrollment students must meet the specific course placement requirement (prerequisites) for the courses they plan to take. Many of the courses in the Concurrent Enrollment Program require only certain reading placements to enroll, however there are some that may require certain Math or English placement levels. High Schools are responsible for ensuring that all students have met the placement/prerequisite requirements of their registered courses.

Students can meet the placement requirements for courses a variety of ways: through assessments (Accuplacer/ACT/SAT/MCA) or high school GPA.

Specific course placement requirements can be found on Saint Paul College's Course Descriptions pages. The SPC Concurrent Enrollment team will also provide course placement/pre-requisites information for all scheduled classes to each school, each year.

Course Registration Information

Enrollment in courses is coordinated at your high school. High school students will complete the online application following concurrent enrollment application instructions. Once the application is complete, a student will be able to register for their course by logging into eServices and using the directions the Director of College Partnerships or college staff will provide to their High School Instructor. Once the class had completed registration, the High School Instructor will send a final roster to the Faculty Mentor and Director of College Partnerships.

Application Process

Interested students are required to apply online to Saint Paul College. High School students will complete the online application using concurrent enrollment application instructions.

Course Registration Process

The Director of College Partnerships will coordinate course registration with high school partners. Once the application is complete, a student can register for their course by logging into eServices and using the directions the Director of College Partnerships or college staff will provide to their High School Faculty. Once the class had completed registration, the High School Faculty will send a final roster to the Faculty Liaison and Director of College Partnerships.

Saint Paul College Concurrent Enrollment Program Grading Policy

To support meaningful, beneficial partnerships that give students the opportunity to earn college credit while in high school, Saint Paul College's High School Partners are responsible for adhering to the policies, procedures, and practices of Saint Paul College. Failing to adhere to these policies, procedures, and practices jeopardizes Saint Paul College's ability to offer CEP classes at secondary institutions and/or award college credit to students taking these courses. Adherence is critical.

It is expected that High School Administrators, Counselors/Deans, and High School Faculty provide the same academic rigor at all CEP secondary institutions as found in on-campus Saint Paul College courses. A clear grading policy for CE courses at the Concurrent Enrollment secondary institution reinforces that students taking courses through SPC CEP are graded and assessed at a level consistent with on-campus college courses.

Opportunities where students can re-learn for mastery of content and learner outcomes are acceptable on a limited basis. High School Faculty should consult with their Faculty Liaison and dean of subject area to determine appropriate college practices for re-learning material.

Saint Paul College's Concurrent Enrollment Program's grading policy is grounded in National Alliance for Concurrent Enrollment Partnerships (NACEP) Accreditation Standards. Students taking Saint Paul College Concurrent Enrollment Program courses are to be held to the same learning expectations and outcomes and assessed using similar methods as students in on campus sections.

Saint Paul College Grading System:

Grade	Honor Points
A: Superior Achievement	4 grade points per credit
B: Above Average Achievement	3 grade points per credit
C: Average Achievement	2 grade points per credit
D: Below Average Achievement	1 grade point per credit
F: Inadequate Achievement	0 grade points per credit
I: Incomplete [temporary grade based on written agreement between student and instructor]	0 grade points per credit
FN: Failure for Non-Attendance	0 grade points per credit
FW: Failure due to Unofficial Withdraw	0 grade points per credit
P: Pass [average work ("C") or above and suitable for transfer (arranged with instructor)]	0 grade points per credit
AU: Audit [student registers, pays and attends, but receives no credit (initiated/declared at registration)]	0 grade points per credit
W: Withdraw [student initiated by deadlines in course schedule]	0 grade points per credit
IP: In-Progress [class(es) currently in progress]	0 grade points per credit

Adding, Dropping or Withdrawing from a Class

Before adding, dropping, or withdrawing from a course, it is highly recommended students meet with their high school counselor. Some high schools require a meeting before students can adjust their class. See your counselor for details.

Add

Concurrent Enrollment students may add a course through the 15th day after the start of class.

Drop

Concurrent Enrollment students are allowed to drop a course through the 15th day after the start of class. Dropped courses do not appear on a transcript and do not impact academic standing.

Withdraw

Concurrent Enrollment students can withdraw from a course through approximately 80% of the term. Withdraws appear on a transcript as a 'W" and have a direct impact on their academic standing.

Saint Paul College Policies and Procedures

Students are expected to follow all rules, policies, and procedures that pertain to Saint Paul College students. All these rules, policies, and procedures are found in the Code of Student Conduct. Please review the Code of Student Conduct here: www.saintpaul.edu/current-students/student-rights/

Students taking CEP courses through Saint Paul College are beholden to the same rules, policies, and procedures as all other students. Students taking CEP courses are held to the same standards of achievement as those expected of students enrolled in on-campus sections. Grading standards are also the same as those used in on-campus sections at Saint Paul College.

Each student is responsible for being familiar with all student rights, responsibilities, and all campus-wide College Policies. All policies are published yearly in the Student Handbook and available on the College Website. The following policies are included in the official Saint Paul College Policies section in the Student Handbook: Academic Integrity Policy, Code of Student Conduct, Computer Usage Policy, Drug and Alcohol-Free Campus, Smoking/Tobacco Policy, Transfer of Credit Policy.

<u>Plagiarism is serious.</u> Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement, or the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If you are in doubt about plagiarism, ask your Faculty Liaison or other academic professional.

Data Privacy

The Family Educational Rights and Privacy Act (FERPA) and the Minnesota Government Data Practices Act (MGDPA), Minnesota Statue (Chapter 13) are federal and state laws that provide for disclosure and privacy of student educational records.

Consent for Release

Saint Paul College does not permit access to or the release of personally identifiable information in student educational records without the written consent of the student to any third party (including parent/guardian, dependent, or spouse/domestic partner), except as authorized by FERPA and MGDPA or other applicable law. A student may grant consent by completing a Release of Information form available online: www.saintpaul.edu/admissions/forms/#advising

Academic Resources and Information

Students taking CEP courses through Saint Paul College have the same level of access to learning resources as all other students. Below is a list of websites, student services, resources, and academic resources for student use. Many of these resources are available online and on-campus. CEP students have access to these on-campus and online resources.

The Saint Paul College website is a great place to start: www.saintpaul.edu

A thorough listing of Student Resources is located here: www.saintpaul.edu/studentservices

Grade Point Average

A college-level cumulative grade point average of 2.0 (C) is required to graduate with a degree, diploma, certificate or completion of the Minnesota Transfer Curriculum.

Grade Point Average Computation

For each grade students earn in a course, they will be assigned honor points.

Grade	Honor Points
A	4
B	3
C	2
D	1
F	0
I = Incomplete	0
FN = Failure for Non-Attendance	0
FW = Failure due to Unofficial Withdrawal	0
P = Pass	0
AU = Audit	0
W = Withdraw	0

Satisfactory Academic Progress

Saint Paul College provides all students with the opportunity to reach their educational goals. Students are responsible for maintaining an acceptable level of academic progress. To support their efforts to meet academic standards, students should attend class regularly and actively engage in the learning process. Students are also expected to monitor their own academic progress.

Federal regulations require that a college develop a standard of satisfactory academic progress. This satisfactory academic progress standard must have both a qualitative standard (grade point average) and a quantitative standard (course completion). Students bear primary responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty. The following standards are used to determine a student's academic and financial aid standing. Satisfactory Academic Progress is reviewed at the end of the Fall Semester, Spring Semester, and Summer Term of each academic year.

Qualitative Standard

Students must maintain a minimum 2.0 cumulative GPA for all coursework including withdrawals, incompletes and non-credit courses. For repeated courses, the highest grade achieved will be used for the GPA. Transfer credits do not affect the student's GPA.

Quantitative Standard

Students must complete 67% of the cumulative credits attempted based on their enrollment status. All credits attempted will be calculated into the completion percentage. This includes courses that are designated with a withdrawal, incomplete, non-credit courses and courses that have been repeated. Any coursework that has been accepted as transfer credit toward current program completion will also be included in progress made toward the current program.

Academic Warning

Students who do not meet the cumulative standards at the end of a semester of enrollment will be placed on Academic Warning for the next semester of enrollment. When the warning is issued a registration hold is placed on the student's account. Students must complete the online Academic Warning Agreement Form to have the hold removed and are strongly encouraged to meet with their Pathway Advisor to develop a success plan to improve their academic standing. Students who successfully earn a cumulative 2.0 GPA and cumulative 67% completion rate while on warning will return to good standing.

Academic Suspension

Students on warning who fail to meet the cumulative standards at the end of their following term of enrollment will be placed on Academic Suspension for two semesters. Students on suspension are not allowed to register for future terms. Any registered courses for future terms will be dropped from the student's account. All students placed on suspension must appeal to be reinstated.

Suspension for Extraordinary Circumstances

The College may immediately suspend a student in certain circumstances, such as but not limited to:
- A student who was previously suspended and whose academic performance falls below acceptable levels during a subsequent semester.
- A student who registered for but does not earn any credits in their first semester by earning all FN/FW/F grades.

Academic Suspension Appeal

Students who believe they failed to achieve satisfactory academic progress due to extenuating circumstances may file an appeal prior to waiting two semesters. However, students must provide documentation supporting their claim of extenuating circumstances interfering with their ability to be successful in school. Students who have served their two-semester suspension period must appeal for reinstatement by completing the Academic Suspension Appeal Packet, which can be obtained in the One Stop or via the Saint Paul College website. Students with approved appeals will not be allowed register until meeting with a Pathway Advisor to develop an academic success plan.

Probation

Students who have successfully appealed their suspension will be placed on probation for the next enrolled semester. During probation, students must meet the college's 2.0 cumulative grade point average and cumulative 67% completion rate requirement to return to good standing at the end of the semester. Students who fail to meet the cumulative requirements for GPA and completion will be placed back on suspension. Students who fail to meet the conditions specified in their academic plan will also be placed back on suspension.

Notification of Status and Appeal Results

Results of Satisfactory Academic Progress evaluations at the end of a semester are sent to the student's official college email account. Appeal results are sent to the student's official college email account and personal email.

Accommodations

A student enrolled in a Saint Paul College course may qualify for accommodations if they have a documented disability. They must request their accommodations through the Office of Access and Disability Resources (ADR) at SPC. Though the accommodations granted may be similar to what they had in regular high school courses, the process to grant the accommodations in SPC courses is different. The student needs to self-identify and request accommodations from the college.

This request should be done shortly after the student has applied to the college and in advance of the course so that all accommodations and resources are ready for the student on the first day of classes. Any accommodations granted after the start of the class will start immediately upon approval and will not apply retroactively. More Information can be found on the ADR page here: www.saintpaul.edu/student-services/access-disability-resources/

Technology Information

Star ID Information

Upon application to Saint Paul College, students are given a Star ID and set up a password for their account. The Star ID login information allows students to access their SPC eServices account, library resources, email, and D2L Brightspace.

If a student loses their Star ID information or need to reset their password, they can do so at: starid.minnstate.edu

eServices

eServices is a Minnesota State system-wide online platform that allows students to manage any Minnesota State institution they have attended. Through eServices, students can update their personal contact information, track degree progress, view final grades, and obtain unofficial transcripts. To log in, students just use their Star ID and Password. eServices can be accessed by visiting the Saint Paul College homepage and selecting eServices from the Current Students drop down menu.

Saint Paul College Email Account

All Concurrent Enrollment students will have a Saint Paul College school email assigned to them. Concurrent Enrollment Students are not required to use their SPC email, but it can be used to stay connected to SPC resources and events.

D2L Brightspace

D2L Brightspace is Saint Paul College's online learning platform. Here students can access online tutoring resources to assist them in their college courses. Students can log into D2L Brightspace with their Star ID and password from the Current Students dropdown on the SPC homepage. Some SPC high school faculty may use D2L for their entire course or just a few assignments.

Photo ID

All Concurrent Enrollment students are eligible to receive Saint Paul College Photo ID. To obtain a Photo ID, the student must present both a valid, current, government-issued picture ID as well as proof they are currently registered for classes, either with a printed class schedule or by showing the eServices enrollment screen on their mobile device in Admissions & Financial Aid, Room 1300.

This ID will give students access to the library, student events, various on campus programming, and discounts at participating local businesses.

Academic Resources

College Catalog	https://catalog.saintpaul.edu/
Tutoring Services	www.saintpaul.edu/student-services/academic-support-centers/
Campus Library	www.saintpaul.edu/campus/library/
Access and Disability Resources	www.saintpaul.edu/student-services/access-disability-resources/

Student Resources

Academic Advising	www.saintpaul.edu/academics/academic-advising/
Academic Calendar	www.saintpaul.edu/academics/academic-calendar/
GPA Calculator	www.saintpaul.edu/gpa-calculator/
IT Services	www.saintpaul.edu/student-services/it-services/
Student Policies and Procedures	www.saintpaul.edu/current-students/student-policies/
Code of Student Conduct	www.saintpaul.edu/current-students/student-rights/
Course Placement	www.saintpaul.edu/admissions/placement/
Data Practices Policy	www.saintpaul.edu/student-data-privacy-policy/

Transfer Planning and Resources

Saint Paul College wants to make sure that students are making the most of the SPC courses available at their high school! There are some resources that can help students before, during, and after their time as a Concurrent Enrollment student.

Transferology

Making a FREE account at transferology.com offers students the ability to see how their credits might transfer to local, regional and national colleges and universities. If a school isn't listed, there is often transfer information listed on the college/university's website.

Saint Paul College Transfer and Degree Guides

Are students thinking of heading to SPC after high school graduation? They can get a jump start on their planning by looking at our available degree and transfer guides. Then, have the student meet with our College Partnerships Advisor!

Sending Saint Paul College Transcripts

Once students have completed their SPC courses, they can request to have their transcript set on to the college or university they plan on attending.

Minnesota State (MinnState) Schools:

Most MinnState schools can simply pull in a transcript from Saint Paul College at no cost. Encourage students to talk to the MinnState school directly for their process.

MinnState Schools include all of the Community and Technical colleges in Minnesota along with the following state universities: Bemidji, MSU: Mankato, MSU: Moorhead, Winona, Metropolitan, St. Cloud, and Southwest MSU.

Private, Out-of-State, and University of Minnesota:

Students will need to request an official Saint Paul College transcript to be sent by going to studentclearinghouse.org and selecting Order-Track-Verify. There is typically a small fee per transcript.