

# RRCC Concurrent Enrollment

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## Student Handbook | 2017-2018

COLLEGE LEVEL COURSES

**RAINY RIVER**  
COMMUNITY COLLEGE

OFFERED IN THE HIGH SCHOOL

Rainy River Community College | 1501 Highway 71 | International Falls, MN 56649  
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## Table of Contents

Concurrent Enrollment Introduction .....	4
PSEO Eligibility Criteria.....	4
Registering for Concurrent Enrollment Courses .....	5
Changes to Course Schedules .....	6
Statement of Academic Integrity .....	8
Earning the Association of Arts Degree .....	9
CEP Frequently Asked Questions .....	10
Transfer Information.....	12



## ***Welcome!***

We welcome you as a student in Rainy River Community College's Concurrent Enrollment Program!

This handbook is written for students and parents and contains the information that you need to know as a high school student taking a Rainy River Community College Concurrent Enrollment course(s). We hope that this handbook will prepare you for what it's like to be a student in one of our courses, and how to navigate your way through the processes involved in being a Concurrent Enrollment student through RRCC.

If at any time you have questions or concerns, please contact your instructor, guidance counselor, or RRCC Advisor. Thank you and have a great school year!

Brad Krasaway  
CEP Advisor

Amy Amundsen  
CEP Advisor | Assessment Coordinator

# Concurrent Enrollment Introduction

It is understood that the goals of the Concurrent Enrollment Program (CEP) can best be accomplished if HIGH SCHOOLS and COLLEGES collaboratively establish long-term working relationships to develop and improve delivery of services to the high school students.

The governing policies of the CEP program and this Agreement are established by law and the Minnesota State Board of Trustees, which include the following general provisions that are considered to be minimum requirements ([Minnesota State System Policy, Chapter 3 Section 5](#)):

**Post-Secondary Enrollment Options Program or “PSEO.”** The Post-Secondary Enrollment Options Program is the program established by Minnesota Statutes section 124D.09 to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students may earn both secondary and postsecondary credit for college or university courses completed on a college or university campus, at a high school, or at another location.

**PSEO Concurrent Enrollment Course.** A PSEO concurrent enrollment course is a college or university course made available through the PSEO program, offered through a secondary school, and taught by a secondary teacher.

**PSEO Expectations.** Minnesota State colleges and universities shall provide opportunities for students to participate in the Post-Secondary Enrollment Options Program. Students shall be admitted according to criteria that promote progress through college-level coursework and that augment their continued academic growth consistent with board policies and system procedures.

**Enrollment on Campus.** Enrollment of PSEO students in courses on a college or university campus shall be allowed on the basis of available space as defined by the college or university.

**Compliance with Standards.** Colleges and universities shall require PSEO students to perform to the college’s or university’s academic and student conduct standards.

**Developmental Courses.** Colleges and universities shall not enroll students in developmental courses through PSEO.

## PSEO Eligibility Criteria

Student must be a high school sophomore, junior, or senior in good standing at a public, nonpublic, home school, or American Indian-controlled tribal school.

Sophomores may enroll in one Career or Technical Education (CTE) course at a Minnesota State college or university if they have attained a passing score or met the 8th grade standard on the 8th grade Minnesota Comprehensive Assessment in reading and meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

Juniors must be ranked in the top-third of their class, or have a 3.0 end-of-year cumulative GPA, or score at or above the 70th percentile on a test, such as the ACT or SAT. Students must test into college courses numbered 1000 or above on placement tests in reading, English, and math (if you are taking your math course at RRCC).

Seniors must be ranked in the top-half of their class, or have a 2.5 end-of-year cumulative GPA, or score at or above the 50th percentile on the ACT or SAT. Students must test into college courses numbered 1000 or above on placement tests in reading, English, and math (if you are taking your math course at RRCC).

## **Registering for Concurrent Enrollment Courses**

1. Students meet with their high school counselor to determine eligibility.
2. Students complete and sign the RRCC Application for Admission.
3. Students complete and sign the MN DOE PSEO Notice of Student Registration.
4. Students submit these forms to their high school counselor's office.
5. High school counselor will complete the GPA and test score portion of the CEP Guidance Counselor Form.
6. Counselor contacts RRCC CEP Assessment Coordinator to schedule testing for potential CEP and PSEO students.
7. Counselor contacts RRCC CEP Advisor to schedule a date at the high school to register CEP students.
8. College CEP Advisor verifies student registration forms and eligibility for CEP courses.
9. College CEP Advisor brings registration forms to Rainy River and completes registration process.

All PSEO students, including those enrolled in the Concurrent Enrollment Program (CEP), are expected to perform at the standards to which the institution's non-PSEO students are held accountable.

Tests and assignments are designed to measure student competence in all course outcomes listed on the course syllabus. Students are expected to demonstrate a college-level degree of competence in all course outcomes to receive credit in the course.

As with most college courses, students can expect to spend two (2) hours outside of class doing research and homework for every one hours spent in the classroom of a Concurrent Enrollment course. It is the responsibility of the student to complete assignments on time.

PSEO/CEP students do not need to purchase college textbooks. For CEP, these are purchased by the local school district and remain the property of the school district. Students return the textbooks in accordance with the policies of their high school.

PSEO/CEP students are encouraged to make the most of their post-secondary options opportunity, including access to the resources available at or through the RRCC library and computer labs.

## **Changes to Course Schedules**

### ***DROPPING AND ADDING A COURSE***

Students may make a change(s) in their course schedules only through the fifth (5th) class day of the high school's calendar. Dropped classes do not appear on the student's transcript.

### ***WITHDRAWAL***

Students may withdraw from courses after the fifth (5th) class day through the final date for official course withdrawal. The final date for official course withdrawal is the last day on which students may officially terminate their enrollment in a course. For courses not on a standard academic semester schedule, such as those courses "stretched" over both fall and spring semesters, the final date for official course withdrawal shall be established as the date on which eighty percent (80%) of the instructional days for the course have elapsed (Minnesota State Board Policy, Chapter 3 Part 3 Subpart A).

Grades of "W" for withdrawal will be recorded on the student's official transcript. No withdrawals from the courses may be made after the final date for official course withdrawal. Withdrawals that are not officially processed through the CEP coordinator and records office will be recorded on the student's permanent record with a grade of "F".

FALL Semester, 2017

Deadline to Drop/Add CEP Courses: September 11, 2017 by 3:00 PM

Deadline to Withdraw from CEP Courses: November 22, 2017 by 3:00 PM

SPRING Semester, 2018

Deadline to Drop/Add CEP Courses: January 29, 2018 by 3:00 PM

Deadline to Withdraw from CEP Courses: April 16, 2018 by 3:00 PM

The guidance counselor forwards the Drop-Add-Withdraw Form the CEP Advisor for processing with the College Record's Office. Withdrawals which are not officially processed through the

College Records Office will be recorded on the students' transcript as an "F".

NOTE: Dropping or withdrawing from a CEP course could affect the student's high school graduation. If a student drops or withdraws from a CEP course, it is important for him or her to check with the high school guidance counselor to ensure that the student will still meet requirements for high school graduation.

### ***REQUESTING AN INCOMPLETE***

Incompletes are rare in college. College students are expected to attend class regularly, complete course work on time, and keep pace with the class. Occasionally, extraordinary circumstances keep students from fulfilling those expectations.

An Incomplete, designated as "I", is a temporary grade that is assigned only in exceptional circumstances when a student cannot complete the work of a course on schedule because of illness or other extraordinary circumstances.

It is the student's responsibility to initiate an Incomplete for a CEP course. Unlike a course Withdrawal, the Incomplete stipulates course work to be completed and a specific deadline for the completion of that work.

An Incomplete reverts to an "F" at the end of the following term (not including summer sessions) if requirements to complete course work have not been satisfactorily met. Instructors have the option of setting a later completion date for the student as circumstances dictate.

Occasionally, when the high school semester ends after the college semester, assignments necessary to determine College grade may not be completed or processed by the time College grades are due. In these cases, students will receive the grade of "I". The grades will be changed to the students' earned grades when the CEP grades from the high school become available. Grades of "I", awarded for this reason will not be a part of the students' College academic record.

### ***FAILING A CEP COURSE***

#### **Attendance**

Students can fail college courses (on campus, PSEO, CEP, or online) for a number of reasons. However, the most common reason is poor attendance. Once missing class becomes a habit, students can quickly get behind on the material being presented in class, skill and/or knowledge acquisition, and assignments. Assignments that are already challenging because they are college-level become nearly impossible when students don't have the information they need to begin assignments or complete them.

Concurrent Enrollment students are expected to attend all scheduled classes and are responsible for all work missed during excused absences. Students should refer to their high school district policy regarding absences.

### **Assignments**

As with most college courses, students should expect to spend two hours outside of class doing research and homework for every hour spent in the classroom of a Concurrent Enrollment course. It is the responsibility of the student to complete assignments on time.

### **Final Examinations**

Final examinations are held according to the schedule that is issued by the high school teacher. All students must take scheduled final examinations.

Any circumstances requiring a special examination arrangement other than the exam specifically scheduled must be arranged in accordance to the policy set forth by the school district. Only under extreme circumstances will students be allowed to change final exam dates.

### **Failure**

Students should monitor their CEP grades diligently. Failing a Concurrent Enrollment course could have serious consequences for students, affecting their ability to graduate from high school.

In addition, CEP students should remember that the failing grade will be part of their permanent record and may affect their GPA and possible acceptance to four-year colleges or universities.

## **Statement of Academic Integrity**

### **Statement of Academic Integrity**

Student responsibilities include attending class on-time and prepared, having completed (or at least attempted) all assignments, ready to discuss and explore pertinent issues, and raise questions about matters of interest or issues that you do not understand. Your accomplishments will be a function of your enthusiasm and your efforts.

### **Academic Misconduct and Academic Dishonesty**

Past, present, and prospective students have a right to expect that the College will not condone any action that compromises, undermines, or invalidates the credibility of their academic achievements. Academic dishonesty is defined as any instance in which a student behaves in a manner that adversely affects the integrity of the academic process.

Students who consciously choose to violate the standards of academic honesty to benefit themselves and/or others marginalize and devalue the honesty efforts of all other students who are products of this institution. Intentional acts of academic dishonesty also damage the reputation of the College, the community, the instructors, and fellow students. Examples of such behavior include, but are not limited to, the following:

- Cheating: the use, or attempted use of, unauthorized materials, information, or study

- aids; unauthorized copying or collaboration
- Plagiarizing: the use of another's words, ideas, or product without appropriate acknowledgement
- Falsifying academic information: the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data
- Collusion: to assist another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, to take a test or do an assignment for someone else
- Other Academic Misconduct: to intentionally violate Rainy River Community College's policies, such as tampering with grades; sabotaging another student's work, etc.

It is the policy of Rainy River Community College to resolutely uphold the integrity of its academic programs by actively promoting ethical behavior while sanctioning unethical conduct.

Students should refer to high school and school district policies for more details. The RRCC Code of Conduct and possible Sanctions for Violation can be found in the Student Guide on the Rainy River Community College website.

## **Earning the Association of Arts Degree**

The Associate of Arts Degree is a 60 credit academic program in the liberal arts and sciences without a named field of study. It is designed for transfer to baccalaureate degree - granting institutions.

An Associate of arts degree requires completion of at least a 40 credit general education curriculum that fulfills the Minnesota Transfer Curriculum goal areas.

### **Graduation Requirements**

- Complete at least 20 credits from Rainy River Community College in courses numbered 1000 or above.
- No courses numbered below 1000 may be used to complete the degree.
- Only 6 credits taken pass/fail may be applied to the AA.
- Complete all 40 credits of the Minnesota Transfer Curriculum (MnTC) with a minimum GPA of 2.0.
- Complete all additional Associate of Arts (AA) requirements to equal 60 credits, with a minimum GPA of 2.0.

NOTE: NOTE: Please work with CEP Advisor Brad Krasaway or Amy Amundsen if you have any questions or concerns about degree completion and/or transfer.

Brad Krasaway ([Bradley.Krasaway@rainyriver.edu](mailto:Bradley.Krasaway@rainyriver.edu)) or 285.2208

Amy Amundsen ([Amy.Amundsen@rainyriver.edu](mailto:Amy.Amundsen@rainyriver.edu)) or 285-2226

# CEP Frequently Asked Questions

**Q: Do CEP students need to purchase college textbooks?**

A: No! Textbooks are purchased by the local school district and remain the property of the school district. Students return the textbooks in accordance with the policies of their high school.

**Q: Can CEP students participate in student life activities, use the college library, and computer labs?**

A: Yes! In fact, students can obtain a Rainy River Community College student ID, which also serves as a library card. Or, they can obtain a library card by either completing an application (available from the college library), or by bringing their driver's license to the college library.

**Q: What is a course syllabus?**

A: The first step toward success in any college class is to carefully read the course syllabus, which is a contract between the student and instructor. In addition to assignments, it will contain important information on course expectations, key dates, class attendance, text book(s), resources and grading criteria. It is important to keep a copy of your course syllabus as this information may be needed when seeking transfer credits at colleges and universities.

**Q: What is academic dishonesty?**

A: Academic dishonesty is defined as any instance in which a student violates the rules of conduct established by his or her high school, the college, and the instructor for his or her own class. Violations of academic integrity include, but are not limited to, cheating on examinations; plagiarism, stealing, duplicating or selling examinations or papers; producing or submitting other students' papers, projects, or tests; knowingly furnishing false or misleading academic information to college and high school officials; and sabotaging another student's work.

Academic dishonesty will result in disciplinary action from both the high school and the college. Possible consequences include, but are not limited to, being dropped from the course, and/or receiving a failing grade for the assignment, exam, or course.

Students should refer to high school and school district policies for more details. Additionally, more specific information can be found in the college student guide, available upon request or online under ADMISSIONS at [www.rainyriver.edu](http://www.rainyriver.edu).

**Q: Are Concurrent Enrollment courses more difficult?**

A: Yes! All CEP students are expected to perform at the standards to which regularly enrolled college students are held accountable.

**Q: What about academic rigor of assignments and homework?**

A: Tests and assignments are designed to measure student competence in all course outcomes

listed on the syllabus. Students are expected to demonstrate a college-level degree of competence in all course outcomes to receive credit in the course.

As with most college courses, students can expect to spend two to three hours outside of class reading course material, doing research, and homework for every one hour spent in the classroom of a Concurrent Enrollment course. It is the responsibility of the student to complete assignments on time.

**Q: What about attendance?**

A: Students are expected to attend all scheduled classes and are responsible for all work missed during excused absences. Students should refer to their high school district policy regarding absences. Attendance is not used as a basis for determining a student's grade.

**Q: What type of grading system is used?**

A: Students receive a whole letter grade (no pluses or minuses are given for any grade). Students who complete credit courses shall be assigned grades according to the following definitions:

Grade Achievement

- A Superior of exemplary work
- B Does more than fulfill course outcomes
- C Competent; has fulfilled course outcomes
- D Inadequately fulfilled course requirements
- F Did not fulfill course requirements

A student's grade in a course is to be based on his or her academic performance on assignments and tests. Testing will cover the full curriculum of the course. Attendance is not used as a basis for determining a student's grade.

Other course indicators found on a report include:

Grade Achievement

- I Incomplete
- W Withdrawal

# Transfer Information

## **Will credits earned transfer to another college? Transfer Courses:**

- The credits earned through the Concurrent Enrollment Program will transfer to any college or university in the Minnesota State system. For a list, and more information about these institutions, visit [www.minnstate.edu](http://www.minnstate.edu).
- Students planning to attend a private or out-of-state college must check with the post-secondary institution to see if Concurrent Enrollment credits will be accepted.  
\*\*Not all private or out-of-state colleges will accept Concurrent Enrollment credits.

## **Technical Courses:**

- There is no guarantee that the credits you earned will transfer to another college. Credits in technical fields are typically valid for up to 5 years.

## **If these credits will not be accepted at the school the CEP student plans to attend, is there any benefit in taking the Concurrent Enrollment course?**

- Yes! Concurrent Enrollment courses are college courses, and having taken one, students are better prepared for other college courses and the college experience. If credits for a particular course are not accepted and a student needs to repeat it, they may achieve a higher grade and find it easier the second time around.

## **What if a CEP student is transferring within the Minnesota State system?**

- If you are transferring to another college within the Minnesota State system, there is no need to request an official college transcript. Minnesota State uses e-transcripts which means your transcripts can be shared electronically to the Minnesota State school you will be attending.
- If you are transferring to an institution outside the Minnesota State system, an official college transcript is required.

## **How can a CEP student get a college transcript?**

Students may obtain their college transcripts from the Record's Office. Students will be charged:

- \$1.00 per unofficial transcript
- \$5.00 per official transcript and
- \$5.00 per faxed transcript

NOTE: Faxed transcripts are considered to be unofficial for business/educational purposes. The Transcript Request Form is on the Rainy River Community College website.

## ***CEP students should send their written requests to:***

Rainy River Community College  
ATTN: Records Office  
1501 Highway 71  
International Falls, MN 56649

*For more information on the Concurrent Enrollment Program, see your high school guidance counselor or contact the CEP Coordinator:*

*For more information regarding Rainy River Community College policy and procedures please refer to the "Student Guide" located on our website: [www.rainyriver.edu](http://www.rainyriver.edu)*

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