

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

***BEMIDJI STATE UNIVERSITY & _____ HIGH SCHOOL
CONCURRENT ENROLLMENT AGREEMENT for ED 1100 Fall 2026***

THIS CONCURRENT ENROLLMENT AGREEMENT, and amendments and supplements thereto, (hereinafter “contract”) is between Bemidji State University (hereinafter “University) and _____ High School (hereinafter “High School”).

Definitions:

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 post-secondary 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, College Provided Faculty. A PSEO concurrent enrollment course with a college provided faculty is a college or university course made available through the PSEO program, offered through a partnership between the high school and college/university, and taught by a college faculty.

_____ High School and Bemidji State University wish to enter into this Agreement for the delivery of concurrent enrollment courses which the parties agree will be of mutual benefit;

I. DUTIES & RESPONSIBILITIES

A. Bemidji State University shall:

- Provide appropriate registration, withdrawal, and drop-add information:
- Provide necessary College in the High School Student Admission and Registration forms.
 - Provide necessary registration, withdrawal, and drop-add information for all concurrent enrollment courses.
 - Assist _____ High School with administration of Accuplacer testing if requested.
 - Maintain appropriate academic records documenting each concurrent enrollment course.
 - Provide student orientation sessions, print and/or electronic materials information concerning academic and student support services available to all students at the University which also outlines BSU academic policies and student responsibilities. (MinnState Policy Chapter 3.5.1 Part 3 Subpart A.)
 - Provide a peer mentor to check in with the high school student.

Ensure that the BSU Records office:

- Creates course lists and grade sheets.
- Makes appropriate record adjustments for students in accordance to Drop/Add and Withdrawal policies.
- Provides student transcripts upon receipt of request.
- Maintains university course records for high school students, and awards University credit for successfully completed courses.

B. _____ High School shall ensure the following program logistics:

- Provide a teacher-mentor to support the student during the semester and check in with the student and least once each month (4 times per semester).
 - BSU will provide a \$200 stipend to the mentor.
- Ensure that the student meets the eligibility requirements for concurrent enrollment courses.
 - In order to register for a course, all students must submit a signed/completed College in the High School Student Admission and Registration Form.
- Assist in student compliance with the Drop-Add and Withdrawal Policies (see “Other Provisions” section), sign off on forms as student advisor, and submit forms to the University’s Center for Extended Learning.
- To the extent possible, provide counseling services to students and their parents (or guardian) before students enroll in BSU College in the High School courses. This ensures that the student and their parents (or guardian) are fully aware of the risks and possible consequences of enrolling in concurrent enrollment courses.
- Work with University staff to schedule and administer the Accuplacer exam for students interested in concurrent enrollment courses prior to student admission and registration if needed.

Ensure the following course scheduling requirements:

- The maximum enrollment of a concurrent enrollment course (concurrent enrollment students and non-concurrent enrollment students combined) must not exceed 25 without prior approval of the faculty mentor.

II. OTHER PROVISIONS

The following is to be understood and agreed to by both the High School and the University.

Student Requirements

- Eligible students are currently enrolled seniors in the top 50% of their class or score at or above the 50th percentile on a nationally standardized test (ACT or SAT) and currently enrolled juniors in the upper one third of their class or score at or above the 70th percentile on a nationally standardized test (ACT or SAT). Approval must be granted by a high

school counselor and the instructor of each course prior to a determination of admission. (per MinnState Policy Chapter 3.5.1, Part 2, Subpart A)

- Potential concurrent enrollment students must return to their high school counselor their completed College in the High School Student Admission and Registration Form.
- Potential concurrent enrollment students must indicate the courses in which they intend to enroll by way of the high school's designated registration system.
- The University's Drop-Add and Withdrawal Policy applies to enrolled concurrent enrollment students. It is understood that adjustments will be made to the student's record by the University's records office in accordance with the Drop/Add and Withdrawal policies outlined below. Students must notify their high school current enrollment teacher along with their high school counselor of their intent to drop or withdraw from a concurrent enrollment course. The high school current enrollment teacher or counselor must notify in writing the University's Center for Extended Learning of the student's request to drop or withdraw from the concurrent enrollment course.

Course Requirements:

- **Only students with a desire to teach should enroll in this course.** The goal of this grant-funded course is to recruit and retain diverse teachers who would consider teaching in rural Minnesota.
- Students must complete all work at the 3000-level (college junior).
- Students must complete 15 hours (total) of field experience in grades Prek-K, 1-3, 4-6, and 7-8. The student's school must provide opportunities for students to visit other classrooms. Classroom teachers must sign a document verifying field experience times.
- Students will require a computer and internet access to complete the college coursework. If a school does not have a computer for the student, please contact Dr. Danielle Sullivan: Danielle.Sullivan@bemidjistate.edu.

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

The last date to withdraw from a course is up to 80% of the course meetings. Grades of "W" for withdrawal will be recorded on the student's official transcript. No course may be dropped during the 20% of the course meetings. Withdrawals that are not officially processed through the university will be recorded on the student's permanent record with a grade of "F".

III. CONSIDERATION AND TERMS OF PAYMENT.

- A. There will be no charge to the partner high school for this course. Tuition, course materials and transportation to and from the BSU campus and

meals while on campus are covered by the Concurrent Enrollment Introduction to Teaching grant, funded by the MN Department of Education. This grant will funding is available for the 2026-7 academic year.

The course offered fall semester 2026 will be:

ED 1100 Education and Society (3 credits)

- Begin date – September 8, 2026
- End date – December 8, 2026
- Hybrid delivery, with two required in-person classes, held at the BSU campus on September 8 and December 8, 2026.

- IV. TERMS OF AGREEMENT. This agreement shall be effective July 1, 2026 or upon the date that the final required signature is obtained by the University, whichever occurs later, and shall remain in effect until June 30, 2027, or until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
- V. CANCELLATION. This Agreement may be cancelled during its term only by mutual agreement between the High School and the University. In the event of such a cancellation, the University shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
- VI. ASSIGNMENT. Neither the University nor the High School may assign or transfer any rights or obligations under this Agreement without the prior consent of the other part.
- VII. 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.
- VIII. LIABILITY. The High School agrees to indemnify and save and hold the University, its representatives and employees, harmless from any and all claims or cause of action arising from the performance of this contract by the High School or the High School's agents or employees. This clause shall not be construed to bar any legal remedies the high school may have for the University's failure to fulfill its obligations pursuant to this contract.
- IX. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE. The High School agrees that in fulfilling the duties of this contract, the High School is responsible for complying with the applicable provisions of the American with Disabilities Act, 42 U.S.C. Section 12101, et seq. and regulations promulgated pursuant to it. The University 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.

X. GOVERNMENT DATA PRACTICES ACT. The High School must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by the University in accordance with this contract, and as it applies to all data, crated, collected, received, stored, used, maintained, or disseminated by the High School in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08, apply to the release of the data referred to in this Article by either the High School or the University.

In the event the High School receives a request to release the data referred to in this Article, the High School, must immediately notify the University. The University will give the High School instructions concerning the release of the data to the requesting party before the data is released.

XII. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS.

The University shall own all rights, including all intellectual property rights, in all original materials, including any curriculum materials, inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically or magnetically recorded materials, and other work in whatever form, developed by the University and its employees and contractors individually or jointly. Materials developed jointly between any University employee and/or contractor and any high school employee in the performance of its obligation under this contract shall be jointly owned by the University and the High School. Materials developed individually by any high school employee in performance of his/her duties under this contact shall belong to the High School; however, the University shall have a non-exclusive, unrestricted right to use such materials in the future. This provision shall not apply to materials developed by the High School, its contractors and/or employees, or those developed by the High School or any high school employee prior to the existence of this contract.

XIII. PUBLICITY. Any publicity given the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the High School or its employees individually or jointly with others, or any subcontractors shall identify the University as the sponsoring agency and shall not be released prior to approval by the University's authorized representative.

XIV. CONTACT INFORMATION.

The High School's authorized representative for the purpose of administration of this contract is:

Name: _____

Address: _____

Telephone: _____

E-Mail: _____

BSU's authorized representative for the purpose of administration of this contract is:

Name:

Address:

Telephone:

E-Mail:

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

APPROVED:

_____ HIGH SCHOOL

By _____
Principal

Dated: _____

BEMIDJI STATE UNIVERSITY

By _____
Academic Affairs

Dated: _____