STAFF:

I am guilty of not following directions! My only comment is on the procedure of 2.21.1 Part 3 Subpart A is that we define the Limited Director Data as institutional email addresses. This will allow me (as the data compliance officer) not to have to file a data incident when students aren’t blind copied on an email with their NHCC email addresses. Obviously, best practice is to always BCC but that doesn’t always happen. Thank you!

Thanks, we think the language is supposed to include both institutional and other emails, so we added clarifying language.

# Procedure 2.9.1

The words *faculty* vs *instructor* are used interchangeably verses sticking with one or the other throughout this policy.

For Part 8.4 FN grade it says, “discretion of the faculty….”

For Part 8.6 WN grade it says, “discretion of the instructor….”

 For Part 8.7 I grade it says, " discretion of the faculty member of record….”

The term “faculty member” is what is used in procedure 3.55.1.

 Thanks!

# Procedure 3.50.1

Discrepancy in language for FN vs NN

The FN grade has “the last date of attendance purposes for college level courses” crossed out. The “college level courses” language needs to stay.

The NN grade still contains that language, “the last date of attendance purposes…” The FN & NN should be the same other than one is used for college level and the other for below college level courses. It seems the text, “the last date of attendance purposes” should be eliminated from the NN grade too for consistency (or added back to the FN).

Thanks! We fixed it.

# Procedure 3.55.1

The WN grade was added to this sentence in Part 4, subpart B, “ Prior to the course withdrawal deadline, students may visit the Records and Registration Office to change an FN, NN, or WN grade to a W (withdrawal).” I don’t know the context behind that so I just wanted to share this comment. Part of the purpose of creating the WN was so the students didn’t have to take it upon themselves to change the faculty assigned grade to a withdrawal. The WN is already a withdrawal grade. Was it for transcript purposes or is it necessary here?

We agree that a WN is already a withdrawal grade, and a student wouldn’t necessarily need to change it. However, this is the language we received from the group working on this grade, and we do think a student should be allowed to change it to a W if they wanted to.

# Procedure 3.4.1 - proposed new subpart for CTE PSEO

### **Subpart B. Post-Secondary Enrollment Options (PSEO) Admission.**

Qualified high school juniors and seniors in Minnesota are eligible to attend North Hennepin Community College through the Post‐Secondary Enrollment Options (PSEO) program. PSEO students are eligible to enroll in fall and/or spring semesters. Before each semester of attendance, students must obtain a Notice of Student Registration form at their high school and submit it to the college at the time of registration.

1. PSEO Application Deadlines
	1. Fall Semester
		1. Priority deadline ‐ April 15
		2. Final deadline ‐ July 1 (postmarked) or next business day if on weekend
	2. Spring Semester
		1. Priority deadline ‐ November 1
		2. Final deadline ‐ December 1 (postmarked) or next business day if on weekend

There is no PSEO enrollment during summer session. High school students interested in summer attendance must apply for high school non‐PSEO enrollment.

1. PSEO eligibility requirements include:
	1. 11th & 12th grade
		1. Students must be Minnesota high school juniors or seniors.
			1. High School Seniors must rank in the top half (50%) of their high school class or top half nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
			2. High School Juniors must rank in the top third (66%) of their high school class or top third nationally on a standardized test or have an overall G.P.A of 2.75 or higher.
			3. Examples of standardized tests include: ACT, SAT, PLAN, etc.
		2. After the PSEO application is completed and the college has informed the student of eligibility, all eligible students must test at college‐level Reading on the Accuplacer placement test. MCA tests cannot be used to waive Accuplacer for PSEO students.
		3. Students must be between 16 and 20 years old to participate in PSEO.
	2. ~~10th‐12th grade ‐ CTE (Career & Technical Education ‐ one course)~~
	3. ~~Students must be high school sophomores, juniors, or seniors.~~
	4. ~~Students must be enrolled in a district or an American Indian Controlled Tribal contract.~~
	5. ~~Students need to have passed the 8th grade MCA (Minnesota Comprehensive Assessment) reading exam.~~
2. PSEO funding does not cover:
	1. Developmental courses (courses numbered below 1000). PSEO students registering for developmental courses may be dropped from these courses and would be responsible for payment of tuition and fees.
	2. Any course with additional fees or overnight travel. PSEO students are not permitted to enroll in these courses.
3. PSEO restrictions include:
4. The Minnesota Department of Education will only cover PSEO expenses billed by the institution(s) to which PSEO students have been admitted.
5. PSEO students will be responsible for any tuition, fees, and supplies at any institution(s) to which they are not formally admitted.
6. PSEO student are limited to a maximum of 16 credits per semester.

### **Subpart C. Career & Technical Education Post-Secondary Enrollment Options (PSEO) Admission**

Qualified public, nonpublic, and home school 10th-12th grade students in Minnesota are eligible to attend North Hennepin Community College through the CTE (Career and Technical Education) Pathway. CTE students are eligible to enroll in fall and/or spring semesters. Students will follow a similar application process as traditional PSEO students.

1. Student Eligibility
	1. The student must have received a passing score (proficiency level of “meets or exceeds”) on the 8th-grade Minnesota Comprehensive Assessment (MCA) in reading.
	2. If the student did not take the 8th-grade MCA, another reading assessment can be substituted if accepted by the enrolling postsecondary institution (i.e. Accuplacer). The student must place into college-level reading in order to be eligible for the CTE program.
	3. If a student took the 8th grade reading MCA, but did not meet or exceed, they will not be eligible for CTE and not eligible to use Accuplacer scores in lieu of not passing the MCA test.
2. Participation Limits
	1. A 10th-grade student may enroll in one Career Technical Education (CTE) course during the first semester of enrollment (either fall or spring semester). If the student earns a “C” or higher grade in this first course in the fall (the course cannot be taken pass/fail or pass/no credit), the student is eligible to take 2 general education courses their second semester while in 10th grade.
	2. Students taking summer courses in between 9th and 10th grade, still must start their one CTE course in fall or spring semester.
3. Application and Registration Process
	1. The student must apply online and submit a Notice of Student Registration Form and transcript. Once accepted, the student must complete an online orientation and attend a registration session, along with a parent, with an advisor.
	2. The student must wait for their first-semester grade to be posted before registering for the next term. The updated Notice of Student Registration Form must be submitted prior to registering.
4. CTE Students Transitioning to Regular PSEO
	1. CTE can transition to the regular PSEO program for 11th grade if they meet the 2.75 GPA criteria. If they do not meet that criteria, they can remain in the CTE program taking two general education courses each semester.
	2. CTE students must complete the CTE to Regular PSEO Form and upload their Notice of Student Registration Form and transcript showing they have a 2.75 GPA.
5. CTE PSEO funding does not cover:
6. Developmental courses (courses numbered below 1000). PSEO students registering for developmental courses may be dropped from these courses and would be responsible for payment of tuition and fees.
7. Any course with additional fees or overnight travel. PSEO students are not permitted to enroll in these courses.
8. CTE PSEO restrictions include:
9. The Minnesota Department of Education will only cover PSEO expenses billed by the institution(s) to which PSEO students have been admitted.
10. PSEO students will be responsible for any tuition, fees, and supplies at any institution(s) to which they are not formally admitted.
11. PSEO student are limited to a maximum of 16 credits per semester.

Thanks! We put this language in.

I think there might be an error in the proposed 2.21.1 Privacy of Education Record Procedure. In Part 3 – Directory Information, Subpart A – Limited Director Infomration, Point 12 states “High School and years of attendance.” This seems to indicated that we would provide what High School a student attended and the years of attendance there. However, we don’t have the years of attendance information at a high school for a student. I believe this point was actually two point that accidentally merged: High School, and Years of attendance. We can, and have, provided student years of attendance at NHCC when requested in the past.

Thanks, we split this out.

In addition, it was not entirely clear from the Procedure whether or not students who suppressed their information would have it suppressed in Limited Directory Information as well as Directory Information. I reached out the Meghan about this and she indicated that the information should be suppressed in both situations. To make this clear, I suggest a change for Subpart A – Limited Directory Information (in bold):

As defined by the Family Education Rights and Privacy Act (FERPA), North Hennepin Community College has defined the following Limited Directory Data. **This information is not provided for students who have requested suppression. Limited Directory Information includes the following data elements:**

Thanks! We put this language in.

FACULTY:

# In the Privacy Procedure 2.21.1:

## **Part 3. Directory Information.**

North Hennepin Community College designates the following information at directory data:

Thanks!

# 2.9.1

1. In 2.9.1, SAP Procedure, part 8, it looks like the AU and FN grade definitions got collapsed into one paragraph by accident.

Thanks, this is a word track changes issue, we’ll be sure it’s clean in the final version

1. In the same procedure, what is the rationale for removing “when a student has completed most of the course work at a passing level” from the incomplete language? Without this language, I would be less inclined to offer an incomplete as an option, as the risk of overloading a student with work to complete may impact their progress (especially if my course was not the only one with an incomplete to finish).

This makes SAP consistent with the Incomplete Policy, which removed the requirement.

# 3.4.1

1. In 3.4.1, Admission Procedure, should all forms of HS credit options be included? I don’t see Dual Credit partnerships addressed, but maybe they don’t need to be? Lindsey G. would know better, I am only asking because it is the one form of enrollment for high school students that I don’t see listed.

Dual Credit is the umbrella term that includes PSEO, etc. and a lot of things students don’t need to be admitted for (IB/AP, articulated credit, etc). We’re focused on the programs that require students to be admitted.

# 3.1

1. For 3.1, Student Rights and Responsibilities – to clarify, the committee is recommending that we rescind the local policy and defer to board policy?

Yes