



HUSKIES IN THE HIGH SCHOOL ST. CLOUD STATE UNIVERSITY

High School Partner Guide
2024-2025



MINNESOTA STATE



NACEP

Advancing Quality College
Courses For High School Students

Greetings from the Huskies in the High School (HHS) Program

Thank you for partnering with us to serve Minnesota high school students. We currently partner with over 40 Minnesota high school to offer over 50 different St. Cloud State University courses! Last year, over 3,000 students earned college credit with us through the Huskies in the High School program. We could not have such a great program without your partnership and support. Thank you.

We hope that you have a great year and look forward to continuing our partnership. Please don't hesitate to reach out with any questions or concerns you may have.

Sincerely,

Office of Dual Enrollment
huskiesintheHS@stcloudstate.edu

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Huskies in the High School Partner Guide

New in 2024-2025

Credentialing deadline in 2025

The Higher Learning Commission (HLC) extended its deadline for concurrent enrollment teachers to meet faculty qualifications from September 1, 2023 to September 1, 2025. The HLC Board approved the change at their June 2022 meeting.

Our policy still is as follows: Huskies in the High School requires all new and replacement instructors to meet requirements prior to teaching a St. Cloud State University course. Only current instructors may qualify for the 2025 extension with plans and existing progress towards meeting requirements.

Farewell to Betsy MacDonald

Betsy MacDonald, former Assistant Director of Dual Enrollment, has accepted an amazing D1 coaching opportunity at another institution out of state. She will be missed and we've appreciated her work with us for over three years. We will be working to hire another team member as soon as possible, and appreciate your patience while we work to serve both of our programs with a smaller team.

ED 200 Intro to Education is now CELD 200 Intro to Education

Most of the course components remain the same. This course now combines four separate introductory education courses into one. Course catalog information can be found online: <https://catalog.stcloudstate.edu/courses/00227567>

ENGL 191 course title is now College Composition & Rhetoric

This is a course title change, learning objectives remain the same. Course catalog information can be found online: <https://catalog.stcloudstate.edu/courses/00004366>

Huskies in the High School Program Contacts

Huskies in the High School | www.stcloudstate.edu/huskiesintheHS
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The Office of Dual Enrollment oversees the Huskies in the High School program.

St. Cloud State University

Mission

We prepare our students for life, work and citizenship in the twenty-first century.

Vision

Through active discovery, applied knowledge and creative interaction, we positively transform our students and the communities where they live and work.

Our Vision Defined

St. Cloud State University makes a positive, long-term impact on the lives of our students. We provide rigorous and relevant academic experiences with engaged, active learning opportunities in an intellectually vibrant, inclusive and diverse campus community. Our graduates are well-prepared to act as responsible global citizens and professionals who remain actively connected with our university.

Accreditation

St. Cloud State University is accredited by the [Higher Learning Commission](#) and the National Council for Accreditation of Teacher Education.

St. Cloud State University is a member of [many](#) academic and professional associations, including American Association of State Colleges and Universities, American Association of Colleges for Teacher Education and Council of Graduate Schools in the United States.

The Huskies in the High School program is accredited by the [National Alliance of Concurrent Enrollment Partnerships](#) (NACEP). The [Minnesota Department of Education](#) requires NACEP accreditation for districts to receive concurrent enrollment aid. NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps program adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.

Office for Institutional Equity & Access

Please visit our [Office for Institutional Equity & Access website](#) to see our full Student Code of Conduct, Diversity Plan, Affirmative Action Plan, Nondiscrimination Policies, Sexual Violence Policy and other policies & laws that govern St. Cloud State University.

Huskies in the High School Program Overview

Mission

Huskies in the High School at St. Cloud State University is a concurrent enrollment program serving our Minnesota communities by increasing access to college learning and strengthening high school-University connections.

Since its founding as Senior to Sophomore in 1996, our concurrent enrollment program partners with Minnesota high schools to offer St. Cloud State University courses to qualified high school students at their high school. This program is another dual enrollment option available under the Minnesota Postsecondary Enrollment Options (PSEO) Act. In the program's 25th year, the program was rebranded to Huskies in the High School. This name is more inclusive of the students we serve, and a great reminder that all of our dual enrollment students are St. Cloud State University Huskies. Today, Huskies in the High School partners with over 40 schools, offering over 50 courses, and serving over 3,000 high school students annually.

We pair approved, talented, and highly trained high school teacher with a university faculty member from the respective academic department. Faculty partners ensure that the courses offered through concurrent enrollment programming (Huskies in the High School) match the rigor and learning objectives of the courses taught on-campus.

Huskies in the High School students accelerate their learning and prepare for a future on a university campus. Students learn college-level skills in critical thinking, writing, research, and course management to help them succeed in college.

Ensuring Quality with NACEP Accreditation

The Huskies in the High School program has been accredited by the [National Alliance of Concurrent Enrollment Partnerships](#) (NACEP) since 2012. NACEP works to ensure that college courses offered by high school teachers are as rigorous as courses offered on the sponsoring college campus. As the sole accrediting body for concurrent enrollment partnerships, NACEP helps program adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development.

124D.09 Postsecondary Enrollment Options (PSEO) Act

Postsecondary Enrollment Options allows qualified juniors and seniors to earn college credit while still in high school, through enrollment in and successful completion of college-level courses either on the campus of the postsecondary institution or through programs like Huskies in the High School. The entire MN PSEO Act can be read online: <https://www.revisor.mn.gov/statutes/cite/124D.09>.

The Minnesota PSEO Act authorizes the state to reimburse high schools for concurrent enrollment costs. This statute required high schools to partner with concurrent enrollment programs accredited by the National Alliance of Concurrent Enrollment Partnerships (NACEP), in the process of becoming accredited by NACEP, or demonstrate that they have met standard comparable to NACEP standards to be eligible for these funds. Huskies in the High School, formerly Senior to Sophomore, has been accredited since 2012. Please contact Jeanne Krile (jeanne.krile@state.mn.us) with the Minnesota Department of Education for more information about state funding.

Minnesota State System Procedure 3.5 Post-Secondary Enrollment Options Program

Minnesota State Colleges & Universities promotes rigorous educational pursuits by encouraging and enabling high school students to enroll in postsecondary courses or programs under the MN PSEO Act. Board procedures & policies for concurrent enrollment programming can be found online:

<https://www.minnstate.edu/board/policy/305.html>

Program Cost Structure

Schools/districts will be billed a flat fee of \$3300 for each unique St. Cloud State University course relationship for the first 30 students enrolled. There is an additional \$110 fee for each student enrolled beyond the first 30. Payments are based on enrollment at time of billing (after the course roster is verified by the high school) and are due 30 days after the bill is issued.

Books are to be purchased by the school/district and become the property of the school/district. The program may assist with programming costs for meeting partnerships requirements. Please email huskiesintheHS@stcloudstate.edu for more information.

Online Student Handbook

The online student handbook describes the Huskies in the High School program and St. Cloud State University's academic policies, procedures, and resources that are available to students. The handbook can be found on the program website: www.stcloudstate.edu/huskiesintheHS

Huskies in the High School Program Student Eligibility

Students registered in St. Cloud State University courses should be challenged and able to complete the course successfully. High schools may have additional requirements for their courses, at a minimum, students should meet the eligibility criteria listed below:

- Seniors must meet one of the following: Top half of their class; Nationally standardized test score listed below; or 3.0 GPA
- Juniors must meet one of the following: Top third of their class; Nationally standardized test score listed below; 3.5 GPA
- Sophomores must meet one of the following: Top tenth of their class, Nationally standardized test score listed below; 3.75 GPA

Students may also be eligible for the program with the following nationally standardized test scores:

- ACT: 23 or above composite score
- Pre-ACT: 22 or above composite score
- PLAN: 19 or above
- SAT: 1070 or above (math & critical reading)
- PSAT: 1070 or above

Specific courses may require additional placement testing (see the Placement Testing/Pre-requisites). If there are questions or concerns about a student's readiness for the rigor of a university course, a decision would lie with the Huskies in the High School instructor on record in consultation with the Huskies in the High School program and the St. Cloud State University academic department. Students must maintain a 2.0 SCSU GPA to continue in the program.

Student Eligibility Appeals

Students who do not meet admission requirements may submit an appeal with support from their high school administration and Huskies in the High School (HHS) instructor of record. To appeal, a student must submit the following:

- Completed [appeal form](#)
- High school transcript
- A letter from the student that explains why they do not meet the requirements, explains what steps they have taken to improve their academic standing and details how they expect to be successful in the course/program if admitted
- A recommendation from a high school staff member (preferably an instructor in the discipline of the course of interest) that includes an assessment of the student's ability to complete the course successfully

The program will review each appeal carefully and send a response to the student's high school counselor.

Student Applications & Admission

Students should apply for the Huskies in the High School program in the semester prior to the semester they will participate. Students who plan to participate in the fall semester should apply in the preceding spring semester, and students who plan to participate in the spring semester should apply in the preceding fall semester. This is particularly important for fall semester students. All applications, appeals and placement testing for the fall semester should be completed prior to summer vacation. This will ensure a smooth registration process in the fall.

Step-by-step application tutorial documents and videos are available on the Huskies in the High School website under the Student Handbook. Upon request, a Huskies in the High School staff member can travel to the high school to facilitate the application process or support students via Zoom.

Student Resources, StarID & TechID

All admitted students receive a TechID and a StarID. The TechID is an eight digit number unique to St. Cloud State University. A student's StarID will be consistent across the entire Minnesota State System. A StarID will contain two letters, followed by four numbers, followed by another two letters (e.g. ab1234cd).

Students can activate and/or find their StarID by going to the StarID Self-Service website: <https://starid.minnstate.edu/>. This is also where students can go to reset their password. Students should choose the option "I know my email address", and provide the email address they used to apply to the program. Students can also contact HuskyTech at 320-308-7000. Their information and hours can be found online: <https://www.stcloudstate.edu/its/huskytech/>.

The StarID allows students to access all St. Cloud State University E-Services including Email, E-Services, student records, IT Services, Miller Center's Library and more.



The courses below require additional placement testing or pre-requisites. Each course will accept multiple measures. Scores must be on file with Huskies in the High School prior to registration. If a student takes a placement test with St. Cloud State University, it will automatically be added to the student's record. External score reports should be submitted by the high school counseling office to huskiesintheHS@stcloudstate.edu. Students missing scores will be prevented from registering.

Mathematics/Statistics	
Course	Placement Testing/Prerequisites
MATH 112 College Algebra	<ul style="list-style-type: none"> • A score of 22 on ACT Math • A score of 530 on SAT Math Composite • A score of 1158 on MN Comprehensive Assessment Math • A score of 60 on Intermediate Algebra Placement Test - CAT • A score of 50 on Accuplacer College Level Math • A score of 245 on Accuplacer Next Generation Advanced Algebra Functions • A score of 46 on ALEKS PPL Math Placement
MATH 113 Trigonometry	<ul style="list-style-type: none"> • Completion of MATH 112 College Algebra with C- or better • A score of 60 on Accuplacer College Level Math • A score of 255 on Accuplacer Next Generation Advanced Algebra Functions • A score of 61 on ALEKS PPL Math Placement
MATH 115 Precalculus	<ul style="list-style-type: none"> • A score of 24 on ACT Math • A score of 50 on Accuplacer College Level Math • A score of 65 on Intermediate Algebra Placement Test - CAT • A score of 250 on Accuplacer Next Generation Advanced Algebra Function • A score of 61 on ALEKS PPL Math Placement
STAT 103 Statistical Thinking	<ul style="list-style-type: none"> • Completion of MATH 112, MATH 113, or MATH 115 with a C- or better • A score of 20 on ACT Math • A score of 520 on SAT Math Composite • A score of 1148 on MN Comprehensive Assessment Math • A score of 70 on Accuplacer Elementary Algebra • A score of 60 on Intermediate Algebra Placement Test - CAT • A score of 50 on Accuplacer College Level Math • A score of 255 on Accuplacer Next Generation Quantitative Reasoning • A score of 31 on ALEKS PPL Math Placement
English	
Course	Placement Testing/Prerequisites
ENGL 191 College Composition & Rhetoric	<ul style="list-style-type: none"> • A score of 18 on ACT English • A score of 21 on ACT Reading • A score of 500 on OLD – Sat Verbal/Critical Reasoning • A score of 480 on SAT Evidence-Based Read/Write Composite • A score of 250 on Accuplacer Next Generation Reading

* Pre-ACT scores may only be used for admission purposes, they may not be used for course placement.

Registration

After successful admission to the Huskies in the High School (HHS) program, students will register for each course by logging into E-Services with their activated StarID. The registration window is open for the first two weeks of the course. After two weeks, students will no longer be able to register.

Registering for the high school course does not register a student for the St. Cloud State University course. Applying to St. Cloud State University does not register a student for the St. Cloud State University course. The high school and student must verify that the student is registered for the course. Retroactive registration is not permitted in St. Cloud State University courses.

Step-by-step registration tutorial documents are available on the HHS website under the Student Handbook. The 6-digit course ID is sent to the high school instructor for each section prior to the course start date. Upon request, a HHS staff member can travel to the high school to facilitate the registration process.

Dropping/Withdrawing

Huskies in the High School (HHS) students may drop their course without academic/financial penalty within the first two weeks of the course. Dropping a course will remove it from the student's transcript.

Following the 2nd week and until 80% of the course has elapsed, HHS students may withdraw from their course and receive a grade of "W". When a student withdraws from a class, the course does not affect GPA, but will be included when calculating the Credit Completion Rate as required for Financial Aid. For more information on satisfactory academic progress can be found online:

<https://www.stcloudstate.edu/srfs/policies/sap.aspx>.

Students may drop/withdraw from their St. Cloud State University course prior to deadlines through their E-Services. They may also submit a [drop/withdrawal form](#) to huskiesintheHS@stcloudstate.edu.

Drop and withdrawal dates will be provided to the instructor prior to the start of the course.

Accommodations through Student Accessibility Services

Student Accessibility Services (SAS) fosters an inclusive and accessible campus climate through advocacy, accommodations, education, and outreach to St. Cloud State University (SCSU) and its partners. Students concurrently enrolled with SCSU through their high school, who use or are seeking academic accommodations, must work with SAS to determine supports available for their college level courses. Students may complete the Accommodation Request form on the program website or online at www.stcloudstate.edu/sas.

Student Grades and Transcripts

Students may [view their grades](#) and [order transcripts](#) by logging into E-Services using their StarID and password.

Students must maintain a 2.0 cumulative GPA to continue in the program. Credits earned through St. Cloud State University become part of the student's permanent record. Performing poorly in a St. Cloud State University course through Huskies in the High School can affect graduation from high school, future college admission, financial aid and academic standing. Please contact the [Office of Records and Registration](#) with any questions about how to order a transcript.

St. Cloud State University is committed to the protection and confidentiality of student education records, and adheres to the Family Educational Rights and Privacy Act (FERPA), established to regulate access and maintenance of student education records. All rights move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others may not access a student's education records without consent.

More information about St. Cloud State University's Data Privacy and Data Practice can be found online: <https://www.stcloudstate.edu/policies/data-privacy/>

Benefits for students participating in the Huskies in the High School Program

- Earning college credits in conjunction with meeting high school graduation requirements.
- Experience rigor and expectations of university coursework in a resource-rich environment.
- Develop skills in critical thinking, writing, research, and time management to help you succeed in college after high school graduation.
- Enjoying the convenience of enrolling in courses right on the high school campus, reducing scheduling and transportation difficulties.
- Avoiding competition for open seats in courses.
- Accessing the many resources available at your high school and college campus.

More information for students can be found on our website: www.stcloudstate.edu/huskiesintheHS



Course	Title	Credits	Goals & Course Characteristics
AHS 104	Intro to Atmospheric Science	3	Goal Area 3
BIOL 102	The Living World	3	Goal Area 3 & 10
BIOL 103	Human Biology	3	Goal Area 3
CELD 200	Intro to Education	3	
CFS 260	Children in a Changing World	3	Goal Area 8 & Diversity
CM 130	General Woodworking	3	
CHEM 160	Preparatory Chemistry	4	Goal Area 3
COLL 110	Reading & Study Strategies	2	
COLL 111	Career Planning	2	
ECON 201	Intro to Economics	3	Goal Area 5
ENGL 184	Intro to Literature	3	Goal Area 6
ENGL 191	College Composition & Rhetoric	4	Goal Area 1
ENGL 201	Classics of Literature	3	Goal Area 6
ENTR 200	Principals of Entrepreneurship	3	Goal Area 8
ETS 260	Intro to Environmental Studies	3	Goal Area 10
FIRE 201	Intro to Money Management	3	
FREN 101	Elementary French I	4	Goal Area 6 & 8
FREN 102	Elementary French II	4	Goal Area 6 & 8
FREN 201	Intermediate French I	4	Goal Area 6 & 8
GENG 101	Ethics & the Engineering Profession	3	Goal Area 9
GEOG 111	Intro to Global Geography	3	Goal Area 8 & Diversity
GER 101	Elementary German I	4	Goal Area 6 & 8
GER 102	Elementary German II	4	Goal Area 6 & 8
GER 110	Intro to German Culture	3	Goal Area 6 & 8
GER 201	Intermediate German I	4	Goal Area 6 & 8
GERO 208	Intro to Gerontology	3	Goal Area 5 & Diversity
HIST 106	Historical Studies	3	Goal Area 5, 8 & Diversity
HIST 110	Western Civilization I	3	Goal Area 5 & 8
HIST 111	Western Civilization II	3	Goal Area 5 & 8
HIST 197	Democratic Citizenship	3	Goal Area 5 & 9
MATH 103	Mathematical Thinking	3	Goal Area 4
MATH 112	College Algebra	3	Goal Area 4
MATH 113	Trigonometry	3	Goal Area 4
MATH 115	Precalculus	5	Goal Area 4
MKTG 100	Contemporary Business Concepts	3	Goal Area 8



Course	Title	Credits	Goals & Course Characteristics
PESS 120	Aerobic Fitness	1	
PESS 122	Lifelong Health & Fitness	1	
PESS 123	Weight Training	1	
PHYS 103	Concepts in Physics	3	Goal Area 3
PHYS 231	General Physics I	4	Goal Area 3
POL 111	American National Government	3	Goal Area 5 & 9
PSY 115	Intro to Psychology	3	Goal Area 5
SOC 160	Principals of Sociology	3	Goal Area 5
SPAN 101	Elementary Spanish I	4	Goal Area 6 & 8
SPAN 102	Elementary Spanish II	4	Goal Area 6 & 8
SPAN 110	Intro to Spanish Speaking Cultures	3	Goal Area 6 & 8
SPAN 201	Intermediate Spanish I	4	Goal Area 6 & 8
SPAN 202	Intermediate Spanish II	4	Goal Area 6 & 8
STAT 103	Statistical Thinking	3	Goal Area 4

Please see the St. Cloud State University catalog for more information.

<https://catalog.stcloudstate.edu/courses>



MISSION: The Liberal Education Program (LEP) at St. Cloud State University is committed to the ideal of liberal education that provides knowledge, skills, and experiences and promotes critical thinking and ethical values for a lifetime of integrative learning in a diverse and changing society.

The Liberal Education Curriculum is organized into ten goals. To complete the curriculum, students must achieve the ten goals through courses or experiences and earn at least 40 credits in liberal education courses. Some goals may be satisfied by experiences other than courses (e.g., approved internship, study abroad, completion of major, or sequence of courses). Some courses may achieve two goals, and experiences may not be credit bearing, so students may complete the goals with fewer than 40 credits. Those students must complete additional liberal education courses to earn the required 40 credits. Liberal Education courses may be double counted as courses required for a major or minor. Courses used in the major may be designated as Liberal Education.

Each student must complete three courses designated as Diversity courses and one course which satisfies the Racial Issues Graduation Requirement (RIGR). Students may take no more than one Diversity course from any one department. In many cases, the course that satisfies RIGR also counts as a Diversity course.

Goal 1: Communication

Goal 2: Critical Thinking

Goal 3: Natural Sciences

Goal 4: Mathematical/Logical Reasoning

Goal 5: History and the Social and Behavioral Sciences

Goal 6: The Humanities and Fine Arts

Goal 7: Human Diversity

Goal 8: Global Perspective

Goal 9: Ethical and Civic Responsibility

Goal 10: People and the Environment

More information on the Liberal Education Program at St. Cloud State University can be found online: <https://catalog.stcloudstate.edu/libed/libed>



Details and required reports for these responsibilities can be found in the High School Partner Guide and High School Instructor D2L Page.

Course Management Checklist

- ✓ Course week 1 (or prior): Students apply to Huskies in the High School (HHS)
 - MATH 112, MATH 113, MATH 115, STAT 103 & ENGL 191 students must complete placement testing or high school must send placement test scores to HHS program office prior to registration
- ✓ Course week 2: Students register for St. Cloud State University course online through e-services
- ✓ Course week 3: High school verifies course roster & resolve any errors with program staff
 - Students may not drop after course roster is verified
 - Students may still withdraw through 80% course completion
- ✓ Final week of course: High school instructor facilitates required course evaluations
 - Paper/electronic course evaluations will be sent directly to the high school instructor
- ✓ Within five days of last day of course: High school instructor sends final grades to their faculty partner.

Instructor Partnership Responsibilities

- ✓ Teach the approved St. Cloud State University curriculum
- ✓ Completes course-specific training with assigned faculty partner, *new instructors only*
- ✓ Instructor develops and sends a final university department approved syllabus to program office
- ✓ Instructor completes annual discipline-specific professional development facilitated or approved by faculty partner
- ✓ Instructor completes one class observation (site visit) conducted by their faculty partner while course is in session
 - Faculty partners partnered with new high school instructors must complete a site visit during the high school instructor's first year teaching through the program and/or first year teaching a new course (i.e. added a new level of math or language).
 - Faculty partners that are partnered with the *same* high school instructor with a site visit report on file from the previous year may continue site visits every three years.
- ✓ Bring class for a campus visit at St. Cloud State University while university courses are in session (to ensure staffing and lively student experience).
 - This is optional for some disciplines and required of others. Each academic department determines campus visit requirements.
 - All campus visitors must abide by safety guidelines and mandates in place.
- ✓ Maintain ongoing collegial interaction with faculty partner throughout the course



Huskies in the High School Instructor D2L

The Huskies in the High School program has designed a Desire to Learn (D2L) Brightspace course for all high school instructors with important information and resources. To access this, go to any St. Cloud State University website. At the top of the screen there will be a link to myHuskyNet. From there, log in using your StarID and password. Then select “D2L Brightspace”. Under My Courses, select “Huskies in the High School High School Instructors”.

Class Section Information

Each high school will receive an email in the early spring to complete a memorandum of agreement and course requests for the following academic year. This should be finalized prior to summer each year to ensure faculty partner availability. Prior to the start of the course, high school instructors and faculty partners will receive an introduction email with a course section report. This report has important registration dates and the 6-digit course ID needed for students to register for the course.

FERPA & Student and Parent Acknowledgement

St. Cloud State University is committed to the protection and confidentiality of student education records, and adheres to the Family Educational Rights and Privacy Act (FERPA), established to regulate access and maintenance of student education records. All rights move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others may not access a student's education records without consent. More information about St. Cloud State University's Data Privacy and Data Practice can be found online: <https://www.stcloudstate.edu/policies/data-privacy/>

High schools are provided a sample student and parent acknowledgement form for their own records. The program does not collect these agreements. The high school and high school instructors may use this as a resource to guide conversations with their students and families. Faculty that are contacted about a student record from anyone other than the student can refer questions to the Huskies in the High School program.

Class Composition & Mixed Classes

Courses offered through Huskies in the High School may have students in the course that are not attempting St. Cloud State University credit, however a majority of the students (51%+) should be registered for college credit. Students who are not taking the course for college credit may not retroactively register for college credit, all concurrent enrollment students must register for the St. Cloud State University course at the beginning of the course.

Courses offered through Huskies in the High School should not be combined with other courses. The rigor and content of the course cannot change based on who is registered, all students registered for college credit must complete all requirements necessary for St. Cloud State University credit. If there are questions about class composition or mixed classes, please contact us at huskiesintheHS@stcloudstate.edu.

Syllabus & Course Content

The course taught by the high school instructor must align with the St. Cloud State University course taught on campus. The learning objectives provided in the syllabus must match the learning objectives in the St. Cloud State University catalog. Some departments may provide a syllabus for the course, and others may collaborate with the high school instructor to design the syllabus. Courses offered through the Huskies in the High School program are dual credit, meaning students earn both high school and college credit. The courses at the high school may include more content to meet school curriculum requirements, but at a minimum must include all requirements necessary for St. Cloud State University credit. St. Cloud State University grades must measure requirements for college credit. All syllabuses must be approved by the St. Cloud State University department or assigned faculty partner prior to the beginning of the course. The program will provide a syllabus template with information that is required for each syllabus. High school instructors should submit a final approved syllabus to the Huskies in the High School program via D2L or by emailing the document to huskiesintheHS@stcloudstate.edu.

Textbooks & Course Materials

Textbooks & materials used in the course must be approved by the St. Cloud State University department and/or faculty partner. Materials may differ by course and instructor, but must support the learning objectives and requirements for St. Cloud State University credit. Books and course materials are to be purchased by the high school/district and become the property of the high school/district.

Student Advising

Huskies in the High School (HHS) instructors, counselors, and administrators are essential to advising students. It is important that students consider some the following:

- St. Cloud State University course requirements may require more time, responsibility and effort than a high school course. Students should consider their entire academic workload and extra-curricular activities to ensure it is the right time to participate in a college course.
- Retroactive registration and dropping is not permitted in a St. Cloud State University course.
- The grades that the student earns will become part of their permanent academic record.
- Students participating in Huskies in the High School are also St. Cloud State University students and have access to student support services available to undergraduate students.

Prior to the beginning of each course, instructors are sent a program orientation recording to show their students prior to registration. This recording discusses the roles, responsibilities, and benefits for concurrent enrollment students. Huskies in the High School program staff are also available to help students navigate their past, current, and future postsecondary experience.

Course Roster Verification

High school instructors and students are responsible for verifying the accuracy of the course roster during the registration window. As soon as students register for their St. Cloud State University course, the instructor & faculty partner will see the student on their St. Cloud State University roster. Students not listed on the rosters are not registered for college credit.

Registering for the high school course does not register a student for the St. Cloud State University course. Applying to St. Cloud State University does not register a student for the St. Cloud State University course. The high school and student must verify that the student is registered for the course. Retroactive registration is not permitted in St. Cloud State University courses.

For instructions on how to view your class roster, go to <https://www.stcloudstate.edu/registrar/faculty>. You will need to log in using your StarID and password. The Huskies in the High School program will contact instructors to verify their course roster prior to billing the high school.

Course-Specific Training Requirements

National Alliance of Concurrent Enrollment Partnerships Faculty Standard 2: Faculty partners at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

Course-specific training is required for any new high school instructor teaching a new course through Huskies in the High School. Departments should also facilitate course-specific training for any departmental/curriculum changes relevant to the course being taught. The training must include discussion/development of the following items to ensure that the Huskies in the High School (HHS) course aligns with the course taught on campus:

- Course curriculum, philosophy and expectations
- Assessment criteria, learning outcomes and grading policies
- Pedagogy
- Syllabus & required materials

Course-specific training cannot replace annual professional development requirements, but can include: on-campus observations, 1:1 meetings & pre-recorded modules. HHS program will reimburse mileage to instructors/faculty partners as appropriate, pay for parking, and provide lunch/dinner within reasonable limits. HHS program will provide administrative program orientation. Please work with HHS program to schedule course-specific training.

Documentation required: A report provided by the program must be completed by the faculty partner. This submission may need to include materials, agenda, format/delivery method, date & time, list of participants. Report template can be found in D2L and in the appendix of the Handbook/Guide.

Discipline Specific Professional Development (PD) Requirements

National Alliance of Concurrent Enrollment Partnerships Faculty Standard 3: Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

Discipline specific professional development can include but is not limited to:

- One-to-one meetings virtually or in person
- Workshops on campus with multiple Huskies in the High School (HHS) instructors
- Attendance of discipline specific professional development on campus with University department
- Observation of course taught on campus with discussion and reflection
- Pre-recorded modules
- Discussion of current research/literature
- Collaborative course content development
- Online, interactive discussion board
- Seminar/conference participation approved by faculty partner in advance

The Huskies in the High School program will reimburse mileage to instructors/faculty partners as appropriate, pay for parking, and provide lunch/dinner within reasonable limits.

Documentation required: A report provided by the program must be completed by the faculty partner. This submission may need to include materials, agenda, format/delivery method, date & time, list of participants. Report template can be found in D2L and in the appendix of the Handbook/Guide.

Classroom Observation (Site Visits)

National Alliance of Concurrent Enrollment Partnership Curriculum Standard 3: Faculty partners conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

Faculty partners are required to complete one class observation per instructor relationship while the Huskies in the High School (HHS) course is in session. The purpose of the site visit is to ensure that the course taught at the high school aligns with the course taught on campus. The faculty mentor may **not** teach/lecture as part of the site visit.

Site visits can be completed:

- In person where the faculty partner travels to the high school classroom to observe
- Via video conference (Zoom, Google Classroom, etc.)
- Via recording where the high school instructor records a class period and sends to their faculty partner for review

Faculty partners partnered with new high school instructors must complete a site visit during the high school instructor's first year teaching through the program and/or first year teaching a new course (i.e. added a new level of math or language). Faculty partners that are partnered with the *same* high school instructor with a site visit report on file from the previous year may continue site visits every three years.

Documentation required: The faculty partner must submit a site visit report to the program office, and the high school instructor will be prompted to complete a site visit reflection by the program. These reports can be returned to huskiesintheHS@stcloudstate.edu or submitted via D2L. Report template can be found in D2L and in the appendix of the Handbook/Guide.

Campus Visits

Each Huskies in the High School (HHS) class is encouraged to visit campus once during the course. Some disciplines may require campus visits, each department determines campus visit requirements.

To make these visits possible, the program reimburses schools for bus transportation and will provide lunch for students at Garvey Commons, the student dining hall. The program can cover substitute teacher costs for up to one campus visit per relationship.

Campus visits must be scheduled while classes are in session at St. Cloud State University. This will ensure that students experience campus life and that resources are available to promote an interactive visit.

While on campus, students may participate in a variety of activities, such as: work in a lab or attend a lecture; learn how to do university level research during a library session with one of the St. Cloud State University research librarians; attend special on-campus events; and attend presentations from various department on campus such as Admissions, Financial Aid and Education Abroad.

Campus visits can be tailored to the class and students participating. Please work with your high school partner and the program to plan a campus visit. High School instructors can submit a Campus Visit Request on our website under "Teacher Resources".

All campus visitors must abide by safety guidelines and mandates in place. Please work with the Huskies in the High School program to develop a safety plan if needed at the time of the campus visit.

Final Grades & Grade Submission

St. Cloud State University grades must measure requirements for college credit.

Courses taught at the high school and courses taught on campus rarely end at the same time. Consequently, posting grades for courses taught through the Huskies in the High School (HHS) program will always be a several step process. The program has worked closely with the Office of Records and Registration to design procedures to make the process as simple and efficient as possible.

High school instructors and faculty partners should discuss grade submissions at the beginning of each course. Grading criteria should be clearly documented in the syllabus. Concurrent enrollment (Huskies in the High School) courses are dual credit meaning that students receive credit at the high school and at St. Cloud State University. **It is important for students to know that their high school grade and their St. Cloud State University grade may not be the same grade due to different attendance and assessment policies at the college level.**

Ensuring that grades are posted within the St. Cloud State University system is the responsibility of both the high school instructor and the faculty partner. Within 5 days of the course end date, high school instructors must submit finals grades to their faculty partner. The faculty partner must post grades within 10 days of the course end date. Delays in grade submission can delay the release of student transcript orders. High school instructors may enter grades with permission of the department/faculty partner.

St. Cloud State University's Grading System policy can be found online:

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

Incomplete Grade Policy

Instructors may assign the grade of I (Incomplete) to students who are doing satisfactory work in a course but due to extenuating circumstances are unable to complete all course requirements during the term. An Incomplete Grade Request Form must be completed by the student, instructor, and faculty partner. The final form should be submitted to the Huskies in the High School program. The instructor/faculty partner will submit an "I" as the student's final grade. Course requirements must be completed by the end of the following semester unless the instructors sets a shorter time limit. For courses in the spring semester, the following semester is fall. A grade of "I" will automatically change to "F" at the end of the following semester if no other grade has been assigned.

St. Cloud State University's Grading System policy can be found online:

<https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

Course Evaluations

Students are required to complete a course evaluation at the end of every course for program accreditation. The Huskies in the High School program will provide a link or paper form for instructors to send students prior to the end of the course. Course evaluation results will be shared with the high school instructor and faculty partner after final grades are posted.



**NATIONAL ALLIANCE OF CONCURRENT ENROLLMENT PARTNERSHIPS
NATIONAL STANDARDS FOR QUALITY
CONCURRENT ENROLLMENT PROGRAM (CEP)**

Adopted May 2017

DEFINITION:

NACEP defines concurrent enrollment program (CEP) as college credit-bearing courses taught to high school students by college approved high school teachers.

PARTNERSHIP STANDARDS	
P1 - PARTNERSHIP 1	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.
P2 - PARTNERSHIP 2	The concurrent enrollment program has ongoing collaboration with secondary school partners.

FACULTY STANDARDS	
F1 - FACULTY 1	All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.
F2 - FACULTY 2	Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.
F3 - FACULTY 3	Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.
F4 - FACULTY 4	The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

ASSESSMENT STANDARD	
A1 - ASSESSMENT 1	The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

Advancing Quality College Courses for High School Students
www.nacep.org

CURRICULUM STANDARDS	
C1 - CURRICULUM 1	Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.
C2 - CURRICULUM 2	The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.
C3 - CURRICULUM 3	Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

STUDENT STANDARDS	
S1 - STUDENT 1	Registration and transcription policies and practices for concurrent enrollment students are consistent with those on campus.
S2 - STUDENT 2	The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.
S3 - STUDENT 3	Concurrent enrollment students are advised about the benefits and implications of taking college courses, as well as the college's policies and expectations.
S4 - STUDENT 4	The college/university provides, in conjunction with secondary partners, concurrent enrollment students with suitable access to learning resources and student support services.

EVALUATION STANDARDS	
E1 - EVALUATION 1	The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.
E2 - EVALUATION 2	The college/university conducts and reports regular and ongoing evaluations of the concurrent enrollment program effectiveness and uses the results for continuous improvement.



Student name: _____ High School: _____

Course: _____ Term/Year: _____

StarID: _____ Tech ID: _____

1. This is a St. Cloud State University course. This class demands responsibility and maturity equal to that of a college student. Grades earned in this course will become part of my permanent record. Retroactive registration, dropping and withdrawing from a university course is not permitted.
2. An online Student Handbook that describes the Huskies in the High School (HHS) program and St. Cloud State University's academic policies, procedures and many campus resources, is available to students at: <https://www.stcloudstate.edu/huskiesintheHS>
3. Students will be graded by the standards of the St. Cloud State University department. The high school grade and my St. Cloud State University grade may differ.
4. Regular classroom attendance and participation is expected. Failure to do so may affect grades.
5. It is the student's responsibility to complete the application and registration process in order to receive St. Cloud State University credit for the successful completion of the course.
6. Students must maintain a St. Cloud State University 2.0 GPA to remain eligible in the HHS Program.
7. Students are responsible to officially drop or withdraw from class/classes in the event they cannot complete the course. Students must drop or withdraw using the form and deadlines posted on the HHS website. If students fail to do so, they may receive a failing grade. If students withdraw from a class, the course will not affect their GPA, but will be included when computing the *percentage of credits completed* as required for Financial Aid. www.stcloudstate.edu/srfs/policies/sap.aspx
8. It is the student's responsibility to request transcripts and consult with an academic advisor at their intended school to determine how their St. Cloud State University credits will be accepted. Transcripts can be requested at: www.stcloudstate.edu/srfs/transcripts/default.aspx
9. The Family Educational Rights and Privacy Act (FERPA) affords students, including HHS students, certain rights with respect to their educational records. Confidential, nonpublic information generally will not be given to parents or legal guardians, regardless of student age, without the student's written consent.

I have read and understand the guidelines above and that this is a St. Cloud State University course. I understand that I must follow St. Cloud State University policies and expectations to remain eligible for the program.

Student Signature

Date

I give permission for my students to enroll in a St. Cloud State University course. It is my understanding that they will be responsible for registration, dropping, or withdrawing from courses according to the deadlines. As a student in this class they may be exposed to content consistent with and appropriate for a university classroom.

Parent/Guardian Signature

Date



HUSKIES IN
THE HIGH SCHOOL
ST. CLOUD STATE UNIVERSITY

Authorization for the Release of Student Information

This release represents your written consent to disclose education records maintained by the high school for participation in the Huskies in the High School program through St. Cloud State University to the specific individual(s) identified below. Please read this document carefully and fill in the blanks.

I, _____ attending _____,
(Print full name) (High School)

am/was a student at St. Cloud State University through the Huskies in the High School program and hereby give my voluntary consent to my high school to disclose my education records to the following people:

Name:

Relationship to Student:

_____	_____
_____	_____
_____	_____

I understand that by signing the informed consent form, I am authorizing the high school to release to the person(s) named above, information which would otherwise be private and not accessible to them. I understand that without my informed consent, the high school could not release the information described above because it is classified as private.

I am giving this consent freely and voluntarily and I may revoke this consent at any time with written consent to the high school except to the extent that action has already been taken upon this release. I understand that this consent will remain in effect until my high school graduation.

(Student signature)

(Date)

(High school representative signature)

(Date)



Students registered in St. Cloud State University courses should be challenged and capable of completing the course successfully. At a minimum, students should meet the eligibility criteria listed below. Students who do not meet these requirements may submit an appeal with support from their high school.

- Seniors must meet one of the following: top half of their class, or have a nationally standardized test score at or above the 50th percentile, or 3.0 GPA
- Juniors must meet one of the following: top third of their class, have a nationally standardized test score at or above the 70th percentile, or 3.5 GPA
- Sophomores must meet one of the following: top tenth of their class, or have a nationally standardized test score at or above the 90th percentile, or 3.75 GPA

To appeal, a student must submit the following:

- ☐ Completed appeal form
- ☐ High school transcript
- ☐ A letter from the student that explains why they do not meet the requirements, explains what steps they have taken to improve their academic standing and details how they expect to be successful in this course if they are admitted
- ☐ A recommendation from a high school staff member (preferably an instructor in the discipline of the course of interest) that includes an assessment of the student's ability to complete the course successfully

Mail: St. Cloud State University
Huskies in the High School Program
140 James W. Miller Learning Resources Center
720 4th Ave. S., St. Cloud, MN 56301

Email: huskiesintheHS@stcloudstate.edu

STUDENT'S NAME: _____

HIGH SCHOOL: _____

TERM/YEAR OF PARTICIPATION IF APPROVED: _____

EXPECTED HIGH SCHOOL GRADUATION MONTH/YEAR: _____

Student Signature

Date

High School Counselor's Signature

Date

Please contact the Huskies in the High School program at huskiesintheHS@stcloudstate.edu or 320-308-5758 with any questions.



HUSKIES IN
THE HIGH SCHOOL
ST. CLOUD STATE UNIVERSITY

Drop/Withdrawal Form

To drop or withdraw from a Huskies in the High School (HHS) course, this form must be completed and returned to the program prior to the respective deadline.

Mail: St. Cloud State University (SCSU)
Huskies in the High School Program
140 James W. Miller Learning Resources Center
720 4th Ave. S.
St. Cloud, MN 56301

Email: huskiesintheHS@stcloudstate.edu

For any questions, please contact the Huskies in the High School program at 320-308-5758 or huskiesintheHS@stcloudstate.edu

STUDENT'S NAME: _____ **SCSU TECH ID:** _____

HIGH SCHOOL: _____

Action	Course (i.e. PSY 115)	Course ID	Term	Year	Last Date of Attendance
<input type="checkbox"/> Drop <input type="checkbox"/> Withdraw			<input type="checkbox"/> Fall <input type="checkbox"/> Spring		

*HHS students may drop their course without academic/financial penalty within the first two weeks of the course. Following the 2nd week and until 80% of the course has elapsed, HHS students may withdraw from their course and receive a grade of "W". When a student withdraws from a class, the course does not affect GPA, but will be included when calculating the Credit Completion Rate as required for Financial Aid. For more information, please see <https://www.stcloudstate.edu/srfs/policies/sap.aspx>.

REASON FOR REGISTRATION CHANGE:

Student Signature

Date

High School Instructor/Counselor Signature

Date

HHS Program Signature

Date



Instructors may assign the grade of I (Incomplete) to students who are doing satisfactory work in a course but due to extenuating circumstances are unable to complete all course requirements during the term. An Incomplete Grade Request Form must be completed by the student, instructor, and faculty partner. The final form should be submitted to the Huskies in the High School program. The instructor/faculty partner will submit an "I" as the student's final grade. Course requirements must be completed by the end of the following semester unless the instructor sets a shorter time limit. For courses in the spring semester, the following semester is fall. A grade of "I" will automatically change to "F" at the end of the following semester if no other grade has been assigned. St. Cloud State University's Grading System policy can be found online: <https://www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=35>

STUDENT'S

NAME: _____ **TechID:** _____

HIGH SCHOOL: _____

COURSE: _____ **TERM & YEAR:** _____

I request that I be assigned an "incomplete" for the course indicated above. My reason for the request are (attach documentation if needed):

I realize the implications of being assigned an incomplete grade in this course. It is my responsibility to contact the instructor for completing all course requirements. Failure to clear the incomplete grade within the specified time period will result in the assignment of a grade of "F" for the course.

Student Signature

Date

High School Instructor's Signature

Date

Faculty Partner's Signature

Date

Additional notes:



Site visits are required to maintain National Alliance of Concurrent Enrollment Partnerships (NACEP) and Higher Learning Commission (HLC) accreditation standards. Huskies in the High School (HHS) requires site visits each academic year per instructor/faculty partner relationship unless the same instructor/faculty partner has a site visit on file from the previous two academic years. The site visit is an observation, St. Cloud State University (SCSU) faculty partners may not lecture or teach as part of the site visit. Please contact the huskiesintheHS@stcloudstate.edu with any questions.

NACEP Curriculum Standard 3: Faculty partners conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

Date of observation: _____

SCSU Faculty Reviewer & Title: _____

SCSU Course Observed: _____ High School: _____

High school instructor: _____

Please return completed forms to the Huskies in the High School program within 2 weeks of site visit date.

Mail: St. Cloud State University
Huskies in the High School Program
140 James W. Miller Learning Resources Center
720 4th Ave. S.
St. Cloud, MN 56301

Email: huskiesintheHS@stcloudstate.edu

Please summarize any discussion following the faculty member's observation and describe how it has informed your future teaching of the course. You can also use this space for any feedback you have for the Huskies in the High School program and our partnership.



HUSKIES IN
THE HIGH SCHOOL
ST. CLOUD STATE UNIVERSITY

Student Accessibility Services (SAS) Accommodation Request

Student Accessibility Services fosters an inclusive and accessible campus climate through advocacy, accommodations, education, and outreach to St. Cloud State University (SCSU) and its partners. Students concurrently enrolled with SCSU through their high school, who use or are seeking academic accommodations, will work with SAS to determine the supports available for their college level courses.

Steps to Request Accommodations:

1. Complete this Accommodation Request Form
 2. Submit documentation (evaluation report, note from provider, etc.) that states the nature of your disability/condition
 3. Send this request and documentation to sas@stcloudstate.edu or fax to 320-308-5100
 4. Schedule to meet with SAS staff to determine accommodations (zoom, phone, or on campus)
- ***The Accommodation Request process can also be completed online at www.stcloudstate.edu/sas.
Click on [Apply for Services](#).

STUDENT'S NAME: _____

HIGH SCHOOL: _____

STUDENT EMAIL: _____

PHONE: _____ SCSU TECH OR STAR ID: _____

Please describe how your condition/disability impact your learning:

Describe the accommodations you have used in the past, and/or those you are requesting:

For more information or to request this document in an alternate format please contact Student Accessibility Services at 320-308-4080, or email sas@stcloudstate.edu.

Huskies in the High School

140 James W. Miller Learning Resources Center

720 Fourth Avenue South

St. Cloud, MN 56301

huskiesintheHS@stcloudstate.edu

St. Cloud State University is committed to legal affirmative action, equal opportunity, access and diversity of its campus community. (<http://scsu.mn/scsuoea>)



ST. CLOUD STATE
UNIVERSITY

EDUCATION FOR LIFE.