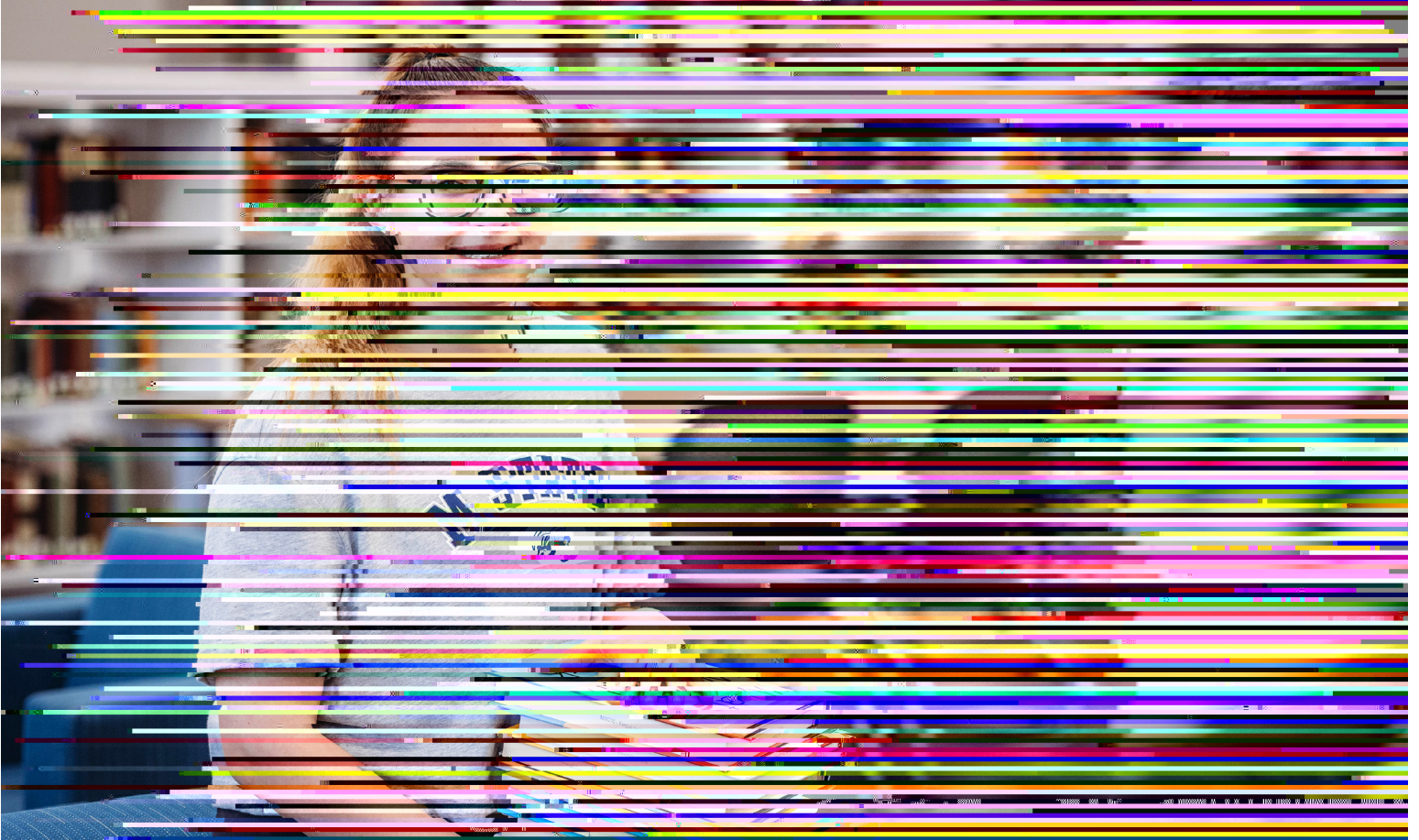


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ABOUT M STATE

University of Minnesota #1 in the West
west central Minnesota and is a member of the Minnesota State system. M State is a
year college in Greater Minnesota.

University of Minnesota #1 in the West
University of Minnesota #1 in the West

You belong here

Dear M State High School Partner,

Thank you for your interest in M State's Concurrent Enrollment program. We are excited to partner with you to provide your students with a college-level education while still in high school.

We are honored to join you in developing success stories for your students. Our goal is to

help your students gain the skills and knowledge they need to succeed in college and the workforce. For more information, please contact us at concurrent@minnesota.edu.

Thank you for your partnership with M State.

Carrie Brimhall, Ph.D.
President
M State Alumnus

MI I N

University of Minnesota
150 College Avenue South
Minneapolis, MN 55455
Phone: 612.625.1234
www.minnesota.edu

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PROGRAM OVERVIEW

CONCURRENT ENROLLMENT PROGRAM (CEP)

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PROGRAM COMMITMENT AND RESPONSIBILITIES



PROGRAM PROCEDURES AND PRACTICES

COURSE CONFIRMATIONS

The designated _____ #-h

GRADING PROCEDURE

M State will m

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INSTRUCTOR QUALIFICATIONS AND APPLICATION PROCESS

All concurrent enrollment instructors are app

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STUDENT PARTICIPATION

PROGRAM ELIGIBILITY

High schools 8h 8h U o #-h

APPLICATION FOR ADMISSION

Students w

APPEALS

Studen 8h 7 _____

DROP/ADD/WITHDRAW

Students ne # _____

_____ † _____ V _____

of a semester to add a course.

A student must withdraw from a course no later than the date on which eighty percent of the days in the academic semester

_____ † _____ u _____

GRADES

The College w

- A = Excellent
- B = Above Average
- C = Average
- D = Below Average

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W = Withdraw

**An incomplete (I) is assigned only in exceptional circumstances and is a temporary grade. It will be given to students who cannot complete the work of a course on schedule because of illness or other circumstances beyond their control. An "I" automatically becomes an "F" grade at the end of the next semester if requirements have not been satisfactorily met. Instructors have the option of setting an earlier completion date for the student.*

**M State does not award plus or minus grades.*

TRANSCRIPT REQUEST

To request a transcript to a non-Minnesota State system school, go to the M State forms page at [www.minnstate.edu/forms](#).
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Minnesota State system, visit www.minnstate.edu.

RELEASE OF INFORMATION

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Comply with college policies

- Using cell phones or electronic devices when prohibited.

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earning a failing grade for the course.

MINNESOTA TRANSFER CURRICULUM (MnTC)

MnT# U
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- 5. History and the Social and Behavioral Sciences
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SATISFACTORY ACADEMIC PROGRESS

All concurrent enrollment stu

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CONCURRENT INSTRUCTOR TRAINING AND ORIENTATION

CEP instructor orientation and course-specific training is required for new instructors and must occur prior to the start of the course. Training can be done in person or via technology (Zoom, phone, etc.). Please submit this checklist and meeting notes with your mentor report.

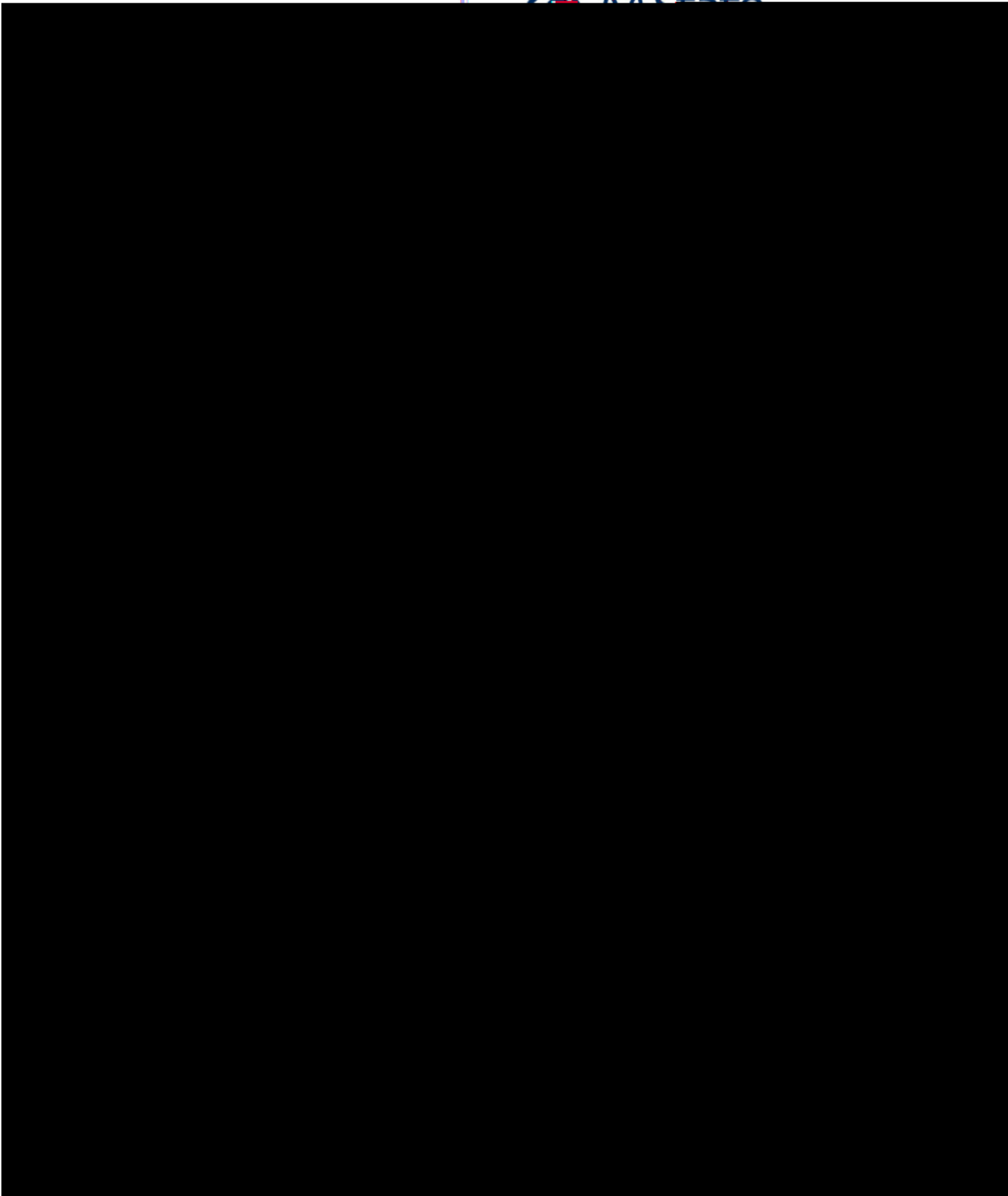
Review the Concurrent Enrollment Handbook at www.minnesota.edu/instructor. Include the review of topics such as FERPA, course caps and the student agreement of understanding.

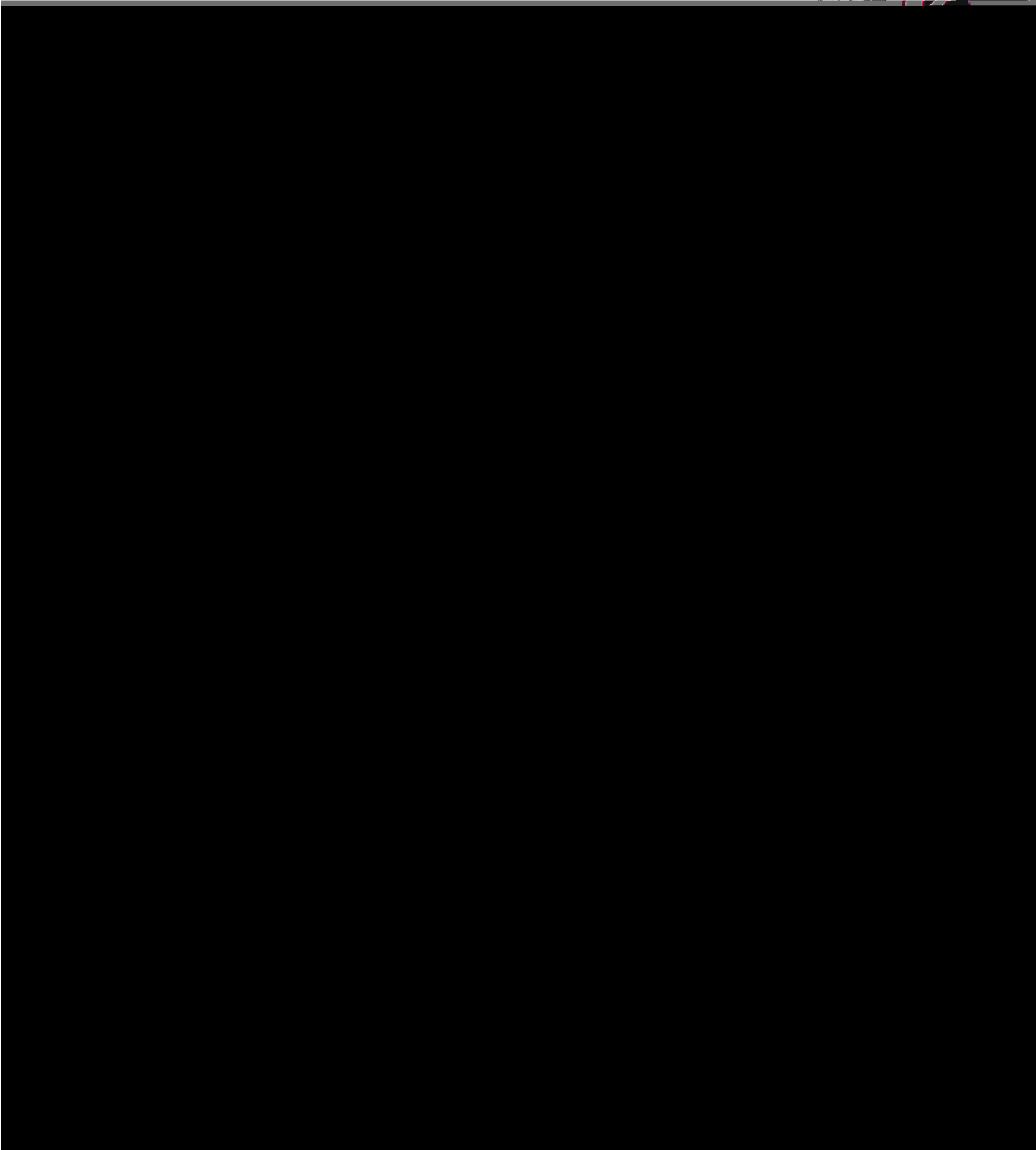
Number of visits and how they will occur, mentor reports, etc.

A sample syllabus, syllabus checklist and template can be found at www.minnesota.edu/instructor.

REQUIRED MEETING NOTES

~~When used, use appropriate accreditation standards, please include a narrative demonstrating course-specific discussions around the checklist.~~





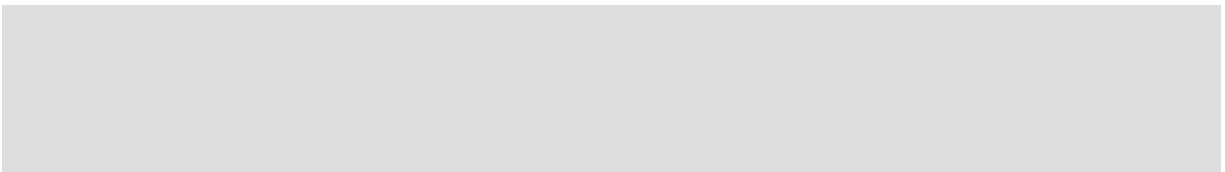
Extended Leave Form

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Instructor Name: _____

Course(s) Teaching During Leave: _____

Approximate Dates of Leave: _____





NACEP ACCREDITATION STANDARDS

Advancing quality college courses for high school students

Partnership Standards	
Partnership 1 (P1)	The concurrent enrollment program aligns with the college/university mission and is supported by the institution's administration and academic leadership.



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