PSEOP at a Glance

The Post-Secondary Enrollment Options Program (PSEOP) allows State of Ohio high school students to earn college credit and/or high school graduation credit through the successful completion of college courses. The Program is available in the fall and spring semesters.

- **Option A** allows the student to receive both high school and college credit; student pays all fees and expenses
- **Option B** allows the public, community or nonpublic high school student to choose, upon enrollment, college credit or both high school and college credit. For nonpublic students, the cost of the program is covered by a specified amount determined by the Ohio Legislature.

The Miami University PSEO Program is coordinated by the Lifelong Learning office, with academic support units and other offices taking responsibility for their areas of expertise. Lifelong Learning works with the Area Coordinator of the ODE in the coordination of the program.

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>7</td>
<td>Award notifications mailed to non-public students, non-public school administrators, and college administrators.</td>
</tr>
<tr>
<td>August</td>
<td>Mid</td>
<td>Orientation, registration, and fee clearance for new and continuing students.</td>
</tr>
<tr>
<td>November</td>
<td>1</td>
<td>Deadline for application for spring semester consideration.</td>
</tr>
<tr>
<td>December</td>
<td>10</td>
<td>PSEOP candidates notified of acceptance or rejection for spring semester.</td>
</tr>
<tr>
<td>May</td>
<td>Finals week</td>
<td>Textbooks returned to campus book take back location.</td>
</tr>
<tr>
<td>December</td>
<td>Following finals</td>
<td>Students determined ineligible to continue to second semester notified; copy to high school and CAS.</td>
</tr>
<tr>
<td>March</td>
<td>1</td>
<td>Deadline for notification to students/parents of PSEOP application and deadlines for following academic year.</td>
</tr>
<tr>
<td>March</td>
<td>30</td>
<td>Deadline for student and parent to sign Intent to Participate for fall.</td>
</tr>
<tr>
<td>May</td>
<td>1</td>
<td>Deadline for application for fall semester consideration</td>
</tr>
<tr>
<td>May</td>
<td>15 (to June 15)</td>
<td>Nonpublic students must submit an application to participate in PSEO for the following school year to the Ohio Department of Education (ODE) Center for School Options and Finance. All applications must be mailed to ODE and postmarked no later than June 15.</td>
</tr>
<tr>
<td>June</td>
<td>1</td>
<td>PSEOP candidates notified of acceptance for fall semester</td>
</tr>
<tr>
<td>June</td>
<td>15</td>
<td>Deadline for non-public applications. Within one week of application receipt: If financial support is not available, ODE will notify the nonpublic high school applicant, the applicant’s high school and the college accepting the applicant’s participation. Within three weeks of application receipt: If financial support is available, ODE will notify each nonpublic high school applicant within three weeks of receiving the student’s application.</td>
</tr>
</tbody>
</table>
### Oxford – Student Processes

<table>
<thead>
<tr>
<th>Activity/Task</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation and Advising</td>
<td>Admissions/Auditorium CAB</td>
<td>Admissions/Auditorium CAB</td>
</tr>
<tr>
<td>Course Registration</td>
<td>Registrar/118 CAB</td>
<td>Registrar/118 CAB</td>
</tr>
<tr>
<td>Clear Fees</td>
<td>Cashier/103 CAB</td>
<td>Cashier/103 CAB</td>
</tr>
<tr>
<td>ID Card</td>
<td>ID Card Services /111 Shriver</td>
<td>ID Card Services /111 Shriver</td>
</tr>
<tr>
<td>Book Voucher</td>
<td>N/A</td>
<td>Lifelong Learning/127 McGuffey Hall</td>
</tr>
<tr>
<td>Purchase Textbooks</td>
<td>Shriver Center Bookstore/ student expense</td>
<td>Shriver Center Bookstore/Book Voucher clears expense</td>
</tr>
<tr>
<td>Book Return Location</td>
<td>Student retains books or resells</td>
<td>Lifelong Learning/127 McGuffey Hall</td>
</tr>
</tbody>
</table>

### Regional – Student Processes

<table>
<thead>
<tr>
<th>Activity/Task</th>
<th>Option A</th>
<th>Option B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation/Advising/Course Registration</td>
<td>MUH: Wilks Conference Center MUM: Johnston Hall</td>
<td>MUH: Wilks Conference Center MUM: Johnston Hall</td>
</tr>
<tr>
<td>Clear Fees</td>
<td>MUH &amp; MUM: Cashier’s Office</td>
<td>N/A</td>
</tr>
<tr>
<td>ID Card</td>
<td>MUH &amp; MUM: Cashier’s Office</td>
<td>MUH &amp; MUM: Cashier’s Office</td>
</tr>
<tr>
<td>Book Voucher</td>
<td>N/A</td>
<td>Provided upon registration</td>
</tr>
<tr>
<td>Purchase Textbooks</td>
<td>Campus Bookstore/ student expense</td>
<td>Campus Bookstore/Book Voucher clears expense</td>
</tr>
<tr>
<td>Book Return Location</td>
<td>Student retains books or resells</td>
<td>MUH: Admission Office-Mosler MUM: Johnston Hall</td>
</tr>
</tbody>
</table>

### PSEOP Contacts

<table>
<thead>
<tr>
<th>Office</th>
<th>Responsibility</th>
<th>Phone</th>
<th>Location/e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lifelong Learning</td>
<td>Administration</td>
<td>513-529-8600</td>
<td><a href="mailto:lifelearn@muohio.edu">lifelearn@muohio.edu</a></td>
</tr>
<tr>
<td>College of Arts &amp; Science</td>
<td>Advising</td>
<td>513-529-3031</td>
<td><a href="mailto:cas@muohio.edu">cas@muohio.edu</a></td>
</tr>
<tr>
<td>Shriver Bookstore-Oxford</td>
<td>Book purchase</td>
<td>513-529-2600</td>
<td>Shriver Center</td>
</tr>
<tr>
<td>Registrar</td>
<td>Class registration</td>
<td>513-529-8703</td>
<td><a href="mailto:registrar@muohio.edu">registrar@muohio.edu</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>Fees</td>
<td>513-529-8744</td>
<td><a href="mailto:bursar@muohio.edu">bursar@muohio.edu</a></td>
</tr>
<tr>
<td>Admission &amp; Financial Aid</td>
<td>Admission</td>
<td>513-529-2531</td>
<td><a href="mailto:admission@muohio.edu">admission@muohio.edu</a></td>
</tr>
</tbody>
</table>

### Miami University web site

- [http://www.muohio.edu/pseop](http://www.muohio.edu/pseop)
- [http://www.education.ohio.gov](http://www.education.ohio.gov) choose “School Options” for PSEOP
- [http://codes.ohio.gov/orc/3365](http://codes.ohio.gov/orc/3365) use search function to locate topics
Post-Secondary Enrollment Options

The PSEOP is open to students enrolled in State of Ohio public, community and nonpublic high schools. The purpose of the program is to promote rigorous academic pursuits and expose students to options beyond the high school classroom.

Ohio lawmakers originally enacted the PSEOP in 1989 for 11th and 12th grade students; it was expanded in 1997 to include students in 9th and 10th grades. In 1999, additional legislation restricted eligibility to students carrying at least a 3.0 grade-point average in the subject they wish to pursue at the postsecondary level. Public and nonpublic high school students may enroll in nonsectarian, college-level courses and receive college credit and/or credit toward graduation from high school.

Students who participate in the program may choose from the following two options:

• **Option A** allows the public, community or nonpublic high school student to choose, upon enrollment, college credit or both high school and college credit.

• **Option B** allows the student to receive both high school and college credit. For public high school and community school students, there is no transfer of tuition between student and college. The high school’s state foundation will pay the college directly. If the student is enrolled in a nonpublic high school, the cost is subsidized by funds set aside by the Ohio General Assembly in each biennium and awarded on a grade-level rotation. Public, community and nonpublic high school students electing this option will not be required to pay for tuition, books, materials or fees that are directly related to a course. However, parents should inquire to ensure that they are fully informed about any general fees that may be charged by the college or university that would be the responsibility of the family.

Eligibility

**High School students** enrolled in a public, community, or nonpublic high school, may be eligible. Students must have a 3.0 high school grade point average in the subject they wish to study at the postsecondary institution.

Years of eligibility is based in the first year of entry into the PSEO Program:

• 9th graders may enroll for up to 12 quarters, eight semesters, or the equivalent of four academic years.
• 10th graders may enroll for up to nine quarters, six semesters or the equivalent of three academic years.
• 11th graders may enroll for up to six quarters, four semesters or the equivalent of two academic years.
• 12th graders may enroll for up to three quarters, two semesters or the equivalent of one academic year.
• Students enrolling in mid-year in any grade will have their eligibility prorated.

Application

The primary point of contact for students in the PSEO Program is the high school guidance counselor. Students considering this program should check with the counselor for more information. The program
requires that the high school provide counseling to students and parents to inform them of possible risks and consequences of taking part in the program, such as:

- Limited funding that may result in the rejection of some students from the program;
- Possible inability to complete the public, community or nonpublic school’s graduation requirements;
- Obligation of the student/family to reimburse the state for the amount of funds paid to the college for any uncompleted or failed course.
- Students and parents must sign a form indicating that appropriate counseling was provided and all responsibilities for participation are understood.

Non-public High School Students

For nonpublic students, the cost of the program is covered by a specified amount determined by the Ohio Legislature. Once accepted by an Ohio college or university, each year the non-public student must submit an application form, along with a copy of the college’s letter of acceptance and signatures from the student, parent, guidance counselor and college administrator. This must be done before submitting the application for approval by the Ohio Department of Education’s Center for School Options and Finance. The application form will not be processed without the required signatures and letter of acceptance. (The requirement to attach the letter of acceptance will be waived if the official seal or stamp of the post-secondary institution is affixed to the application.)

Student applicants will be awarded one allocation unit based on a grade-level rotation, starting with the seniors, and continuing with juniors, sophomores and freshman, respectively, until all the allocation units have been allotted. An allocation unit equals either 6 quarter hours or 4 semester hours in the student’s chosen college. This process will continue until there is not sufficient appropriation to award all applicants in a grade level with one additional allocation unit.

If there is not sufficient appropriation to award all applicants in a grade level with one addition allocation unit, the department will conduct a lottery to determine which students within the affected grade level receive the additional allocation units remaining.

The application window occurs from May 15 to June 15.

PSEOP at Miami University

Requirements/Steps for Oxford Admission:

Typically, students apply in the spring to participate in the PSEOP for the entire academic year—both fall and spring semesters. However, new applicants may apply to begin the program in the spring. The application process is the same for the spring semester as in the fall.

If the student does not attend after being accepted and enrolled for the fall term, the application will be inactivated and the student must reapply in order to participate in the spring term.

Students must maintain the following criteria in order to continue in the program from semester to semester:
Miami University
Post-Secondary Enrollment Option Program
General Information

- Minimum 2.0 cumulative GPA at Miami University
- Continue to meet the high school requirements for their grade level--

**Participation during 9th grade**

The 8th grade performance report must show superior performance in all academic areas. A minimum composite ACT score of 24 or a minimum SAT score (CR + Math) of 1090*

The sending school must submit a written recommendation indicating the student demonstrates the academic ability and emotional maturity to successfully participate in college classes. The letter should be written by a teacher in the subject area in which the applicant is requesting course placement.

**Participation during 10th grade**

Complete a minimum of 5 units of the minimum core of 16 college preparatory units with a cumulative GPA of at least 3.5 on a 4.0 scale. A minimum composite ACT score of 24 or a minimum SAT score (CR + Math) of 1090*

First-time applicants must submit a written recommendation from the sending high school indicating the student demonstrates the academic ability and emotional maturity to successfully participate in college classes. The letter should be written by a teacher in the subject area in which the applicant is requesting course placement.

**Participation during 11th grade**

Complete a minimum of 9 units of the minimum core of 16 college preparatory units with a cumulative GPA of at least 3.5 on a 4.0 scale and an overall class rank in the upper 20%. A minimum composite ACT score of 24 or a minimum SAT score (CR + Math) of 1090*

**Participation during 12th grade**

Complete a minimum of 13 units of the minimum core of 16 college preparatory units with a cumulative GPA of at least 3.5 on a 4.0 scale and an overall class rank in the upper 20%. A minimum composite ACT score of 24 or a minimum SAT score (CR + Math) of 1090*

*For specific course placement, students who meet all other admission criteria may be admitted with less than the required composite if an individual sub-score predicts successful achievement for the specific course.

Students must commute from the home of their parent/legal guardian.

Residency is established for the PSEO Program based on enrollment in a qualifying Ohio high school. Therefore, an exchange student enrolled in a qualifying Ohio high school (regardless of the visa type) qualifies as a state resident and is eligible to participate in the program.
Miami University
Post-Secondary Enrollment Option Program
General Information

The PSEO Program is limited to the fall and spring semesters. To continue classes over the summer session, students apply to the Admission Office for the Advanced High School Program.

All students must submit completed application packets to the Oxford Admission Office by May 1 for consideration for the fall semester, and November 1 for the spring semester. No application will be considered until the application packet is completed.

The application packet must contain:

- Completed PSEOP application (Parts 1, 2, and 3) with original signatures
- $50.00 non-refundable application fee (check or money order payable to Miami University)
- Official high school transcript and current class schedule. A middle school grade report is required in lieu of the high school transcript for applicants entering their first semester of 9th grade. These must be sent to Miami directly from the high school.
- Official ACT or SAT test scores. These must be sent to Miami directly from the testing service and should be received by the University either before or soon after the application is submitted.
- Written recommendation from a teacher in the subject area in which the student is requesting course placement. The letter should address the student’s academic ability and emotional maturity to successfully participate in college classes. Recommendations are required only of 8th and 9th grade applicants.

Oxford Orientation and Advising Guidelines

The Admission Office sends letter of acceptance to students within ten days of acceptance, with a copy of the letter and abbreviated application packet to LLL, and a copy of the letter and full application packet to Assistant Dean, CAS.

The College of Arts & Science Academic Advising office will identify the date for PSEOP orientation and registration process for fall semester (normally early to mid-August) and spring semester (normally early to mid-December) and provide notification to LLL and students.

The Miami University College of Arts & Science Academic Advising office will mail information about orientation and course scheduling to students after confirmation of admission into PSEOP.

CAS Advising will set up and maintain an “advising file” for each PSEOP student; and, will organize and conduct the Oxford orientation program in collaboration with Lifelong Learning, including the on-site registration of students. This session includes:

- Overview for parents and students;
- academic options; individual advising sessions;
- a list of classes with space available;
- and registration forms
Courses

Students attend a required orientation program and arrange their class schedule with an academic adviser from the College of Arts and Science. Course scheduling is subject to availability and appropriate course placement testing.

During the orientation/registration session, Miami will provide a list of courses, developed in consultation with academic departments, which may be taken by PSEOP students.

- In general, Miami Plan Foundation courses will be available.
- In all classes, students will be expected to follow all stated prerequisites.
- Students will choose courses from the approved course list, on a space available basis.
- 9th and 10th grade participants may enroll in only one academic course per semester on a space-available basis.
- 11th and 12th grade participants may take more than one course depending on their high school schedule and qualifications for the program.

Typical registration process at the Oxford campus:

1. Student attends orientation with CAS, with representative from LLL in attendance as a resource.
2. The orientation session is generally held in Admission CAB conference room.
3. Upon completion of the orientation meeting, students will review the list of available and open classes and choose courses.
4. Upon approval from CAS advisor, student reports to the Registrar’s office located in 118 CAB to register in person.
5. Upon receiving a printed schedule, student reports to the Cashier’s counter 103 CAB to clear fees, and have the schedule stamped indicating fees are cleared.
6. A representative from LLL will remain in the lobby of CAB while students register and remain available to stamp schedule forms for textbook purchase.
7. Student will go to Shriver Center Bookstore to purchase required textbooks for the courses registered. In the spring semester, students are not able to purchase books until after January 1.
8. If a student is not able to register for courses on orientation day, the process will remain the same, except for the student will need to bring their stamped scheduled to Lifelong Learning 127 McGuffey Hall to have it authorized for textbooks.
9. Student reports to the ID Card office in room 111 Shriver Center.
10. Students report to Parking Services located in 128 CAB to purchase parking pass if needed.

Requirements/Steps for Regional Campuses Admission:

1. Must have 3.25 GPA
2. Completion of college prep units: 12th grade: 13/16 college prep units; 11th grade: 9/16 college prep units; 10th grade: 5/16 college prep units; 9th grade: Superior academic performance in all areas.
3. Place “college ready” in at least two out of three areas (one being reading) of the COMPASS English, Math and Reading assessment program. College ready math placement is defined at MTH 125—pre calculus or higher. Optional: If a student has taken the ACT or SAT test and scores
at or above a 21 ACT composite or 1000 SAT (critical reading/math) only the math portion of the COMPASS assessment will be required.

4. Additional requirements for 9th and 10th grades: Limited to one PSEOP course per semester. Must submit a letter of recommendation from a teacher in the subject area in which the student wants to take a PSEOP course attesting to superior academic ability and maturity level.

Total college prep units:

4. College preparatory English
3. College preparatory mathematics (at least to the Algebra II level)
3. College preparatory natural science (including both a physical and biological science)
3. College preparatory social studies (including one unit of history)
2. Foreign language, both in the same language
1. Fine arts, including art, drama, dance, or music, either appreciation or performance

To apply for admission at the Regionals:

Complete a PSEOP application for Miami's regional campuses. Before an admission decision can be made, your application to Miami Regionals must include:

- Application parts 1, 2, and 3 completed and signed (original signatures only).
- Your PSEOP application fee: a non-refundable check or money order for $35 made payable to Miami University. Please put the applicant’s name on the check.
- Official high school transcript and current class schedule. A middle school grade report is required for applicants currently enrolled in 8th grade.
- Official ACT/SAT test scores (OPTIONAL) sent directly from the testing agency or with the official transcript from the high school.
- Letter of recommendation (for participation during 9th and 10th grades.)

Specific requirements for each grade level 9-12 are found on page 2 of the PSEOP application.

All application materials should be submitted to one of the addresses below (i.e., the campus to which you want to apply):

Office of Admission, Miami University Hamilton 1601 University Blvd., Hamilton, OH 45011
Office of Admission, Miami University Middletown 4200 University Blvd., Middletown, OH 45042

All Campuses:
Withdrawal, Retention, and Continuation

If a student wants to drop a course, students/parents may have to reimburse the high school, depending on the school district policy. If the student receives a grade (including W) the University will claim reimbursement from the state.
DROP PERIODS: (A calendar with the dates specific to each current semester will be issued to each
PSEOP student during orientation.)

- A student may drop a course during the first 20 percent of the course, in which case no grade or
  other designation will appear on the student’s official record. Students should refer to the
  Academic Calendar on the Office of the Registrar website
  (http://www.units.muohio.edu/reg/calendars/) for specific academic deadline dates.
- A student may drop a course after the first 20 percent is completed but before 60 percent of the
  course is completed with a signature of acknowledgement from the instructor and CAS Advising
  Office. A grade of W will be recorded.
- After 60 percent of the course is complete, a student may no longer withdraw from a course,
  unless a petition is approved by the Interdivisional Committee of Advisers. The petition must
  include the signatures of the course instructor and the student’s academic or divisional adviser.
  The petition must also describe and document the extenuating circumstances (extraordinary
  circumstances usually beyond the student’s control) that form the grounds of the petition. If the
  petition for withdrawal is approved, the student will be withdrawn from the course with a grade
  of W. Only in rare circumstances will a petition to withdraw from a course after 60 percent of
  the course is complete be approved for reasons of academic performance alone. When possible,
  a student should continue to attend class until the Interdivisional Committee of Advisers has
  acted on his or her petition. Non-attendance does not void financial responsibility or a grade of
  F.

If a student does not maintain a 2.0 or better cumulative GPA in Miami University coursework, he or she
will not be able to continue in the program. A letter will be sent to the student, from LLL, with copies to
the high school, informing them of this action.

For registration purposes, PSEOP students are not considered to be “continuing students”, that is, they
must continue to register on a space available basis after all regular Miami University students have had
an opportunity to register.

If a student withdraws from a course after the deadline, the high school must collect the cost of the
course from the student/parent. To determine the amount the student would owe follow this formula:

1. Take the number of high school class periods in a school day and multiply by 5.
2. Divide that number by $5782.91 (this number is calculated by the state)
3. Multiply that number by the number of failed hours to get the total due by student/parent.