

LETTER OF UNDERSTANDING

As a Columbus State Community College student in the Post Secondary Enrollment Options (PSEO) Program, I understand that the following policies and guidelines apply to me:

1. The PSEO Program is designed to provide me with expanded opportunities through taking college level course work and experiencing a college environment.
2. My required books, tuition, and laboratory fees are free under PSEO (Option B only). Supplies such as notebooks, paper, pens/pencils, and computer discs or programs are my responsibility.
3. Textbooks are the property of Columbus State and must be returned to the CSCC Bookstore at the end of each quarter.
4. My courses are not graded on a pass/fail basis. The grade(s) that I earn in the course(s) I take at Columbus State will become part of my official transcript at Columbus State.
5. Low grades in my course(s) at Columbus State can have an adverse effect on receiving financial aid at Columbus State or possibly at other institutions in the future.
6. If I do not pass a course at Columbus State that is required for my high school graduation, I will not graduate from high school.
7. My high school guidance counselor, school district superintendent, and the Superintendent of Public Instruction for the Department of Education will receive a copy of my schedule each quarter. My high school guidance counselor and the school district superintendent will receive a copy of my grades each quarter.
8. If I fail a Columbus State class, my high school district may require me to pay for the class(es), books and lab fees.
9. If I receive an incomplete ('I') for a class, I have until the last day of the 100% refund to resolve the incomplete ('I') or I must drop all my current classes and retake that class and only that class.
10. I cannot make any schedule adjustments (meaning adding or dropping a course) without receiving permission from my PSEO Program Advisor.
11. **EACH** quarter, I must submit a PSEO Course Request Form to my PSEO Program Advisor to have my restriction(s) lifted in order to register for my classes. I understand it is my responsibility to schedule and drop my classes at CSCC and that I may not exceed 15 credit hours in any quarter.
12. A 3.0 is needed in a high school subject area **PRIOR** to taking the subject at CSCC. As a 9th or 10th grade student, I am limited to **ONE** class per quarter.
13. The Columbus State calendar does not follow my high school calendar, thus I am expected to attend Columbus State classes even if my high school is not in session.
14. I may take courses at Columbus State on the main campus and/or off campus sites during the day, evening, or on weekends. After successfully completing 8 credits, I can participate in distance education classes.
15. As a PSEO student, I will be expected and required to perform at the same level as any other student attending Columbus State and must abide by all policies as set forth by the college.
16. If **I DO NOT SCHEDULE MYSELF** by the PSEO deadline, I understand I will **NOT** be a part of the PSEO program for the quarter.

Please sign below to verify that the PSEO guidelines and policies stated above have been reviewed by you.

Signature: _____ Soc Sec # or Cougar ID (not Username) _____

Name Printed: _____ Date _____

Parent/Guardian Signature _____ Name Printed: _____