

Post Secondary Enrollment Options Program  
Application Packet

## Instructions

### All Applicants Must:

1. Print out two copies of the Application Packet  
(one to be submitted, one for your records)
2. Provide a completed Application for Admission to the Post Secondary Enrollment Options Program
3. Provide a signed copy of the Authorization to Release Academic Information Form.  
(Make sure to have a parent / guardian sign and date the release form.)
4. Provide a signed copy of the Underage User Agreement for use of the BGSU Network.
5. Provide a signed copy of their school's Post Secondary Enrollment form  
(This is available from your school's Guidance Counselor.)
6. Provide the most recent Official Transcript from their high school which includes the cumulative grade point average.
7. Submit the completed Application Packet to:

BGSU Firelands  
Post Secondary Enrollment Options Program  
C/O Mr. David Janik, Office of Student Services  
One University Drive  
Huron, Ohio 44839

## Post Secondary Enrollment Options Program Description

The PSEO Program provides all public and private qualified high school students the opportunity to strengthen and enrich their educational experience through direct involvement in college-level coursework. Students who participate in this program receive college credit; this coursework may also fulfill high school graduation requirements if approved by the student's home school district.

The PSEO Program is intended to complement rather than replace the high school college preparatory curriculum. To ensure maximum benefit to the student, a close working relationship is necessary among the student's local school district, parents or guardians, and the University. It is the responsibility of all involved parties to maintain clear and continuous communication to guarantee that the student receives the greatest possible benefit from participation in the PSEO Program. Students may enroll in this program for Fall and/or Spring semesters under one of the following options:

**Plan A.** Courses may be taken for college credit only; these courses are not approved for high school course credit. Under this option, the parent and/or student is responsible for the costs of tuition, fees, textbooks, and laboratory materials.

**Plan B.** Courses may be taken for high school and college credit. Under this option, the costs of tuition, fees, textbooks, and laboratory materials will be paid by the state. (Please note: Under Plan B, if a student withdraws from class(es), the parent/student may be responsible for payment.)

### Eligibility

High school students must have, at the time of application, a cumulative grade point average of at least 3.25 (Juniors and Seniors) 3.5 (Freshmen and Sophomores) on a 4.0 scale and be considered eligible for the PSEO Program by their local school (see #2 below). In addition, all freshman and sophomore students accepted into PSEOP are required to take placement tests and successfully place into MATH 112 or higher (if pursuing math credits) and ENG 111 without the need for remedial reading coursework. Failure to do so will result in a student's ineligibility to participate in the program. Once admitted into the program, students must pass all college courses with a grade of "C" or better to maintain enrollment in the program.

### Application

To apply to the Post Secondary Enrollment Options Program, the following documents must be submitted to BGSU Firelands, Student Services Office.

1. A Post Secondary Enrollment Options Program Application for Enrollment. (see below).
2. An official transcript from the student's high school which includes the cumulative grade point average and, if available, ACT/SAT scores.
3. A signed copy of the Post Secondary Enrollment Options Program Form. This form, available from the student's high school, indicates that the student has received the required counseling from the high school and understands the responsibilities associated with this program.
4. Release of Information Form (see below).

## Registration

Students will be notified in writing of acceptance into the Post Secondary Enrollment Options Program approximately two weeks following the application deadline. As part of the orientation and registration process at BGSU Firelands, all students who have not provided acceptable ACT/SAT scores must take ACT COMPASS placement tests administered by BGSU Firelands.

- Participation in the Post Secondary Enrollment Options program does not constitute admission to Bowling Green State University or BGSU Firelands. Students who plan to attend the University upon completion of high school must apply for formal admission during their senior year.
- Students enrolled in the program are subject to the same administrative policies, grading policies, and standards as all other Bowling Green State University students. Grades will be maintained on a permanent transcript.
- BGSU Firelands college students will be given priority over PSEO Program students when enrolling in courses.
- BGSU Firelands courses are offered contingent upon availability of staff, sufficiently high section enrollment, and similar considerations. The right is reserved to withdraw course offerings at any time prior to the second class meeting.
- Certain classes are not available to PSEO Program students (e.g., independent study, developmental courses, physical education courses, selected business courses, and certain upper-division courses).
- Bowling Green State University will not be responsible for PSEO Program participants between academic terms or when classes are canceled or not scheduled.
- Participants should be aware that college-level coursework is more demanding than high school classes in terms of pace and content.
- Once enrolled in the Post Secondary Enrollment Options program, students will be required to pass all BGSU classes with a "C" or better and maintain a minimum cumulative grade point average of 2.0 in order to continue in the program.
- Textbooks issued through Plan B are the property of BGSU and must be returned at the end of each semester.
- Newly accepted students will be required to attend mandatory orientation sessions. Students beginning classes in the Fall semester will attend orientation in May. Students beginning classes in the Spring semester will attend orientation in December.
- If the student's cumulative grade point average falls below a 3.25 at their home school and/or falls below a 2.0 cumulative grade point average at BGSU Firelands, then the student will no longer be eligible to continue in the PSEO Program and will be required to sit out the next semester.



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## Authorization to Release Academic Information

Student Name (Please Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Social Security Number

\_\_\_\_\_

has applied to participate in a College Access Program at BGSU Firelands. By signing below, we authorize the University to release academic record information, including but not limited to grades and enrollment information, to the High School, School District and other parties prescribed by the laws of the State of Ohio. In so doing, the University may use the Social Security Number as an identifier. We also authorize the University to release Directory Information consistent with the Family Educational Rights and Privacy Act (1974) and the Bowling Green State University Student Code.

Parent / Guardian Name (Please Print)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relationship to the Applicant

\_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Refusal to sign this release precludes participation in any College Access Program at BGSU Firelands.

If you wish to release academic records and/or information to any other party, please attach additional copies of this form, noting their name and relationship to the student in the spaces provided above.

## Post Secondary Enrollment Options Program: Academic Plan

This guide is intended as a worksheet and MUST be completed by the student and high school counselor. The information requested provides a basis for making knowledgeable decisions regarding participation in the Post Secondary Enrollment Options Program and assures that both the student and counselor are aware of the college courses offered and are enrolling in courses appropriate to their needs. In addition, it provides all parties with an understanding of the courses to be taken and the credit to be granted for them, upon successful completion. If the school already uses a variation of this form, it can be used as a substitution.

Student Name (Please Print) \_\_\_\_\_  
last first middle initial

Present Grade \_\_\_\_\_

Guidance Counselor \_\_\_\_\_ High School \_\_\_\_\_

Credits Earned to Date \_\_\_\_\_ Additional Credits Needed To Graduate \_\_\_\_\_

List required subject/courses still needed for graduation that will be taken at the high school:

10th Grade	11th Grade	12th Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of elective courses needed \_\_\_\_\_

If taking courses as a 9th Grader, student MUST place into ENG 111, MATH 112 or higher (if pursuing math credits), No ACEN after COMPASS Testing.

Proposed Academic Plan:

Please refer to BGSU Firelands on-line schedule of classes and list SPECIFIC College Courses to be taken at BGSU Firelands:

10th Grade	11th Grade	12th Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**REMEMBER:**

ALL COURSES taken at BGSU Firelands under Option "B" must be approved by your Guidance Counselor.

Guidance Counselor Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

***Please read the following document carefully before signing. This is a legally binding document.***

The BGSU communication network is an electronic computer network with access to the Internet. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. BGSU Firelands, therefore, has access rights to: electronic mail communication with people all over the world; information and news from, as well as the opportunity to correspond with, research institutions; public domain and shareware software of all types; discussion groups on a plethora of cultural, political, scientific, and general or special interest topics; and access to many universities, libraries (including the Library of Congress), non-profit organizations, commercial companies, etc.

Along with access to computers and people all over the world comes the availability of material which may not be considered to be of educational value within the context of an educational setting. BGSU Firelands firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility users may procure material inconsistent with educational goals for the Firelands Campus or the network.

Internet access is coordinated through a complex association of government agencies, regional, and state networks. The smooth operation of the network relies upon the proper conduct of the end-users, who must adhere to strict guidelines. These guidelines are provided here so the user is aware of the responsibilities associated with the use of this network.

In general, network use requires efficient, ethical, and legal utilization of the network resources. If any users violate any of these provisions, their accounts with BGSU Firelands can be terminated, and future access could be denied. The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

## **PURPOSE**

The purpose of the NSFNET (National Science Foundation Network), the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. Use of other organization=s networks or computing resources must comply with rules appropriate for that network. Listed below are the acceptable and unacceptable uses of the BGSU network.

## **ACCEPTABLE USES OF THE BGSU NETWORK**

1. Communication with foreign researchers and educators in connection with research or instruction, as long as any network that the foreign user employs for such communication provides reciprocal access to U.S. researchers and educators.
2. Communication and exchange for professional development, to maintain current, or to debate issues in a field or subfield of knowledge.
3. Use for disciplinary-society, university-association, government-advisory, or standard activities related to the user=s research and instructional activities.
4. Use in applying for or administering grants or contracts for research or instruction, but not for other fund raising or public relations activities.
5. Any other administrative communications or activities in direct support of research and instruction.
6. Announcements of new products or services for use in research or instruction, but not advertising of any kind.
7. Any traffic originating from a network of another member agency of the Federal Networking Council, if the traffic meets the acceptable use policy of that agency.
8. Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.

## **UNACCEPTABLE USES OF THE BGSU NETWORK**

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material; threatening or obscene material; or material protected by trade secret.
2. Use for-profit activities or use by for-profit institutions.
3. Use for commercial transactions, product advertisement, or political lobbying.
4. Any malicious attempt to alter, destroy, or reduce the usability of data of another user, agency, or network connected to BGSU, Firelands Campus, Bowling Green State University, or the NSFNET Internet backbone will result in the cancellation of privileges. This includes, but is not limited to, the uploading or creation of computer viruses, worms, trojan horses, etc.

## **WARRANTIES, LIABILITIES, AND SECURITY**

BGSU Firelands makes no warranties of any kind, expressed or implied, for the service being provided and will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by negligence, errors, or omissions. BGSU Firelands specifically denies any responsibility for the accuracy or quality of information obtained through the network services; use of any such information is at the user=s risk.

Security on any computer system is a high priority, especially when the system involves many users. Individuals identifying a security problem on the BGSU computer networks have the obligation to notify the system administrators at the earliest possible time. Attempts to logon to the system as any other user will result in cancellation of privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Electronic mail (E-Mail) is not guaranteed to be private; system administrators and operators can access mail and mail software may misdirect messages. Messages relating to or in support of illegal activities must be reported to the appropriate authorities.

