

# **Postsecondary Dual Enrollment**

**Romeo Community Schools**  
Office of Academic Services



Adopted March 2016

## **Romeo Community Schools Mission Statement**

To empower our students to excel in an ever-evolving world by engaging all members of the school community to ensure a quality and innovative education.

## **Romeo Community Schools Belief Statements**

### **We believe in...**

accountability for all,  
lifelong learning,  
personal respect and responsibility,  
respect for others,  
demonstrating integrity,  
fostering creativity and critical thinking,  
educational excellence  
the ability of all students to learn and succeed,  
initiating and fostering individual learning,  
providing a safe and supportive environment,  
collaborative efforts among students, staff, parents and community,  
fostering effective communication and employability skills,  
demonstrating academic competencies,  
being responsible citizens who make positive contributions at home, at  
work, and in the global community.

Romeo Community Schools  
**Postsecondary Dual Enrollment**

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This guide was created from resources from the Michigan Department of Education, the Macomb Intermediate School District, and the Portland Public Schools, Portland, Michigan.

## **SECTION 1: OVERVIEW**

Dual enrollment is a process by which high school students may enroll in college courses for high school and college credit. The Postsecondary Enrollment Option Act (PA 160 of 1996) establishes the opportunity for Michigan high school students to dual enroll in college courses at Michigan postsecondary institutions when certain criteria are met. High school students need to be continually challenged in order to maintain their academic interests and such challenges must include rigorous academic pursuits. Providing a wider variety of options to students by encouraging and enabling them to dual enroll assures new and exciting academic challenges.

The discussion of dual enrollment issues with the high school counselor or building principal is critical. Students capable of college-level curricula are not automatically knowledgeable about college course selections and the enrollment process. To assist in these areas it is absolutely necessary that any student and their parents seriously considering dual enrollment possibilities seek guidance regarding the benefits, risks, and possible consequences of enrolling in a postsecondary course, as well as information regarding individual postsecondary institutions and their procedures.

To assist parents and students in understanding this educational opportunity, this guide has been created to outline eligibility for dual enrollment, what type of courses are covered under dual enrollment, and responsibility for costs and fees applicable to dual enrollment classes.

## **SECTION 2: GUIDELINES AND ELIGIBILITY**

### **Eligible Students**

Schools are required to support dual enrollment for students who have meet the following criteria:

1. Students are in grade 9 through 12.
2. Students can qualify by taking one of the following assessments: Explore, PSAT, PLAN, ACT, PSAT, SAT and receiving a qualifying score. The qualifying scores are listed in the table on page 6.
3. Students must be enrolled in both the school district and the postsecondary institution during the regular academic year and be enrolled in at least one high school class.

If a student does not receive a qualifying score in all areas of the assessment, the student can take a course in the subject area for which a qualifying score was achieved, a course in computer science, a foreign language not offered by the district, or a course in fine arts.

**Minimum Dual Enrollment Qualifying Scores 2015-16 and 2016-17**

Assessment	Test Section	Content Area	Qualifying Score
Explore	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PLAN	Mathematics	Mathematics	19
	Reading	Reading	17
	Science	Science	21
	English	English	15
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
MME*	ELA	ELA	2100
	Mathematics	Mathematics	2100
	Science	Science	2100
	Social Studies	Social Studies	2100
PSAT 11**	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510
SAT**	Critical Reading	Evidence-Based Reading & Writing	480
	Mathematics	Mathematics	530

\*MME scores are based on the spring 2015 administration of the M-STEP exams

\*\* PSAT 11 and SAT Scores are from the new redesigned administrations starting in 2015-16  
(chart taken from [MDE website](#))

## **Eligible Courses**

In order for a student to dual enroll, the combined number of classes enrolled in at the high school and postsecondary institution must equal the normal number of scheduled classes per day at the high school (in the case of RHS, 6).

Courses eligible for dual enrollment are: courses not offered by the school district in which the student is enrolled; an academic course not ordinarily taken as an activity course; a course that the postsecondary institution normally applies toward satisfaction of degree requirements; are not a hobby, craft, or recreation course; and are not in the subject of physical education, theology, divinity, or religious education.

If the school district offers college level equivalent courses (AP), these courses have precedence over an entry-level postsecondary course with similar content.

The school district reserves the right to determine eligibility of classes in those areas not expressly covered by the Act.

Classes offered through a continuing education program are not eligible for dual enrollment unless the course offers Postsecondary (college) credit.

The law caps the total number of dual enrollment classes to 10 during high school.

The law also caps the number of courses students can take in any one year depending on what grade they are in when they first dual enroll:

	<b>Maximum Number of Courses Allowed Each Year</b>			
	Begins in Grade 9	Begins in Grade 10	Begins in Grade 11	Begins in Grade 12
Grade 9	2			
Grade 10	2	2		
Grade 11	2	4	6*	
Grade 12	4	4	6*	6

\*Cannot exceed a total of 10 courses over years 11 and 12 combined without written agreement by the postsecondary institution and the local district.

## **Credit and Grades**

Eligible students may enroll in postsecondary courses for high school and postsecondary credit. **At the time of enrollment** a student is required to designate whether a course is for high school or college credit or both. A student may choose to include or not to include any dual enrollment course, taken under the postsecondary enrollment options act, as part of his/her high school record and transcript. Pupil taking more than one postsecondary course may make different credit designations for different courses.

If the course is being offered to a nonpublic pupil, the course will be countable toward high school and college credit if the eligible course is determined to be nonessential elective. However, if the course is essential, the course may be taken for college credit only.

The language of the law does not address the issues of grades. However, in its Guide for the College Bound Pupil Athlete, the National Collegiate Athletic Association (NCAA) requires that all

core courses used for collegiate athletic eligibility must indicate a grade and be calculated in to the pupil's high school GPA. This requirement only pertains to Division I or II collegiate athletes.

### **Tuition and Fees**

State law requires that all school districts pay a pupil's tuition and mandatory course fees, including technology fees, materials fees (including textbooks), registration fees, and any late fees charged by the postsecondary institution. Beginning in the 2012-2013 school year, eligible pupils enrolling in a postsecondary course for high school credit, college credit, or both, shall have the costs of required textbooks paid for by the school district if the amount of foundational money generated for the course is great enough to cover the expense. Eligible charges do not include transportation, parking costs, or most activity fees. However, under the law, the total amount of tuition and fee support shall not exceed either of the following:

- The total amount of the tuition and fees for the course(s).
- The statewide pupil-weighted average foundation allowance, adjusted for the proportion of the school year that the pupil attends the postsecondary institution.

The following example demonstrates the per course foundation allotment calculation that can be used toward postsecondary dual enrollment tuition and fees.

#### High School and Postsecondary Institution: Semesters (Calculation Example)

- The statewide weighted-average foundation for FY 2017-2018 is \$7,694.00, which equates to
- \$3,847.00 per semester. If the high school has a 6-hour day, each hour would equate to \$641.17 per course ( $\$3847.00 \div 6$ ).

The local district would be responsible for the actual charge for the tuition and fees for the college courses up to the amount calculated per course (as demonstrated in the examples above), or the actual amount charged by the postsecondary institution, whichever is less. The high school counselor will give to the student the calculated dual enrollment amount each year.

Students are not allowed to drop a dual enrollment class. In unforeseen circumstances, a student may be permitted to drop as long as it is before the 50% refund date as set by the college or university. After such date, the student may not drop the course. You must be in contact with your counselor if this occurs.

**If a student participating in the postsecondary (dual) enrollment program fails to successfully complete an eligible course, the student and his/her parents are responsible for reimbursing the District for such charges incurred by the District for such enrollment.** If the eligible student does not repay this money, the school district may impose sanctions against the eligible student as determined by the school district policy. This subdivision does not apply to an eligible student who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution.

### **Eligible Postsecondary Institutions**

The Act states that dual enrollment opportunities shall be made available to students attending public or private degree-granting postsecondary institutions in the state that choose to participate. "Eligible postsecondary educational institution" means a state university, community college or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act. MCL 388.1903(f)



### **Homeschooled and Non Public School Pupils**

There are two options for accessing postsecondary dual enrollment for nonpublic school pupils. Under the first, if a non public pupil is eligible for postsecondary dual enrollment according to this Act, and the pupil will be enrolled in courses at the nonpublic school during the year of their postsecondary enrollment, then the pupil is able to coordinate enrollment directly with the postsecondary institution (with the assistance of the nonpublic school). Under the second option, the pupil would coordinate their enrollment through the local public school district. With this option, the pupil is required to enroll in at least 1 course with the local in addition to their enrollment with the postsecondary.

Homeschooled pupils are required to enroll in at least 1 course with the local public school. The local public school will then coordinate enrollment with the postsecondary institution.

# **Appendix A**

Postsecondary Dual Enrollment  
Authorization/Payment Form



**Postsecondary Dual Enrollment**  
Authorization/Payment Form

Term \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Number & Street

\_\_\_\_\_

City, State, Zip

Grade currently in \_\_\_\_\_

College/University attending: \_\_\_\_\_

Please complete the following information for the Dual Enrollment courses.

1 <sup>st</sup> Course Name	2 <sup>nd</sup> Course Name
Course Number	Course Number
Credit Hours	Credit Hours
Lab/Course Fee*	Lab/Course Fee"
High School Credit___ College Credit___ Both___	High School Credit___ College Credit___ Both___

1 <sup>st</sup> Course Name	2 <sup>nd</sup> Course Name
Course Number	Course Number
Credit Hours	Credit Hours
Lab/Course Fee*	Lab/Course Fee"
High School Credit___ College Credit___ Both___	High School Credit___ College Credit___ Both___

\*Mandatory course fees, materials fee, and registration fees only. DO NOT INCLUDE recreation fees activity fees or parking fees. Any registration changes made at the time of registration without prior authorization from the school district may result in the student being responsible for the tuition.

Cost per Credit Hour      \$ \_\_\_\_\_ x \_\_\_\_\_ (number of credit hours) = \$ \_\_\_\_\_

Registration Fee      \$ \_\_\_\_\_ Service fee \_\_\_\_\_ Lab/Course fee \_\_\_\_\_ Online Fee \_\_\_\_\_

\$ \_\_\_\_\_ Technology & Facilities Fee (\$5/credit hour)

Total Cost      \$ \_\_\_\_\_

Romeo Community School  
Authorized Payment Amount

\$ \_\_\_\_\_

Please bill: Romeo Community Schools  
316 N. Main St  
Romeo, MI 48065  
(586) 752-0231

Approved by:

\_\_\_\_\_  
Counselor      Date

\_\_\_\_\_  
Principal      Date

\_\_\_\_\_  
Curriculum Office      Date

\_\_\_\_\_  
Faxed

# **Appendix B**

## Postsecondary Dual Enrollment Student Contract



**Postsecondary Dual Enrollment**  
Student Contract

As a dual enrolled student I have academic and social responsibilities which include, but are not limited to, the following:

Student Name	School
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**The student should read the following agreements and initial in the box provided next to each statement.**

1	I am responsible for getting myself enrolled in the course(s) and for taking any assessment tests necessary as required by the college or university. If necessary, I will contact my counselor at the high school for any questions on dual enrollment.
2	I must purchase my textbooks or other necessary course material for the course in which I am enrolled and pay for the difference between the RHS portion and the college tuition.
3	I understand that it is my responsibility to have access to a computer with Internet connectivity while enrolled in a dual enrolled course that is online and to gain access to any software required.
4	I must attend class(es) at the designated institution and must provide my own round-trip transportation.
5	I am expected to complete all assigned work and if I have questions regarding my progress, I will contact the professor from the college or university. I can also contact my counselor at the high school for additional support.
6	I must read each postsecondary institution's policies for enrollment and adhere to that institution's policies and timelines.
7	I must read each course syllabus and adhere to attendance and assignment expectations and deadlines according to the individual instructor and in conjunction with my school policies.
8	I will not place myself in an endangering situation. As a high school student I understand I will be attending classes with students that are older than I am. My parents/guardians and I have discussed their expectations for my social behavior in a postsecondary setting.
9	I must take local and state assessments, as scheduled, including MStep, MME and other applicable assessments.
10	Should dropping a course be necessary, it is my responsibility to contact the postsecondary institution to drop a course and to notify my counselor according to the RHS guidelines.
11	If credit is not earned for the class, I understand I am responsible for repaying the school district the amount of money it expended for the course that was not refunded by the postsecondary institution.
12	Upon initial contact with my high school counselor and completion of all paperwork involved for dual enrollment, I will designate in writing whether the course or courses taken are for high school or postsecondary credit, or both at the time of enrollment.



**Postsecondary Dual Enrollment**

Student Contract

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I understand that in order to participate in the dual enrollment program my parents/guardian and I must discuss with my high school counselor the benefits, risks, and possible consequences of enrolling in a postsecondary course. If, after meeting with my counselor, my parents/guardians or I need further clarification we will contact the high school principal prior to enrollment in the course(s) under the Post Secondary Enrollment Options Act.

**We have read, understand, and agree to abide by the tenets of the Romeo High School Dual Enrollment Handbook and the Romeo High School Dual Enrollment Contract.**

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

\_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature

\_\_\_\_\_ Date \_\_\_\_\_  
Counselor Signature

**Any student at Romeo High School who intends to pursue dual enrollment must complete, sign and return this contract to Romeo High School Counseling Department.**