

# **VHS Dual Enrollment Procedures and Guidelines**

## **Steps you need to take in order to become a dual enrollment student:**

1. You need to meet with your counselor to discuss all of the aspects of dual enrollment. Take this packet home and discuss it with your parents and have them sign the permission sheet. Please return this sheet to the counseling office.
2. You will need to apply to the postsecondary institution that you wish to attend.
  - a. You can do this by applying online or see your counselor.
  - b. If you apply online, make sure you see your counselor to have them sign the permission slip that is required.
3. Once you have been accepted to the institution you will need to make sure you have proven your residency if you are attending KVCC.
4. Register for your classes. PLEASE make sure you have talked to your counselor prior to this to discuss what classes you are eligible for and what fits your schedule.
5. Once you have registered online for your classes, you MUST fill out the 3<sup>rd</sup> party billing form (you can get this in the counseling office or online) and return it to your counselor.
6. Make sure you meet with your counselor to change your high school schedule to reflect dual enrollment.
7. Meet with Mrs. Hutchins in the LARC to fill out the necessary paper work for dual enrollment.
8. Attend class and enjoy!

Definition: Dual enrollment is when a high school student has qualified for the opportunity to take a college class while they are also currently enrolled in high school.

**1. Q: Exactly what costs are school districts required to pay?**

**A:** State law requires that all school districts pay a student's tuition and mandatory course fees, including technology fees, materials fees, registration fees, and any late fees charged by the postsecondary institution. **Beginning in the 2011-2012 school year, eligible students enrolling in a postsecondary course for high school credit only shall have the costs of required textbooks paid for by the school district.** 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 sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the postsecondary institution.

**SEMESTERS:**

Student's state portion of the foundation allowance for a school year might be \$6,000 per year and \$3,000 per semester. If the high school has a 6-hour day, each hour would equate to \$500.00 per course ( $\$3,000 \div 6$ ). Therefore, the local district would be responsible for the actual charge for tuition and fees for the college courses up to the amount of \$500.00, or the actual amount charged by the postsecondary institution, whichever is less. Full Time Equivalency (FTE) calculations are based on the total number of both high school and college courses, equaling 100 percent of enrolled time, or FTE.

**All of these costs may differ from year to year. The following is one example.**

**VHS Example: (These are the approximate costs for the 2011-12 school year)**

State Portion of foundation allowance for 2011-12:

\$6211.00/per year

\$3105.50/per semester / 7 classes per day = \$443.64 available per college course.

\*\* These rates may be different for KAMSC students as they do not attend 7 classes at VHS.

**KVCC charges \$79.50 per credit hour**

A three credit course at KVCC would be \$238.50 plus fees (completely paid for by dual enrollment allowance)

Out of pocket expense for the family is **\$0.00**

**WMU charges \$303.00 per credit hour**

A three credit course at WMU would be \$909.00 plus fees (family would be responsible for everything above \$443.64.)

In this particular year it would have been a **\$465.36 plus fees** out of pocket expense for the family. Fees may include such things as: Student assessment fee \$21.00; sustainability fee \$8.00; class fees \$15.00 or an online fee \$180.00. This is in addition to parking fees as well.

## **2. Q: Which postsecondary schools may students attend?**

**A:** The law states that support is available to students attending any Michigan public or private, degree-granting postsecondary institution that chooses to participate. The Michigan Virtual High School, The Michigan Virtual AP Academy, and the Michigan Virtual University also are recognized by the state as accredited institutions.

## **3. Q: Are districts required to inform students of early college credit opportunities?**

**A:** Yes. By March 1 of each school year, school districts are legally required to provide general information about postsecondary enrollment opportunities such as Advanced Placement (AP), dual enrollment, early and middle college high schools, career and technical preparation enrollment options, etc., to all students in grade 8 or higher.

Districts also are required to send all students in grades 11 and 12 who have taken the Michigan Merit Exam or other state approved readiness assessment, regardless of score, a letter, signed by the student's principal, indicating their eligibility.

## **4. Q: Which students are eligible to participate in postsecondary options?**

**A:** The law mandates that all eligible students wishing to dual enroll **MUST** be allowed the postsecondary opportunity. To be eligible, students must:

- Be enrolled in a high school class in a school district in this state
- Be in at least 11th grade or if in a lower grade be approved by the district
- Have taken and achieved a qualifying score in:

All subject areas of the Michigan Merit Exam or other state approved readiness assessment

**Or**

In the subject area of the eligible course a student would like to take.

- Eligible students may take courses in subjects for which there are no endorsements such as history, political science, psychology, computer science or foreign language, as long as they have taken all sections of the MME, ACT PLAN, or College Board PSAT. State endorsement is not required in any specific area for this participation.
- Not be enrolled in high school for more than 4 school years. Under the law, adult education students are not eligible.

## **Approved Assessments and Qualifying Scores**

**Michigan Merit Exam** - Students who score at levels 1 or 2 (Exceeded the Standard or Met the Standard) will be eligible for dual enrollment.

- Mathematics Level 1 or 2 (Meets or Exceeds Standard)
- Reading Level 1 or 2 (Meets or Exceeds Standard)
- Writing Level 1 or 2 (Meets or Exceeds Standard)
- Science Level 1 or 2 (Meets or Exceeds Standard)

## **ACT & PLAN Assessment**

- Mathematics 18
- Reading 17

- Science 19
- English 21

**PSAT Assessment**

- Critical Reading 44
- Writing Skills 49
- Math 45

Currently, the Michigan Department of Education is working to expand this list of approved assessments to include college placement tests such as COMPASS or ACCUPLACER.

**5. Q: What are the courses students may take?**

**A:** Eligible courses include:

- A course offered by an eligible postsecondary institution that is not offered by the school district including Advance Placement and online courses.
- A course offered by the school district but is determined by the board of the school district to not be available to the eligible student because of a scheduling conflict beyond the eligible student's control. In addition, the state's Career and Technical Preparation Act provides a wider variety of options to high school students by encouraging and enabling qualified students to enroll in courses or programs in career and technical preparation programs at eligible postsecondary education institutions. For more information on these options visit [www.mi.gov/dualenrollment](http://www.mi.gov/dualenrollment).

**6. Q: Are there any limitations regarding which courses a student may take at a postsecondary institution?**

**A:** Yes. Courses that are a hobby, craft, recreational or a course that is in the areas of physical education, theology, divinity, or religious education, are not eligible for tuition support.

**7. Q: Do students have to "exhaust" the high school's curriculum before they are eligible for postsecondary enrollment?**

**A:** No. State law requires the postsecondary course(s) eligible for tuition support be course(s) not offered by the district, but does not require students to take all available high school courses before enrolling in postsecondary courses. However, if the district offers college level equivalent courses (Advanced Placement or IB), these courses have precedence over an entry-level postsecondary course with similar content. Also, high school credits granted to a student under this Act shall be counted toward the graduation and subject area requirements of the school district.

**8. Q: May students dual enroll in more than one course at a postsecondary institution?**

**A:** Yes. State law does not set limitations on the number of college courses in which a student may enroll. The only stipulations are that the student be enrolled in both the district and postsecondary institution during the district's regular academic year, and be enrolled in at least one high school course.

**9. Q: May students attend college classes in the evening?**

**A:** Yes. Students may elect to take college courses during the school day, in the evening, or on weekends. Courses should be taken on campus or through a virtual university. If a public school pupil successfully completes a college level equivalent course that is offered by electronic means, including, but not limited to, the Internet, digital broadcast, or satellite network, and if offered by a regionally accredited college or university, or the Michigan Virtual High School described in Section 1481, the district is required to:

- Grant appropriate high school credit for completion of the course;
- Count that credit toward the graduation and subject area requirements of the state, school district or public school academy.

**10. Q: Who decides what type of credit a student will receive for postsecondary enrollment?**

**A:** The law requires a student to designate whether the course is for high school or postsecondary credit, or both at the time of enrollment. Students also are required to notify the high school of his/her decision. Students taking more than one postsecondary course may make different credit designations for different courses.

**11. Q: Should districts accept the grade a student receives in a college course and incorporate it into the student's high school grade point average (GPA)?**

**A:** The language of the law does not address the issue of grades. However, in its Guide for the College Bound Student 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 student's high school GPA. This requirement only pertains to Division I or II collegiate athletes. It is of great importance that students are informed of these regulations and offered the opportunity to request a grade on their transcripts.

**12. Q: How much high school credit must a district grant a student for completion of a postsecondary course?**

**A:** The language states that a school district must grant academic credit if the student receives credit from the postsecondary institution. The high school credits granted to a student must be counted toward the graduation requirements and subject area requirements of the school district and/or the state of Michigan.

**13. Q: What issues should high school counselors address when they meet with students considering dual enrollment?**

**A:** Counseling is critical. Students capable of college-level curricula are not automatically knowledgeable about college course selection and enrollment process. To the extent possible, districts shall provide counseling services to each eligible student and his or her parent or guardian of the benefits, risks, and possible consequences of enrolling in a postsecondary course. A district may provide the counseling in a group meeting if additional individual counseling is also made available.

**14. Q: Is a parent required to go through their child's school or district to enroll and pay for their student to take a course at a community college?**

**A:** No. A parent may at any time enroll and pay for their child to take a college course. However, to enroll a student will need to meet the entrance requirements of the post secondary institution. The issue of having the student receive high school credit for this course is up to the discretion of the district and should be coordinated directly with the student's school.

**15. Q: Is the payment for which school districts are responsible based on the number of credits a student is taking or the number of courses involved?**

**A:** The number of courses. State law requires that school districts must pay tuition, registration fees, materials fees, and required course fees for the postsecondary course(s) of the dually enrolled pupil.

**16. Q: Can students receive Postsecondary Enrollment Options Act tuition/fee support for college courses taken during the summer?**

**A:** The language states that students may receive support for courses during the school district's regular academic year. However, many postsecondary institutions offer a spring term, which begins during a district's academic year and ends during the summer. If 50 percent or more of the college class/term falls within the local district's regular academic year (calendar), students must be allowed to enroll and receive tuition/fee support.

**17. Q: How should districts count students involved in postsecondary enrollment in terms of full-time equated membership?**

**A:** The language stipulates that for students enrolled in a postsecondary institution under this Act, the student's enrollment in both the school district and the postsecondary institution shall be counted as enrollment in the school district. A student shall not be considered to be enrolled in a district less than full-time solely because of the effect of the student's postsecondary enrollment, including necessary travel time. College courses requiring lab time and offering more than four hours of credit are counted as two high school course credits for the purpose of FTE.

## VHS Dual Enrollment Parent and Student Permission Slip

As the parent of a VHS student I have read the packet of information on Dual enrollment and I fully understand all of the aspects of the dual enrollment program at Vicksburg High School. I am also fully aware of what my son/daughter is going to be involved with in taking a college course while being in high school. I also understand that I am responsible for any costs over and above what might be covered by Vicksburg Community Schools according to the law and the formula that is used to determine this. As a student I have discussed this responsibility with my parent (s) and I am fully aware of what my responsibilities are.

It is my intention that my son/daughter will take one or more classes at a designated postsecondary institution and that they will fulfill all of the expectations of Vicksburg Community Schools in regard to the dual enrollment program. This includes but is not limited to attending classes every day, filling out the appropriate paper work and asking questions when they are not sure of a policy or procedure that is in place.

---

Student Signature

---

Date

---

Parent Signature

---

Date