

Muskegon Catholic Central High School Dual Enrollment Handbook

A Student/Parent Guide to the
Post Secondary Enrollment Options Act

Muskegon Catholic Central High School
1145 W. Laketon Ave
Muskegon, MI 49441
231-755-2201

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.

Eligible Students

Schools are required to support dual enrollment for students. Muskegon Catholic Central requires eligible students to:

1. Be students in grades 9 through 12.
2. Apply to and be accepted by the postsecondary institution offering the dual enrollment course:
 - a. Meet the G.P.A. requirement,
 - b. Meet the standardized test score requirement*, and
 - c. Meet Ready to Succeed requirement (where applicable)
3. Submit a letter of recommendation from at least one core content teacher that addresses the academic strengths that qualifies the student to be ready for college level course work.
4. Students and parent(s)/guardian(s) must sign and return the dual enrollment contract before the first day of the course.

Where applicable, if a student does not meet the qualifying standardized test score, the student may be able to place into the course by taking a placement test at the postsecondary institution. Or, the student can still take a course in the subject area for which a qualifying score was achieved or is not required such as a course in computer science, a foreign language not offered by the district, or a course in fine arts. These courses vary by postsecondary institution.

Eligible Courses

Courses eligible for dual enrollment are: courses not offered by the school district in which the student is enrolled or is an offered course that is in conflict with the student's schedule; an academic course not ordinarily taken as an elective course within the school district; 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.

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:

- Grade 9 – not more than two each year for the first three years they participate and four in their fourth year of participation.
- Grade 10 – not more than two courses the first year, and not more than four courses during the second and third academic year.
- Grade 11 or 12 – not more than six courses during either of these academic years (the 10 course cap still applies).

Credit and Grades

Eligible students may enroll in postsecondary courses for high school and postsecondary credit. If the course is to be counted for high school credit, the postsecondary course will equal 0.5 high school credits per nine week term. Students must designate whether the course is for high school credit, college credit, or both at the time of enrollment. Students applying to the NCAA Clearinghouse must be sure to read the rules governing this selection as high school grade point averages are impacted by the grade earned in a dual enrollment course.

As a nonpublic, parochial school, the dual enrollment courses will be countable toward high school and college credit if the eligible course is determined to be a nonessential elective or is necessary as the result of a scheduling conflict. However, if the course is essential, the course may be taken for college credit only.

Grades received for dual enrollment courses taken for high school credit shall be factored into cumulative grade point average (GPA) and posted on the student's official high school transcript.

Tuition and Fees

As an eligible nonpublic, parochial school student, tuition is paid by the State of Michigan Department of Treasury directly to the approved postsecondary institution. Any portion of tuition not covered by the State of Michigan is the responsibility of the student. Students may also be responsible for books, lab fees, transportation, parking, etc., as these costs are not included in the amount allotted per pupil, by the State. All additional fees will be payable to the postsecondary institution.

International students enrolled in a dual enrollment course are not eligible for the tuition reimbursement coverage because international students do not meet the state residency requirement(s). Therefore, international students are required to pay the full cost of tuition, lab fees, books, transportation, parking costs, etc. This amount is payable directly to the college offering the dual enrollment course.

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.

The eligible student shall repay to the Department of Treasury any funds that were expended by the Department of Treasury for the course that are not refunded to the Department of Treasury by the eligible postsecondary institution. 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.

There are numerous postsecondary institutions at which Muskegon Catholic Central High School students are eligible to dual enroll, including but not limited to: Muskegon Community College, Aquinas College, and Grand Valley State University.

Any student at Muskegon Catholic Central High School who intends to pursue dual enrollment must complete, sign and return this contract to the Muskegon Catholic Central High School Counseling Department.

MCC Post-Secondary Enrollment Options (Dual Enrollment) Contract

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

1. I am responsible for getting myself enrolled in the courses and for taking any assessment tests necessary.
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 Department of Treasury portion and the college tuition.
3. I must attend class(es) at the designated institution and must provide my own round-trip transportation.
4. If the dual enrollment course is scheduled during the regular school day, but the postsecondary course is not in session, students are expected to report to Muskegon Catholic Central.
5. I am expected to complete all assigned work and if I have questions regarding the course(s) or the material, I will contact the professor.
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 home 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. Should I decide not to take a course in which I am enrolled, it is my responsibility to contact the post-secondary institution to drop the course and to notify my counselor according to the MCC guidelines.
10. If credit is not earned for the class, I understand I am responsible for repaying the Department of Treasury the amount of money it expended for the course that was not refunded by the post-secondary institution.
11. I agree I am taking this course(s) for college credit unless I notify my counselor in writing BEFORE the course begins.

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 Muskegon Catholic Central High School Dual Enrollment Handbook and the Muskegon Catholic Central High School Dual Enrollment Contract.

Student Signature

Date

Parent Signature

Date

Counselor Signature

Date