



**GULL LAKE HIGH SCHOOL** Name \_\_\_\_\_  
**GUIDELINES FOR DUAL ENROLLMENT**

The Postsecondary Enrollment Options Act (Dual Enrollment Law) directs school districts to assist high school students in paying tuition and fees for course work at Michigan public or private colleges or universities. You can view this Act at [www.michigan.gov/mde](http://www.michigan.gov/mde).

1. The college course must be academic in nature and apply towards the completion of a certificate/degree. \_\_\_\_\_ (parent initial)
2. The course must take place during the academic school year. Summer courses are the financial responsibility of the student/parent and will be listed on the transcript for credit only. \_\_\_\_\_ (parent initial)
3. Student must schedule the college course(s) and drive time around their GLHS school day. If the GLHS calendar does not match the college calendar, for example, the student is expected to attend their college class during GLHS spring break. Students should carefully consider extracurricular activities when selecting college class times. \_\_\_\_\_ (parent initial)
4. Student is responsible for knowing the college's last date to drop with a 100% refund and the last day to withdraw with no refund. These dates are available on the college's website. \_\_\_\_\_ (parent initial)
5. Withdrawals must be pre-approved by your GLHS counselor. Refunded classes must be rescheduled. Non-refunded classes will be recorded as an "E" on the GLHS transcript. \_\_\_\_\_ (parent initial)
6. **If the student fails to complete a dual enrollment course, the student will be required to reimburse the district for expenses that were paid to the college/university.** If a student does poorly in a dual enrollment course (D or E), financial aid for college could be impacted. Dual enrollment begins a student's permanent college transcript. \_\_\_\_\_ (parent initial)
7. The student must pay any tuition, fees, or other costs that are ABOVE the amount allotted under the PSEO Act. This amount typically covers a 3 credit community college course; it will not cover the full cost of a four year university 3 credit course. \_\_\_\_\_ (parent initial)
8. The college course(s) will be recorded on the high school transcript as 1.0 high school credit for each 3 or 4 credit college course and calculated into the high school grade point average. 2 credit courses will be listed as .5 high school credit. Students are advised to check course equivalency guides for potential future colleges/universities in order to verify credit transferability. \_\_\_\_\_ (parent initial)
9. The student may request that a course(s) be weighted on the GLHS transcript. A student may request a grade weighting form from the guidance office. PLEASE NOTE: College 100/200 or 1000/2000 level courses are not considered for weighting. \_\_\_\_\_ (parent initial)

I have reviewed the requirements and will comply with all other state law requirements for dual enrollment. I understand that these are subject to change at any time, consistent with state law:

_____	_____	_____	_____
Parent Signature	date	Counselor Signature	date
_____	_____	_____	_____
Student Signature	date	Principal Signature	date