

**Dual Enrollment, also called, “Early College,” “Postsecondary,” and/or “Career and Technical Education” preparation, is the opportunity for high school students to earn academic and/or CTE college credits, while still in High School.**

# Who is eligible?

- Students must be in grades 9-12
  - or the district has determined to be in the best educational interest of a pupil in another grade level.
- Must be concurrently enrolled in at least 1 high school class
- At least 1 parent / legal guardian must be a Michigan resident
  - -Exception if student is experiencing homelessness
- Must have qualifying score on ACT, PSAT or MME exams
  - If a qualifying score is not achieved, the pupil is limited to subject area(s) for which a qualifying score has been achieved or courses such as computer science, foreign languages not offered by the local school district, and fine arts courses unless the district has determined it to be in the pupil's best educational interest to support the enrollment.

# Who is NOT eligible?



- ❑ Cannot be participating in intercollegiate athletics at postsecondary institution
- ❑ Excludes foreign exchange pupils enrolled under a cultural exchange program (J-1 Visa)
- ❑ Must not be enrolled in high school for more than 4 years (with exceptions)
  - ❑ **Pupils enrolled for a fifth year of high school under an early middle college (EMC) program are NOT subject to course limitations and are eligible. See PAM section 5-G-B for more detailed information on these pupils.**
- ❑ Cannot enroll in more than a total of 10 postsecondary courses unless the district has elected to support a pupil's enrollment beyond this limit and a written agreement between the district and postsecondary institution exists for the individual pupil to waive this limit. See Slide 9.

# Which classes can be taken and where?

## Eligible Institutions

- ❑ State University
- ❑ Community College
- ❑ Independent non-profit degree granting college or university.
- ❑ \*Online dual enrollment course provider –GENNET.com.
  - ❑ Based in Michigan and uses Michigan Certified Teachers
- ❑ All must be located in Michigan and must comply with the Post secondary enrollment options act.

## Eligible Classes

- ❑ Offered by Postsecondary Institution for Postsecondary credit.
- ❑ **Course must not be offered by the high school**, unless a schedule conflict exists.
- ❑ **Academic in nature** or applicable to career preparation.
- ❑ Must apply toward the satisfaction of certificate, degree, or program completion requirements.
- ❑ **MAY NOT** be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.



# Postsecondary Responsibilities

- On behalf of the eligible pupil, submit a notice indicating the course(s) in which the pupil is enrolled, the hours of enrollment, and a list of eligible charges to the District.
- Bill the Student/Parent for remaining charges.
- In the event the student does not complete the course:
  - Forward to the school district or Department of Treasury any funds that are refundable due to non-completion. The District or Department of Treasury shall then forward to the eligible pupil any refunded money in excess of the amount paid by the school district or Department of Treasury for the course on behalf of the eligible pupil.
  - The eligible pupil shall repay the District/Dept. of Treasury any funds that were expended for the unless the non-completion was due to a family or medical emergency, as determined by the eligible postsecondary institution.

# Student Responsibilities

- College/University Research
- Verify eligibility (GPA, etc.)
- Fill out college / university institution application / admission form **and be accepted.**
- Once accepted, complete dual enrollment district application and submit to counselor.
  - Parent must pay the remaining portion of tuition fee directly to university, if applicable.
- Student must request copies of college transcripts or final grades be submitted to high school counselor.



# Building Responsibilities

- Meet with Student; then determine the best option for student
  - Verify Student eligibility for College/University
    - •GPA/Test Scores/etc.
  - Inquire with College/University for Tuition/Fees
  - Completed and forwarded required district documents to Central Office:
    - **1) BPS Dual Enrollment Application, 2) Current transcript, 3) Schedule AND 4) Copy of College/University welcome Letter or acceptance letter with institution student ID number**
  - Student schedule must reflect Dual Enrollment class (the DE or CTE course MUST be included in the pupil's schedule during the count period.
    - \*Count Packets Lists must be compared to Invoicing and match.
  - If reimbursement for covered fees or textbooks is being requested, send all receipts to Central Office with [student/parent reimbursement form](#)

# District Responsibilities

- District must provide general information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act to all pupils enrolled in grade 8 or higher by March 1 of the current school year for the following school year's enrollment.
- The school district in which an eligible pupil is enrolled shall provide to the eligible pupil a letter signed by the pupil's principal indicating the pupil's eligibility under the dual enrollment acts.
- District **MUST** pay:
  - Tuition fees / registration fees up to the prorated foundation amount (determined by the State). The student/family needs to check with their counselor for the dollar amount.
    - Mandatory course fees / Material fees / Required registration fees / Technology fees / Textbooks
      - Exception – if tuition and course fees have been waived by the institution.
    - **Central Office will create a purchase order to pay for class and forward to BPS students, counselors, registrars and College/University and/or submit receipts for reimbursement.**
  - Charges not covered (mandatory or otherwise) = Transportation / Activity fees / Parking fees

# District Responsibilities

Total number of eligible courses allowed per year by grade at the time of the first dual enrollment. MCL 388.513(1)(d) and MCL 388.1903(1)(e).

Year at postsecondary	Begins taking courses in grade 9.	Begins taking courses in grade 10.	Begins taking-course-s in grade 11.	Begins taking courses in grade 12.
1st Year	2	2	4*	6
2nd Year	2	4	6*	-
3rd Year	2	4	-	-
4th Year	4	-	-	-
<b>Total Courses</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>6</b>

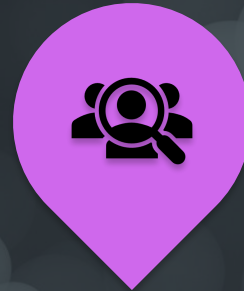
\*Pupils who first enroll in postsecondary courses in grade 11 may enroll in up to 6 courses, with an overall limit of 10 courses.

- Districts may elect to support dual enrollment opportunities beyond the 10 courses provided by the dual enrollment acts. Courses provided by a community college under Section 21f of the State School Aid Act (MCL 388.1621f) do not count against the 10 courses provided under the dual enrollment acts.

# Things to consider...



MATURITY



READINESS



SCHEDULE



TRANSPORT



COST



CREDITS



# FAQ's

**Q:** Can a school district or nonpublic school deny a student from taking dual enrolled course?

**A:** Yes, please see counselor for more information.

**Q:** Do students have to exhaust the high school's curriculum before they are eligible?

**A:** No

# RESOURCES

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[2022-2023  
Application](#)

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[MDE Dual Enrollment  
Guidelines](#)

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[College/University  
Calendars](#)



# Questions?

## Thank you

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