



# Dual Enrollment Parent and Student Guide

## Introduction: What is Dual Enrollment?

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 to maintain their academic interests and such challenges must include rigorous academic pursuits.

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 who have met the following criteria:

- Student must be enrolled in at least one high school class.
- Student must meet the college course prerequisite.
- 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 below.

Assessment	Test Section	Content Area	Minimum Qualifying Score
<b>EXPLORE</b>	Math	Math	17
	Reading	Reading	15
	English	English	13
	Science	Science	20
<b>ACT</b>	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
<b>SAT</b>	Critical Reading	Evidence-Based Reading and Writing	480
	Mathematics	Mathematics	530
<b>PSAT 8/9, PSAT 10, PSAT/NMSQT 11</b>	Critical Reading	Evidence-Based Reading and Writing	460
	Mathematics	Mathematics	510

## Eligible Courses

Eligible courses include:

- **Any course that is NOT offered at Athens High School or Troy High School**
- Any course that is academically or career oriented
- Excluded courses: Divinity/Theology, Hobby/Craft, Recreation/Physical Activity
- Courses for which you are qualified (complete pre-requisites)

**If TSD offers an equivalent course (AP), these courses have precedence over an entry level postsecondary course with similar content. If a student is interested in a certain course at the college level, they need to determine with their counselor what, if any, courses at the high school level are equal to the college course being requested.**

## How Many Dual Enrollment Courses Can a Student Take?

State guidelines restrict the total number of dual enrollment classes to 10 during high school. Regulations also limit the number of courses students can take in any one year depending on what grade they are in when they first dual enroll. See the state created chart below. Please note that students must be enrolled in a minimum of one class per semester at their home high school, so the maximum number of dual enrollment classes a student can take in any given year is 5 (with a 6 period schedule).

Maximum Number of Courses Per Year				
	Starts in 9 <sup>th</sup> Grade	Starts in 10 <sup>th</sup> Grade	Starts in 11 <sup>th</sup> Grade	Starts in 12 <sup>th</sup> Grade
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

## What will my schedule look like?

Students must be enrolled in a minimum of one class at their home high school per semester and their schedule cannot exceed the regular 6 period day. When a student makes a choice to dual enroll, they must drop at least one HS course.

Students will be asked to drop either their **1<sup>st</sup>** or **6<sup>th</sup>** period class. Students should not be on campus during their dropped hour. If the student requires bus transportation, they must be granted approval by the building administration to check in to the media center during their dual enrollment hour. It is expected that dual enrollment classes will take place outside of the school day as the high school schedule does not typically accommodate time for travel to and from a college campus. All students must meet with their assigned counselor to discuss which hour they are electing to drop. The deadline to submit paperwork is:

- April 15<sup>th</sup> for Fall Semester
- October 1<sup>st</sup> for Winter Semester

## What is the cost associated with Dual Enrollment?

School districts are required to cover the tuition, mandatory course fees, registration fees and books up to the state portion of the students' foundational allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

Based on State per pupil funding, Troy School District pays **\$762.50** per college course. This may change from year to year contingent upon the yearly allotted amount for per pupil funding. ***If the tuition/fees for your class is more costly than this amount, the student is responsible for paying the difference.***

# Postsecondary Dual Enrollment Student Contract



Student Name: \_\_\_\_\_

The student must 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 materials for the course in which I am enrolled and pay the difference between the TSD portion and the college tuition.
3		I understand that it is my responsibility to have access to a computer with internet activity while enrolled in a dual enrollment 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.
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 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, PSAT, SAT, 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 TSD guidelines. I will drop a course within the timeline set by the college/university.
11		If credit is not earned for the class, I understand that 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.

I understand that 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 for enrolling in a postsecondary course. If after meeting with my counselor, my parent/guardian or I need further clarification we will contact the high school principal (or designee) 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 Troy School District Dual Enrollment Handbook and the Troy School District Dual Enrollment Contract.

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

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

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



Dual Enrollment Eligibility Form
2024-2025

TO: \_\_\_\_\_
(Post-Secondary Institution)

FROM: \_\_\_\_\_ High School

RE: Verification of Eligibility for Dual Enrollment

SCHOOL YEAR: \_\_\_\_\_ H.S SEMESTER [ ] 1st Semester [ ] 2nd Semester

This letter is to verify that \_\_\_\_\_ (student name), meets the conditions outlined in Public Act 160, and is currently eligible for dual enrollment.

We acknowledge that our district is responsible for the lesser amount of (1) the actual charge for tuition and fees; or (2) the student's foundation allowance, adjusted to the proportion of the school year the student attends our school district. The student is responsible for the remainder of the tuition and fees, if any.

The student and parents acknowledge that the Troy School District is not liable for transportation to and from their postsecondary course(s) or for any injury to persons or property arising out of the postsecondary enrollment/attendance and releases the school district from such liability. The student and parents also acknowledge that if a student fails to successfully complete a postsecondary course that was paid for by the district, the student and parents are required to repay any funds that were expended back to the school district.

For reimbursement, please send the student's itemized tuition bill along with the calculation worksheet to the following:

Business Office/Dual Enrollment
Troy School District
4400 Livernois
Troy, MI 48098

If there are any questions, please contact the Troy School District's Business Office at 248-823-4010.

Counselor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Dual Enrollment In High School and Postsecondary Institution Courses 2024/2025 Application

Student Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

High School: \_\_\_\_\_ **High School** School Year: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Name of Postsecondary Institution: \_\_\_\_\_ Term: Fall  Spring

I will be using this class as  High School credit,  College credit, or  both High School & College Credit

\*NOTE: Students are required to bring a grade report from the college within three weeks of the final class, regardless of wanting/needing high school credit. For students who have indicated they would like high school credit, they will be awarded .5 credits and will receive a G (Credit, No Grade) on their transcript. You should not register for Dual Enrollment if you have ever failed or withdrawn from a Dual Enrollment class in the past. You are responsible for the costs involved if you decide to withdraw outside of the designated college/university timeline.

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_

Alt. Course Number: \_\_\_\_\_ Alt. Course Name: \_\_\_\_\_

I understand the following:

- This form must be filled out for each term at the postsecondary institution (fall and winter).
- The Troy School District will pay the university/college directly in the amount of **762.50 per class** when invoiced by the postsecondary institution.
- If the student drops his/her class/classes after the refund deadline date the student and or parent/guardian will be responsible to repay any fee that would be charged to the district by the postsecondary institution.

Your signature below indicates consent and agreement with the above information.

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

**Signature indicate that student is eligible for tuition/fee support for courses listed above.**

Counselor: \_\_\_\_\_

Principal (or designee): \_\_\_\_\_

Postsecondary Institutions please submit invoices to:

Attn: Business Office/Dual Enrollment  
4400 Livernois  
Troy, MI 48098