Dual Enrollment Agreement Form 2025-2026

Please read through the following policies and procedures relating to our Dual Enrollment program.

1) Ionia High School holds a specific deadline for the Dual Enrollment program each semester. Students wishing to dual enroll during fall semester/semester 1 must submit all enrollment paperwork by **May 15th.** Students wishing to dual enroll during spring semester/semester 2, must submit all enrollment paperwork by **December 1st**.
2) Dual Enrollment Courses are offered and administered through the college. Ionia High School will not have access to coursework or be able to communicate with instructors. Students will be responsible for accessing all content and communicating with instructors if issues arise. Grade reports may be available on a monthly basis. If grade reports are provided, grades will be available in Skyward.
3) Ionia High School will pay a set allotment towards tuition, fees, and textbook costs for each dual enrollment course. This amount is set by the state. **The student is responsible for any tuition, fees, or textbooks costs that go above this amount.** Students and parents/guardians are responsible for determining if costs will exceed this allotment by communicating with the college directly. Science, lab classes, language, and 4+ credit courses are more likely to exceed the allotment.
4) As a dual enrollment student, students have access to tutoring, academic support, and counseling support offered through the college. Students can access these supports through the student services department.
5) Dual enrollment courses will count towards a student's high school GPA unless the student requests the courses to be credit/no credit. This request must be made prior to the start of each semester. This request cannot be altered once the semester begins. The request will go directly to students, but parents/guardians are encouraged to discuss this with their student. **Students must obtain a 70% or higher in the class in order to receive credit/no credit for the course. Students earning a 69% or lower will receive the corresponding letter grade.**
6) Dual enrollment courses will count for high school AND college credit unless the student requests other credit options. We recommend students select college and high school credit for all dual enrollment courses. **Again, this request must be made prior to the start of each semester.** This request cannot be altered once the semester begins. The request will go directly to students, but parents/guardians are encouraged to discuss this with their student.
7) To earn credit for a dual enrollment course, students must complete the course with a D- or higher. However, in order for the credit to be transferable to other colleges, the course must be completed with a C or higher. Transferability is determined by the institution that will be receiving the credit.
8) If the student withdraws from their college course after the college's drop period or receives a failing grade in their college course, **they will be responsible for reimbursing Ionia High School for the full amount paid to the college.** The grade will also reflect on their high school transcript. A withdrawal from a college course is reflected as an F on the high school transcript.

Student Initials_____

Parent/Guardian Initials_____

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9) If a student fails a course, they will not be able to dual enroll for the following semester unless they reimburse the school for the failed course **prior to the start of the next semester.** A meeting with the student, guardian, and counselor is highly suggested in order for the student to enroll in any additional semesters.
10) Students will not be excused from any Ionia High School classes to travel to/from, or complete work for any dual enrollment courses. Any transportation to and from the college campus is the responsibility of the student.
11) Students who have dual enrollment as their 1st or 7th hour in their high school schedule may remain home during that period. If it is in the middle of their school day, students must remain at the high school and work in the media center.
12) If a college-level course is offered at Ionia High School, a student cannot dual enroll in the same course through the Dual Enrollment Program. For example, AP Psychology is offered at Ionia High School and, therefore, a student cannot enroll in college-level introductory psychology. Exceptions are only made for scheduling conflicts that are outside the student's control.
13) If a dual enrollment class is offered at Ionia High School, students are required to take the in-person option unless there is a scheduling conflict that prohibits enrollment or if the class is unavailable due to seat capacity.

I have read, understand, and agree to all the policies and expectations as set forth in this document. I agree to abide by the guidelines stated above.

Print Student Name: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____