

# Portland High School Dual Enrollment Handbook

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

Portland High School  
1100 Ionia Road  
Portland, MI 48875  
517-647-2981

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 who have meet the following criteria:

1. Students are in grade 9 through 12.
2. Students can qualify by taking one of the following assessments: Explore, PSAT, PLAN, ACT, or MME and receiving a qualifying score. The qualifying scores are listed in the table below.

| Assessment | Test Section     | Content Area | Qualifying Score |
|------------|------------------|--------------|------------------|
| Explore    | Mathematics      | Mathematics  | 17               |
|            | Reading          | Reading      | 15               |
|            | Science          | Science      | 20               |
|            | English          | English      | 13               |
| PSAT       | Critical Reading | Reading      | 42               |
|            | Writing Skills   | Writing      | 41               |
|            | Mathematics      | Mathematics  | 44               |
| PLAN       | Mathematics      | Mathematics  | 19               |
|            | Reading          | Reading      | 17               |
|            | Science          | Science      | 21               |
|            | English          | English      | 15               |
| ACT        | Mathematics      | Mathematics  | 22               |
|            | Reading          | Reading      | 21               |
|            | Science          | Science      | 24               |
|            | English          | English      | 18               |
| MME        | Reading          | Reading      | 1108             |
|            | Writing          | Writing      | 1100             |
|            | Mathematics      | Mathematics  | 1116             |
|            | Science          | Science      | 1126             |

|  |                |                |      |
|--|----------------|----------------|------|
|  | Social Studies | Social Studies | 1129 |
|--|----------------|----------------|------|

- Students must be enrolled in both the school district and the postsecondary institution during the regular academic year and be enrolled in at least one high school class.

If a student does not receive a qualifying score in all areas of the assessment, the student can take a course in the subject area for which a qualifying score was achieved, a course in computer science, a foreign language not offered by the district, or a course in fine arts.

### **Eligible Courses**

In order for a student to dual enroll, the combined number of classes enrolled in at the high school and postsecondary institution must equal the normal number of scheduled classes per day at the high school (in the case of PHS, 6).

Courses eligible for dual enrollment are: courses not offered by the school district in which the student is enrolled; an academic course not ordinarily taken as an activity course; 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 semester. 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 be sure to read the rules governing this selection.

High school credits granted to a student via dual enrollment shall be counted toward graduation and subject area requirements of Portland High School.

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

### **Tuition and Fees**

Eligible students may dual enroll in eligible courses for which the district must pay the lesser of: the tuition, mandatory course fees, materials fees, and registration fees required by the postsecondary institution, or the sum of the state portion of the student's foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution. The eligible student is responsible for payment of the remainder of the costs associated with the postsecondary enrollment that exceed the amount the school district is required to pay. The high school counselor or principal will be able to assist you with this figure.

Students are required to pay the portion of the dual enrollment tuition that exceeds the amount Portland Public Schools receives in State Aid. Portland Public Schools receives a set amount from the State in funding which will determine the amount the District is required to pay according to this Act. For example: If the dual enrollment class costs \$635 and the State reimburses PPS for \$590, the student will be responsible for paying \$45. This amount is set by the State and is released in the summer.

Fees or charges for online classes, lab fees, transportation, parking, and books are the responsibility of the student.

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. If the college drops a student from a course, that student will be required to repay the district the costs it incurred and the student transcript will reflect an "F" grade for not completing the course. All students are encouraged to contact their high school guidance counselor with any college issues.

If a student does not earn credit for a course, the student shall repay the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible student does not repay this money, the school district may impose sanctions against the eligible student as determined by the school district policy. 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 Portland High School students are eligible to dual enroll, including: Montcalm Community College, Lansing Community College, Grand Rapids Community College, Davenport College, and Michigan State University.

## PHS 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 PPS portion and the college tuition.
3. I must attend class(es) at the designated institution and must provide my own round-trip transportation.
4. I am expected to complete all assigned work and if I have questions regarding the class, I will contact the professor.
5. I must read each postsecondary institution's policies for enrollment and adhere to that institution's policies and timelines.
6. 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.
7. 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.
8. 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 PHS guidelines.
9. If credit is not earned for the class, I understand I am responsible for repaying the school district the amount of money it expended for the course that was not refunded by the post-secondary institution.
10. I agree I am taking this course(s) for both high school and college credit unless I notify my counselor in writing BEFORE the course begins.
11. I understand it is my responsibility to contact my high school guidance counselor with any college issues.

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 Portland High School Dual Enrollment Handbook and the Portland High School Dual Enrollment Contract.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Any student at Portland High School who intends to pursue dual enrollment must complete, sign and return this contract to Portland High School Counseling Department.**