Gull Lake Early College

***Combining the best of high school and an Early College experience***

# Student Guide

# 2026 - 2027

Included in this Student Guide are specific guidelines and requirements of the Gull Lake Early College (GLEC) Program

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KELLOGG COMMUNITY COLLEGE



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***Gull Lake is proud to be an approved MEMCA (Michigan Early Middle College Association) Early College Program based on the career readiness curriculum and supports.***

**Gull Lake Mission**
The mission of Gull Lake Community Schools (GLCS) is to educate every child to achieve his/her full potential.

**Vision for Gull Lake Early College**
Gull Lake Early College (GLEC) is a program designed to enhance career/college readiness and postsecondary success for high school students. Early Colleges in Michigan have well-documented, incredible outcomes including increased high school graduation rates, increased college enrollment, and course/degree completion. Students report more positive school experiences – better relationships, higher expectations, more rigorous/relevant instruction, more academic/social support – as compared to non-Early College peers. Through full participation in Early College, students may earn up to 60 college credits or an associate degree.

**Our Beliefs**
When students encounter the rigor, depth, and intensity of college coursework at an earlier age, they are inspired to work hard and stretch themselves intellectually. With comprehensive support and an opportunity to offset college costs, students are motivated to achieve at a higher level. This leads to increased college courses and degree completion. Early College programs are designed to serve and support student populations who are underrepresented in higher education.

**High School Graduation**
Students will be identified as the Class of 2028 for state reporting and cohort tracking purposes. Additionally, they will be eligible to participate in Gull Lake Community Schools Commencement in June 2028 if they are on track to complete the Michigan Merit Curriculum requirements for a Gull Lake High School, Gull Lake Virtual Partnership, or Gateway Academy diploma. Please remember that the actual high school diploma (or homeschool diploma) will not be issued until June 2029 upon completion of the final year of high school (Grade 13).

Students seeking a homeschool diploma may submit a request to the Principal of Innovative Programs if they wish to participate in the Gull Lake Commencement.

**Gull Lake Early College Pathways**
Students may choose any degree program offered through the college or university that best meets the individual's skill, aptitude, and/or interests. GLEC students are required to meet with a college advisor each semester to discuss the program of study (or pathway). The student may change his/her pathway as skills, aptitude, or interests throughout the program.

**Academic Readiness**
All students must demonstrate course readiness by taking college placement tests. This allows educators to evaluate the incoming student's skill levels in Reading, Writing, and Math. Test results determine a student's placement in appropriate college courses.

NOTE: WMU does not require a college placement test. Instead, the student will submit his/her high school transcript for consideration.

Students who do not demonstrate college-level English preparedness and/or college-level math preparedness will meet with the high school counselor and/or the GLEC Dean to discuss high school course options necessary to gain skills necessary for college readiness.

**Student Eligibility Criteria**
Additional criteria relative to academic, personal, and social maturity will be considered before a student enters college. To be successful in college courses and to maintain eligibility, a student must maintain good standing relative to attendance, behavior, and academic progress in high school classes and college courses. Students must participate productively in both high school and college courses.

**High School Diploma Requirements and Early College Completion**
The number of college credits the student can complete toward the chosen program of study (or pathway) will depend on the student's ability to:

1. Successfully coordinate the high school and college schedules to complete all requirements for high school graduation and the degree/certificate requirements at the postsecondary level.
2. Be motivated to do well with an advanced level of coursework.
3. Have the appropriate maturity level to be able to handle the added stress of coordinating high school and college expectations.
4. Demonstrate time management abilities and be able to work independently.
5. Be able to make the successful transition to the collegiate lifestyle.

*It is not a requirement that the student pursue an associate degree. Certificate and licensure programs are opportunities available for the student.*

**Orientations**
Students will be invited to a college-specific orientation prior to starting the first college course.
The Gull Lake Early College team will host an annual June "Kickoff" student meeting preceding grades 11, 12, and 13. Grade 12 students and parents will be expected to attend "Rising 5th Year" in the spring preceding the start of the final year (grade 13) of the GLEC Program.

**GLEC Student Expectations**
Students will engage in regular communication with the GLEC teacher to monitor academic, personal and social progress, review grades, share important information, etc. Failure to comply with this two-way communication expectation may result in the student being required to attend face-to-face meetings with the GLEC teacher and/or exit the program.

Students will participate in Cohort Meetings, approximately one per semester. Grade 13 students are required to enroll in the ***Gull Lake Early College Capstone*** virtual course during both first and second semesters. This is a required course during Grade 13. Weekly participation is required for Gull Lake to pay the student's college tuition bill.

In addition, the Michigan Merit Curriculum requires that all students successfully complete a math or math-related course in their final year of high school. Grade 13 students are still considered high school students and will register for a math or math-related college course in the fall semester of Grade 13.

**Communication**
College and university faculty and staff will communicate with Early College students via college email. Students should also send communications to college advisors and faculty through their college accounts. It is essential that students regularly monitor the assigned Gull Lake email to ensure they receive timely updates from Early College staff. Students must frequently check both email accounts. EC staff will also communicate program information and deadlines through Remind texts (a web-based site).

**Cohort Meetings**

As part of the Gull Lake Early College program, students are expected to attend group cohort meetings each semester in Grade 11 and Grade 12. Cohort meetings are established for the GLEC teachers to provide information and reminders to the students and to schedule college advising appointments. This is also a time for students to be able to share information with one another and ask clarifying questions. Cohort meetings are offered in a morning session and an afternoon session on an assigned day. This allows students to choose which session fits their schedule best.

It is the responsibility of the Early College (EC) students to adjust schedules to attend cohort meetings. Excusable absences from meetings are limited to college classes, high school games, or performances that directly conflict with meeting times. Practices and work schedules are not acceptable reasons. If a student misses a cohort meeting for any reason other than those previously mentioned, the student must contact the GLEC Dean for further discussion.

**Monthly EC Teacher Contact**

As part of the GLEC Program, students in Grade 11 and Grade 12 are expected to communicate with the EC teacher on a monthly basis to monitor progress (academic, personal, and social), review grades, share important information, etc. Monthly contact will occur through *Early College Virtual Advisory* (the online course in Globe) and in-person meetings.

**Transportation**

Students need to provide their own transportation to and from college courses. If students elect to drive themselves or carpool, the driver assumes all liability.

**Attendance**

Attendance in college courses is mandatory, and active participation is essential in the learning process. Students are expected to attend all class sessions beginning with and including the first class session. Students attending college/university online or in-person classes will be required to comply with existing attendance policy requirements. Excessive absences may result in a lower grade or failure of the course. Students should refer to the university catalog/course syllabus for details regarding the attendance policy for both in-seat and online courses.

Students are expected to review both the high school and college calendars (in advance) to plan ahead. The professor should be notified of a planned absence a minimum of 24 hours prior to the course meeting time.

**Cancellation of Classes Held on a College/University Campus**

College and university policies require students and staff to report to campus for class during regularly scheduled meeting times unless otherwise directed. Students are expected to check all forms of communication (phone, text, email, and local news stations) for any notices or alerts of canceled courses for any reason.

**Weather**

Students should follow local TV and radio stations for college or high school closures. Colleges suggest that students sign up for phone text alerts. This greatly helps with individual class cancellations in addition to campuses closing due to inclement weather or other reasons. If the high school is closed, it does NOT mean that the college campus is closed. It is the student's responsibility to attend high

school and college classes, regardless of closings elsewhere.

**Conflicting High School Schedule**

If the high school is not in session for any reason (professional development, half-day for conferences, etc.), college courses, even college courses offered at GLHS, still are in session; students are expected to attend class.

**College Academic Calendar**

The course schedule will follow the college academic calendar and may vary from the Gull Lake calendar. For example, each Spring Break may be different. Students are discouraged from missing college courses during the Gull Lake Spring Break. Students will need to notify, and get approval if needed, the college teacher in advance if a planned absence will occur so that arrangements can be made, if possible.

**Tuition and Fees**

Gull Lake High School will be billed in-district tuition and fee rates for college courses through the GLEC program. Neither Gull Lake nor the student will be billed for courses and fees if students drop the course(s) prior to the 100% Refund Deadline. Refund dates are posted on the current academic calendar for each college.

**Tuition Overage**

Program of study or lab-time courses (e.g., science, computer, art, skilled trades, etc.) may require additional contact time which results in additional tuition costs. Also, the selected college partner (e.g., WMU) will impact the amount of money students pay out of pocket. Overage means that the cost of the college course exceeds the amount the State of Michigan allots per course. *Example: If the State of Michigan allows $685 per college course (including all fees and books), yet the total cost reaches $885 ($785 for tuition and $100 for books), the family is responsible for the $200 overage and will not receive reimbursement for textbooks.*

**Failing a Class/Withdrawing from a Class - Conditions for Financial Reimbursement**

According to the State of Michigan, students shall repay the school district any funds that were expended by the school district for a course the student fails to successfully complete (MCL 388.514(9) and MCL 388.1904(9). This includes a student electing to withdraw from a course after the college 100% Refund Deadline or if a student fails a course (resulting in a 0.0 grade). A repayment letter will be mailed by GLCS at the end of the college semester and is expected to be paid by the student/family upon receipt. Failing or withdrawing from a course may jeopardize textbook reimbursement. Students are responsible for reimbursing the district for failed or non-completed courses at a rate of $150 per credit hour. Payment is expected before enrollment in additional courses. If financial assistance is needed, please reach out to Michelle Jaros at mjaros@gulllakecs.org.

Typically, a grade of C- or below will not transfer to a four-year college or university. However, earning a 2.0 or 1.0 does not require the student/parent to repay the district. In addition, colleges often understand a student may experience extenuating circumstances that prevent him/her from successfully completing or withdrawing from courses. The student may choose to submit a Refund Appeal to the college. More information can be found on the college website or contact the Dean of Early College.

**Textbook Policy and Reimbursement**

All textbooks and supplemental materials required for courses, as determined by the college or university and its faculty, will be the responsibility of the student/family to purchase *before* the course begins. Students may purchase textbooks/materials from the college bookstore or a vendor of choice.

Only online textbooks/software and physical books will be reimbursed up to the state-allotted amount; these funds will be paid to families by the district upon successful completion of the course (if remaining funds are available after tuition is paid).

**Summer College Courses**

Early College students have the opportunity to enroll in a summer college course between grades 11 and 12, as well as between grades 12 and 13. GLCS will pay the tuition, fees, and textbook reimbursement within the allowable amount the State of Michigan allocates per course. As required by the State of Michigan, the summer course will be listed on the student's high school schedule for the fall semester/trimester. The course and grade will be listed on the Gull Lake transcript.

**College Transcript/Grade Expectations**

Student grades will be recorded on the college transcript and may affect enrollment, transferability, financial aid, and scholarship opportunities if grades earned are below 2.0. Be advised that all grades are permanent records on both the high school and college transcripts.

**Comprehensive Support Systems**

To develop academic, personal, and social skills, as well as behaviors necessary for college completion, GLEC will provide the following systems of support:

- Counseling and student support services are offered both in the high school setting and on the college campus.
- The *Early College Virtual Advisory and Capstone* course(s) and teachers are designed to provide multiple layers of academic and social/emotional support (advising, tutoring, interventions, and progress monitoring).
- Individual Program Plans will be maintained by the student, high school counselor/GLEC Dean, and college advisor for purposes of progress monitoring (grades, GPA, degree/course progress).
- Parents are always welcome to attend their student's college advising appointment each semester. This is an opportunity to provide information about college grades, credits earned, college (and high school) GPA, upcoming course schedule, etc. and to ask any questions. Additional communication will occur as needed.
- Remediation and intervention strategies will be advised for students struggling in Early College and/or high school courses (e.g., tutoring, remedial high school courses, reduced college course load, increased grade checks and progress monitoring, return to the high school full-time, etc.).

*NOTE: The GLEC Program is individualized, with interventions tailored to meet specific needs on a case-by-case basis. In some instances, the student may be transitioned out of the program.*

**College Advising Services**

College advisors assist GLEC students in establishing academic and personal goals, selecting courses and degrees, exploring careers, scheduling classes, conducting pre-graduation audits, changing a program of study, and providing career counseling.

**College Advising Appointments**

As a requirement of Gull Lake Early College, students meet with a college advisor and GLEC staff each semester to best select courses and plan for the future. Scheduling of college courses for fall and winter semesters will take place in Grade 10 and Grade 11 at the high school or the college campus with the GLEC teacher, high school counselor, GLEC Dean, and college advisor.

In the spring of Grade 12 and while in Grade 13, the student will schedule an appointment with the college advisor to meet on the college campus and register for the following semester courses independently. Early College is designed to ensure students are fully prepared for independence during Grade 13. Some non-Early College students will attend a college campus in the fall without a parent, high school counselor, etc. We want to treat GLEC students similarly yet still provide support for weekly communication with an Early College teacher. Students should also remember they have a college advisor and the GLEC Dean as questions or concerns arise.

Each semester, the high school counselor and/or GLEC Dean must authorize all courses. Only authorized courses are reimbursed by Gull Lake Community Schools.

It is also important for students to utilize the learning management systems at each college to monitor course content and track their grades. Grades are periodically requested by GLEC teachers.

**College Student Services**

Each college provides students with a variety of services to help students successfully navigate the shift from high school to college and progress through the program. All GLEC students have full access to the same services as traditional college students:

- **Tutoring and Testing Center**: Each college offers a center dedicated to provide academic support in all program areas, including FREE tutoring services. Walk-in tutoring is available as well as online tutors. Students are encouraged to utilize the Tutoring and Testing Center, as needed, prior to encountering challenges in class.
- **Library Resources and Services**: The college library serves students, faculty, staff, and community members. In addition to hard copy books and periodicals, the library hosts an extensive online catalog and provides access to various databases and the Michigan eLibrary (MeL). Students have access to computers, a printer, and a copy machine in the library. They can also check out laptop computers on a limited basis.
- **Career Advisors** can assist students with the transfer process, career assessment, job search techniques, interviewing techniques, and resume writing.
- **Disability Support Services** are available to students with current documentation. Services may include auxiliary aids, educational adjustments, ergonomic keyboards, mobility assistance, note-takers, permission to record lectures, print enlargements, quiet testing environment, readers for tests, scribes, special seating arrangements, tutors, voice recognition software, and the Zoom Magnification Machine.
- **College Student Success Coaches** can assist students with non-cognitive abilities like time-management, note-taking, instructor interactions, reducing test anxiety, finding resources on campus, discovering learning styles, staying motivated and disciplined, understanding and avoiding plagiarism, exam preparation tips, and test-taking strategies.
- **College Transfer Assistance:** For students who plan to complete an associate degree and/or transfer to a four-year college/university, advisors can provide academic and student support regarding transfer curriculum guides, academic monitoring, career counseling/assessment, financial aid counseling, and networking.

**College Clubs/Activities/Athletics**

Early College students are eligible to participate in interscholastic athletic programs at the community college, and they are also encouraged to join clubs and engage in the activities provided by the college. Students also have access to the Fitness Center.

**College/University Graduation Requirements**
The Michigan Department of Education requires that students earning an associate degree must complete a minimum of 60 semester hours of instruction. The student must ensure that a Graduation Application form is on file in the Registrar's Office one semester before graduation. Refer to the university catalog or the university website for additional details regarding Graduation Requirements and Application for Graduation.

**College/University Commencement Information and Diplomas**
Students can access important information about commencement ceremonies through their college email. Deadlines/dates/timelines, eligibility for graduation, and frequently asked questions (FAQs) are available. We encourage students to participate in the college commencement if eligible.

**Transition from High School Diploma and Associate Degree to a Bachelor's Degree**
The primary benefit of participating in the Early College program is earning both a high school diploma and an associate degree in the field chosen by the student at the end of Grade 13. The Early College program is designed to provide a seamless transition from the high school diploma and associate degree to the pursuit and eventual completion of a bachelor's degree at the college/university. It is in the best interest of the student to meet with an advisor from the new institution to evaluate college/university credits that may apply to the program of choice at the new institution.

Students seeking a bachelor's degree at the college/university are not required to follow the Michigan Transfer Agreement but are required to follow the full college/university admissions process. The Early College courses are planned strategically to fit the curriculum at both the high school and the college/university. For more information on the Michigan Transfer Agreement and other details regarding its program, please contact the Director of Transfer Articulation at the college/university.

Students will apply to the college/university as first-year **freshmen** following Grade 13 of GLEC. This will allow students to be considered for freshman scholarships, orientation, and housing with age-appropriate peers.

**Change of Personal Information**
If a student has a change of address, phone number, or email address at any time during the program, it is critical that notification be given to the EC teacher and/or GLEC Dean.

**Student Privacy**
The Family Educational Rights & Privacy Act (FERPA) affords students certain rights with respect to educational needs. The rights can be found in the college handbook. The Gull Lake Early College program will follow all of the appropriate FERPA laws as they pertain to student privacy.

**High School Counselor**
All GLEC students from Grades 9 through 12 will meet with a high school counselor for support and guidance to ensure students maintain academic progress and have the necessary resources for success. A high school counselor works with each student to develop and review the Educational Development Plan (EDP) and ensure the successful completion of a high school diploma. The EDP serves as a guiding document for course selection and placement in the GLEC Program. The counselor monitors student progress toward a high school diploma, assisting students in staying on schedule for graduation. The counseling staff also provides guidance and crisis management services to all GLEC students as needed. Counselors will provide information regarding community resources and assist students in accessing these services as needed.

**GLEC Dean**

The primary role of the GLEC Dean is to coordinate the systems of Early College to maximize the chances for every student to achieve success in the GLEC program. The GLEC Dean works closely with high school counselors and college partners to coordinate appropriate support services for each student while continuing to monitor each student's academic and personal development at the high school and college level.

**GLEC Teacher**

In this role, the GLEC teacher is a "coach" who works with each student to facilitate a seamless transition from high school to college and serves as an academic mentor in the educational program throughout Grades 11, 12, and 13. The teacher will provide instruction and support through Career and College Readiness, Early College Capstone, Advisory, Seminar, cohort meetings, and kickoff orientations.

**Gull Lake Early College Contacts**

https://www.gulllakecs.org/earlycollege

| Name | Position | Email | Phone |
|---|---|---|---|
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| **Holly Rowland** | Early College Teacher (Last Names A-L) | hrowland@gulllakecs.org | 269.205.8685 |
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| **Alyssa Schuck** | Coordinator of Innovative Programs and Early College | aschuck@gulllakecs.org | 269.548.3886 |
| **GLHS Guidance** | Kelly Quartermaine, Registrar<br>Daniel Tennant (A-G)<br>Katie Soule (H-O)<br>Jen Champion (P-Z) | kquartermaine@gulllakecs.org<br>dtennant@gulllakecs.org<br>ksoule@gulllakecs.org<br>jchampion@gulllakecs.org | 269.548.3512 |

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