CEDAR SPRINGS PUBLIC SCHOOLS
Cedar Springs High School
Excellence & Innovation

Cedar Springs High School Dual Enrollment Checklist

Student Name: _____ Graduation Year: _____

☐ **Decide** which college you would like to dual enroll at.

☐ Have your parent/guardian **sign** the "**Parent/Guardian Informed Consent**" form (see below). Parents/guardians are required to read this form in its entirety before signing.

☐ **Fill out** your College's Application. GRCC's application can be found **here**. If your College requires additional paperwork, it is your responsibility to ensure this is filled out.

☐ **Request** that *your transcripts through Parchment at bit.ly/CSHS-Transcripts*

☐ **Schedule a meeting with your high school counselor.** Find and schedule an appointment with your Counselor at *bit.ly/CSHS-CounselingSchedule* to discuss dual enrollment classes and plan your CSHS schedule during this meeting. Your counselor will determine if you have a **qualifying GPA (2.5)** and **test score** to apply.
Bring with you to this appointment:

- Signed approval form
- Parent consent
- Additional paperwork (if applicable) to this appointment.

☐ **LOOK for an acceptance letter** from the college which will contain information and a college student ID number needed to create an account. This may come in the mail or via email (**be sure to check your EMAIL frequently!)**

- **GRCC-** You will be required to take TWO orientations in order to schedule your courses. Instructions for one of these Orientations can be found here: *bit.ly/GRCC-DualEnrollmentOrientation* **(Be sure to follow the instructions included with your acceptance application or on your Blackboard account for how to complete the 2nd orientation.)**

☐ **Follow the directions from the college and register for classes**. Check to make certain you are registered for the correct classes.

- When looking for courses check for online (recommended), late afternoon, or evening courses. **Review** the course catalog and class schedule for the college where you plan to dual enroll.
  - GRCC Course Catalog can be found **HERE**
- **GRCC Course Enrollment Instructions PDF**
- **You are responsible for purchasing your books/course pack in advance**.
  - If you return the book/course pack to the Academic Services Office at the end of the semester with your receipt and proof of passing the course, you will be reimbursed for the book using any left over money if available.

☐ Once officially enrolled, **complete the Dual Enrollment Course Request Form HERE**. *After completing this form, the final request form will be sent to you via email for digital signatures. This form will need to be signed by both the student and parent/guardian NO LATER THAN **MAY 1** (Semester 1) OR **DECEMBER 1** (Semester 2).*

You MUST complete all steps prior to filling out this form. If these steps are not followed, CSHS may not pay for your course(s).

Cedar Springs High School Dual Enrollment

Dual Enrollment Description

In 1996 the Michigan State Legislature passed Public Act 160, the Postsecondary Enrollment Options Act, or "Dual Enrollment Bill." The bill modifies and expands on current provisions of the State School Aid Act providing for the participation of eligible high school students in dual enrollment or postsecondary enrollment options. The bill also requires that the board of a school district or public school academy ensure that each student in eighth grade or higher be given information about college level equivalent or Advanced Placement courses; and permit students to take the ACT, EXPLORE, PLAN, SAT, or PSAT to qualify to take post secondary courses. The classes that students are eligible for must not be offered by the high school or academy and must lead towards accreditation, and certification.

Dual Enrollment and Dual Credit

Students who enroll in college courses that are endorsed and approved by their local high school may receive both high school credit and college credit. Dual enrollment classes receive a high school grade, A through F, and will count toward both academic honors and the final GPA. College credits and grades will be assigned according to the rules of the college. CSPS has no bearing on Dual Enrollment course grades.

Student Eligibility

Students may enroll in dual enrollment if they are eligible for graduation and have met minimum scores on qualifying tests. Most colleges have a minimum high school GPA requirement as well and many have a minimum state or national assessment score requirement. Students must…

- Be in good standing academically and on track to graduate
- Be enrolled in at least one high school class.
- Meet testing requirements, minimum scores on any of the following tests: EXPLORE, PLAN, ACT, COMPASS, MME, PSAT, SAT, ACCUPLACER (see below for qualifying scores)
- Meet the colleges minimum GPA requirement

Dual Enrollment Readiness Qualifying Assessments and Scores

Assessment	Test Section	Content Area	Minimum Qualifying Score
ACT	Mathematics	Mathematics	22
ACT	Reading	Reading	21
ACT	Science	Science	24
ACT	English	English	18
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	410
PSAT 8/9	Mathematics	Mathematics	450
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	430
PSAT 10	Mathematics	Mathematics	480
PSAT/NMSQT 11	Critical Reading	Evidence-Based Reading and Writing	460
PSAT/NMSQT 11	Mathematics	Mathematics	510
SAT	Critical Reading	Evidence-Based Reading and Writing	480
SAT	Mathematics	Mathematics	530

Eligible Courses

Eligible courses are:

- Not offered by an eligible student's high school (or is not available to the student due to an unavoidable scheduling conflict).
- Academic in nature: - Normally apples toward satisfaction of [postsecondary] degree requirements. - Not ordinarily taken as an activity course. - Not a hobby, craft, or recreational course.
- In a subject area other than physical education, theology, divinity, or religious education

Course Limits

Eligible students may take up to 10 college courses at any Michigan college or university during their high school career.
For a student that first dual enrolls in:

- 9th grade – not more than two courses per year in 9th, 10th, and 11th grade, and not more than four courses in grade 12
- 10th grade – not more than two courses in 10th grade, and not more than four courses in 11th and 12th grade
- 11th or 12th grade – not more than six courses per year

Courses and Scheduling

Any student considering this program must meet with their high school counselor prior to enrolling at a college. Credit transfer, payment and other issues are not routine and need to be worked out on a case by case basis. College enrollment must be done before each semester (May 1st for the fall semester and December 1st for the winter semester). While students can enroll in more than one course, high school students must carry the equivalent of a full high school load. That is 3.0 credits per semester (6 courses per semester) and at least 1 course must be earned at CSHS each semester. College classes may be taken during the school day if it does not interfere with assigned classes at CSHS.

High school counselors can help determine which courses may be approved. All applications must be approved by the counselor, and principal prior to payment. CSHS must also have a signed parental consent form from each student's parent or guardian. Parent consent form is part of the dual enrollment packet of attached documents.

Bill Payment

Tuitions and Fees—Cedar Springs Public Schools will pay the allowable tuition and fees for approved courses up to a specified dollar amount set by the state funding formula. Reimbursement amounts for the 2026-27 school year are up to $837.50 maximum per course. Tuition expenses beyond that designated amount are the responsibility of the student and/or parent/guardian. If a college's tuition and fees are above the $837.50 per course, the remaining total will be billed directly to the family. *Please be cautious with community colleges because out-of-county tuition can be significantly more than in-county tuition.* It is your responsibility to check with the college to see if you are considered in-county or out-of-county.

Books, Transportation and Other Expenses

Cedar Springs Public Schools will not be responsible for any activity fees or transportation. No transportation will be provided by Cedar Springs Public Schools, nor is any liability stated or implied. Cedar Springs Public Schools will reimburse for the cost of books *up to the amount per class allotted by the state* (currently $837.50 per course), *less the tuition or fees allowable*. This means, once tuition and fees are paid, if there is money left, book costs can be reimbursed up to the $837.50 limit per course. The textbook must be handed in to the office in re-sellable condition, the student must have passed the course and provided proof of passing, and must have submitted a receipt for the book purchase. Once these steps are complete, Cedar Springs Public Schools will reimburse for the book cost at the end of the Cedar Springs High School semester.

Important to Note

If a dual enrollment student elects to drop or withdraw from a college class he/she must immediately inform the counselor, officially drop or withdraw from the course according to the college policy, and show proof of the drop or withdrawal to the counselor. It is also the student's responsibility to seek help in scheduling a class at CSHS or he/she may earn an "F". **The student/family is responsible for repayment to Cedar Springs Public Schools of all tuition costs associated with a failed course, an improper or late dropping of a course, or failure to drop or withdraw from any college class.** Any failure, "F", earned in a college class will result in an "F" on both the college and high school transcript. Students will not earn credit for a failing grade in a college course.

Credit Transfer

While many colleges may accept college credit earned through dual enrollment, some may not. Since there is no guarantee, students are responsible for checking with the college they plan to attend after graduation for more specific information. Students can also check the website www.michigantransfernetwork.org to find out how that credit may transfer to another college or university.

CSHS Grading for Dual Enrollment Courses

It is the student's responsibility to provide proof that he/she has successfully received a grade and credit from the college course. Students are responsible for obtaining FINAL SEMESTER GRADES. A high school grade of "I" (incomplete) will be carried until proof is provided. This means that class standing, honor roll, and academic awards cannot be calculated until the grades are presented. Proof of a grade can be a report card or an official transcript from the college. It is the student's responsibility to get the grades to CSHS at the end of each college semester. Please give final grades to your high school counselor.

Grades: Dual Enrollment grades for courses of 3 credits or more are weighted on a 4.5 grade scale and are given .5 CSHS credits. 1 or 2 credit courses will be weighted on a 4.0 scale.

Attendance

Regular attendance is expected whether the college requires it or not. You are expected to begin attending college classes on the start date for the class per the college or university calendar, regardless of CSPS start date. If your class is online, you are expected to work on your course as you would any other course.

Athletic Eligibility

Students involved in athletics must continue to meet the CSHS's requirements for athletic eligibility. NCAA requirements may be a factor to consider when making choices on course selection.

Things to Remember

- If the college courses are only offered on the college campus or satellite location, the student will be responsible for travel to and from the campus.
- College courses are rigorous. College professors expect increased maturity and responsibility from students. Be prepared! By signing up for college courses before you're ready, you may end up with grades you are unhappy with —and those will stay on your high school and college records.
- Whenever you sign up for college credits courses, you are officially beginning your college career. That means you will establish an official record wherever you take courses, and you will have to provide college transcripts of those courses whenever you enter a new college—for the rest of your life.
- Any student who hopes to participate in the Dual Enrollment program should schedule a meeting with his/her school counselor with a paperwork deadline by May 1st for courses starting in the fall and a paperwork deadline of December 1st for courses starting in the spring. Students should also take advantage of the admissions counseling services for high school students provided by the college.
- A student must apply as a Dual Enrollment/Early College student to the college where he/she wishes to attend and register for college class(es). Any course a student registers for but does not attend or earns a failing grade, will be the responsibility of the student to pay the tuition, as well as incurred late fees.
- The college will bill the school district for the tuition and fees. Charges in excess of the amount to be paid by the district will be billed directly to the student. Activity fees, transportation, and parking costs are the responsibility of the student.

Withdrawing from a College Class

If a student decides to withdraw from a college class he/she must do so in accordance with the policy of the college they are attending. Failure to do so may result in the student being billed for any tuition and/or fee that could have been refundable. Students must also immediately notify the high school counselor. Failure to follow the college's withdrawal procedure will result in a failing grade appearing on both your high school and college transcript.

Tuition Estimation

Estimation of tuition cost for colleges can be found at the college's website under their dual enrollment page. Keep in mind that most classes are 3 credits and each school may have other fees in addition to the cost per credit hour.

Estimation of costs for Dual Enrollment Cedar Springs Public Schools

Course amounts/per student/per course:

1 - $837.50 This is the total amount CSHS will pay for one college class per semester including book reimbursement.

2 - $1675.00 This is the total amount CSHS will pay for two college classes per semester including book reimbursement.

3 - $2512.50 This is the total amount CSHS will pay for three college classes per semester including book reimbursement.

**Note: Eligible students enrolling in post-secondary courses for high school credit shall have the costs of required textbooks reimbursed by the school district, provided the student successfully completes the course with a passing grade (D– or higher), submits the book, in re-sellable condition, along with the receipt to the Academic Services office. The total amount of tuition and fee support shall not exceed the total calculation above.

Cedar Springs High School

Dual Enrollment Parent/Guardian Informed Consent

Student Name: _____ Graduation Year: _____

Dual Enrollment is an opportunity for any eligible Cedar Springs student to take classes at a Michigan post-secondary institution while attending Cedar Springs High School.

Process for Dual Enrollment—read carefully, sign the back page, and return to the school counselor.

- Call, email, or set up a meeting with your student's counselor to discuss Dual Enrollment.
- Check your student's EXPLORE, PLAN, ACT, Compass, MME, PSAT, SAT, or Accuplacer score to assure they have a qualifying score. These qualifying score guidelines have been set by the Michigan Department of Education and can be found on the Michigan.gov website. We have also provided a copy of the qualifying scores.
- Students may attend an "eligible post-secondary educational institution" such as a state university, community college, or independent nonprofit degree granting college or university that is located in the state of Michigan that complies with the MCL388.1903(f) Act.
- Your child must apply to the college of choice and request that transcripts be sent using Parchment, a secure provider of official transcripts.
- Be aware that your student is responsible to sign up for any college class(es) through the college following approval from Cedar Springs Public Schools. Colleges have deadlines for class selection and proper procedures to register for classes. Students must show proof of college course enrollment to the guidance counselor.
- If your student elects to drop from a college class he/she must immediately inform the counselor, officially drop the course according to the college policy, and show proof of the drop to the counselor. It is also the student's responsibility to seek help in scheduling a class at CSHS or he/she may earn an "F". <u>You and your child are responsible for repayment to Cedar Springs Public Schools of all tuition costs associated with an improper or late drop of course or failure to drop from any college class.</u>
- Failure to properly and officially drop from a college class by the college's drop date may result in your child earning an "F" on his/her college transcript as well as an "F" on his/her high school transcript. <u>You and your child are responsible for repayment to Cedar Springs Public Schools of all tuition costs associated with an improper or late drop of course or failure to drop from any college class.</u>
- Any failure "F" earned in a college class will result in an "F" on both the college and high school transcript. <u>An "F" or failure of a college class will result in you or your child being responsible for repayment of all tuition costs associated with the failed college course to Cedar Springs Public Schools according to board policy.</u>
- A signed/approved Cedar Springs Public School dual enrollment request form must be completed by a parent/guardian, the student, the counselor, and the principal prior to a student receiving payment for any enrollment into a dual enrollment college class. This will be sent to you digitally.
- CSHS builds the master schedule based on student requests. If your student signs up for a CSHS AP (Advanced Placement) class, your student will be required to take the CSHS AP course that he/she selected. Do not sign up for AP courses such as AP Literature and then register for a dual enrollment course such as English Composition, unless your student plans to take both classes. Students who sign up for any AP course will be required to complete the entire year of that AP course.
- Students may take a maximum of 10 college courses during high school. Students cannot take more than 2 courses during the academic year for eligible students in grades 9 or 10 and not more than 6 courses during an academic year for students in grade 11 or 12.
- Dual enrollment grades for the purpose of GPA (grade point average) at CSHS will be figured on a 4.5 scale and earn .5 credit per 3 credit college courses. A 4.0 scale will be used for 1 or 2 credit courses. The earned grade will be used to determine a student's GPA and rank.
- Y**ou and your student are responsible to purchase any textbooks or materials required for each college course. Your student should check with the college to determine what is needed for each course prior to the start of that course.** Textbook reimbursement will take place at the end of the semester (with any remaining available funds after tuition) after the student has passed the course and **1.** provided proof of passing the course 2**.** submitted the book or course packet in re-sellable condition and **3.** provided receipt of book or course packet to the office.
- Fall college courses usually begin in August at times prior to the CSHS start date. Students are expected to begin attending college courses on the start date of their college courses regardless of CSPS start date. Regular attendance is expected.
- Your student is expected to report to the online learning lab (Room 629) during his/her scheduled dual enrollment hour(s). If you would like to allow your student to leave the school during that hour, you must complete a Partnership Agreement to give your student permission to leave the building.
- Please refer to the CSPS Dual Enrollment Student Guidelines for additional information. If you have questions, please contact your student's school counselor or the principal.

After you have read this form completely and agree to all the terms, please sign, and return to your student's school counselor.

I understand that there are dual enrollment rules and financial obligations. I am giving my child permission to take dual enrollment classes in cooperation with CSPS and a Michigan college according to these rules. I have fully read, understood, and agreed to the terms listed.

Parent Printed Name: _____

Parent Signature: _____ **Date** _____

Student Printed Name: _____

Student Signature: _____ **Date** _____