

# DUAL ENROLLMENT

Adopted by the Gibraltar Board of Education on 05.13.09

## WHAT IS DUAL ENROLLMENT?

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 provisions of the State School Aid Act providing for the participation of eligible high school students in dual enrollment or postsecondary enrollment options. In other words, Michigan school districts have allowed their students to attend courses at local colleges or universities while also attending high school. The classes that students are eligible for must not be offered by the high school or academy and must lead towards accreditation, certification and/or trade licensing.

If an Advanced Placement (AP), course is offered at Carlson High School, the student must take that course before dual enrolling in that subject area. Students can choose to count the dual enrolled class as high school credit only or both high school *and* college credit.

## ELIGIBILITY

Students may be enrolled in one or two on-campus or online college classes during the school day.

To be eligible for dual enrollment:

1. A student must be enrolled at Carlson High School.
2. The dual enrollment class must be part of his/her regular schedule (i.e. one dual enrollment class and four high school classes).
3. PLAN, PSAT, ACT, or the Michigan Merit Examination (MME) scores determine eligibility for dual enrollment. The list of scores that qualify students for dual enrollment are as follows:

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
PSAT	Critical Reading	Reading	44
	Writing Skills	Writing	49
	Mathematics	Mathematics	45
PLAN	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
ACT	Mathematics	Mathematics	18
	Reading	Reading	17
	Science	Science	19
	English	English	21
MME	Reading	Reading	1100
	Writing	Writing	1100
	Mathematics	Mathematics	1100
	Science	Science	1100
	Social Studies	Social Studies	1100

4. A student in grades 11 or 12 must have completed all the tests on the Michigan Merit Exam (MME) in all subject areas and scored proficient (scored 1 or 2) in the areas in which he/she wishes to dual enroll. If the course is in math, proficiency must be exhibited in math, and so on in science, reading, and writing.

5. Students may take courses in subjects for which they are not tested, such as history, political science, or foreign language courses not offered by the school, fine arts programs, and career and vocational classes leading to a degree or certification (as permitted by the district) as long as they have taken the entire MME and have attained proficiency in at least one area.
6. Any courses in the subject areas of hobby/craft, recreation, physical education, theology, divinity, or religious education are *not* eligible for dual enrollment.
7. *Not all college courses are accepted for credit by other institutions. It is the responsibility of the student to meet with a college representative and determine the transferability of a course.*

## **WHEN MAY A STUDENT ATTEND DUAL ENROLLMENT COURSES?**

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Students may take courses during the regular academic year, which coincides with the post-secondary institution's fall, winter, and spring semesters. Students may enroll for any time: morning, afternoon, evening, online and Saturdays. However, the post-secondary course time should not coincide with courses the student must take at the high school.

## **CREDIT**

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Eligible students may enroll in college courses for high school credit only or high school and college credit. Credit shall be granted toward graduation and the subject area requirement. Weighted grades are not given for dual enrollment courses.

If a dual enrolled student withdraws/drops at any time during the semester, the student and/or parent is responsible for reimbursing the school district for tuition and fees. The student also risks a loss of credit, which may postpone graduation.

Dual enrolled students are responsible for transcript requests from their post-secondary institution. In order to receive high school credit, a transcript that verifies completion must be mailed to the Oscar A. Carlson Counseling Department (30550 West Jefferson, Gibraltar, MI 48173) from the post-secondary institution.

## **PAYMENT**

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The Gibraltar School District is responsible for the LESSER of the eligible charges or the prorated percentage of the state portion of the school district's foundation allowance. Eligible charges include: tuition, mandatory course fees, material fees, and registration fees. Books, recreation fees, activity fees, and parking fees are NOT eligible charges and will not be covered or reimbursed by the Gibraltar School District.

## **DUAL ENROLLMENT PROCESS**

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1. Discuss dual enrollment with your counselor to determine if you are eligible.
2. Obtain information from the post-secondary institution regarding the application process, course selection, and dual enrollment process. This should begin through the Admissions Office.
3. Complete the Dual Enrollment Application through Carlson (available in the Counseling Office and online), making sure to get all applicable signatures for each course.
  - a. Deadline for Fall Term Enrollment: First Friday in May
  - b. Deadline for Winter/Spring Term Enrollment: First Friday in November
4. Submit Carlson's Dual Enrollment Application to the Counseling Office.
5. Submit the post-secondary institution's registration confirmation to Counseling Office to adjust your schedule.

## DUAL ENROLLMENT APPLICATION

This application does NOT replace the Application/Dual Enrollment Application process for a college/university.

**Deadline for Fall Term Enrollment:** First Friday in May

**Deadline for Winter/Spring Term Enrollment:** First Friday in November

Return this application to the Counseling Department.

SECTION 1 – STUDENT INFORMATION																																																											
Last Name	First Name		Date																																																								
Parent/Guardian Name		Phone #																																																									
Grade    11 <input type="checkbox"/> 12 <input type="checkbox"/>	Anticipated Graduation Date																																																										
Counselor		Post-Secondary Institution																																																									
Enrollment Term    Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/>	Course																																																										
SECTION 2 – ELIGIBILITY																																																											
To qualify for dual enrollment, students must have successfully completed one of the following ( <i>please check and attach results</i> ):																																																											
<div style="text-align: center; margin-bottom: 10px;"> <input type="checkbox"/> PSAT                      <input type="checkbox"/> PLAN                      <input type="checkbox"/> ACT                      <input type="checkbox"/> MME                 </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 0 auto;"> <thead> <tr> <th style="width: 15%;">Assessment</th> <th style="width: 20%;">Test Section</th> <th style="width: 20%;">Content Area</th> <th style="width: 45%;">Minimum Dual Enrollment Qualifying Score</th> </tr> </thead> <tbody> <tr> <td rowspan="3" style="text-align: center; vertical-align: middle;">PSAT</td> <td>Critical Reading</td> <td>Reading</td> <td style="text-align: center;">44</td> </tr> <tr> <td>Writing Skills</td> <td>Writing</td> <td style="text-align: center;">49</td> </tr> <tr> <td>Mathematics</td> <td>Mathematics</td> <td style="text-align: center;">45</td> </tr> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">PLAN</td> <td>Mathematics</td> <td>Mathematics</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Reading</td> <td>Reading</td> <td style="text-align: center;">17</td> </tr> <tr> <td>Science</td> <td>Science</td> <td style="text-align: center;">19</td> </tr> <tr> <td>English</td> <td>English</td> <td style="text-align: center;">21</td> </tr> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">ACT</td> <td>Mathematics</td> <td>Mathematics</td> <td style="text-align: center;">18</td> </tr> <tr> <td>Reading</td> <td>Reading</td> <td style="text-align: center;">17</td> </tr> <tr> <td>Science</td> <td>Science</td> <td style="text-align: center;">19</td> </tr> <tr> <td>English</td> <td>English</td> <td style="text-align: center;">21</td> </tr> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;">MME</td> <td>Reading</td> <td>Reading</td> <td style="text-align: center;">1100</td> </tr> <tr> <td>Writing</td> <td>Writing</td> <td style="text-align: center;">1100</td> </tr> <tr> <td>Mathematics</td> <td>Mathematics</td> <td style="text-align: center;">1100</td> </tr> <tr> <td>Science</td> <td>Science</td> <td style="text-align: center;">1100</td> </tr> <tr> <td>Social Studies</td> <td>Social Studies</td> <td style="text-align: center;">1100</td> </tr> </tbody> </table>				Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score	PSAT	Critical Reading	Reading	44	Writing Skills	Writing	49	Mathematics	Mathematics	45	PLAN	Mathematics	Mathematics	18	Reading	Reading	17	Science	Science	19	English	English	21	ACT	Mathematics	Mathematics	18	Reading	Reading	17	Science	Science	19	English	English	21	MME	Reading	Reading	1100	Writing	Writing	1100	Mathematics	Mathematics	1100	Science	Science	1100	Social Studies	Social Studies	1100
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Parent Signature		Date																																																									
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Principal Signature		Date																																																									