

## Dual Enrollment (DE) Policies and Procedures

**Overview:** This document outlines the school and State policies regarding Dual Enrollment (DE). Parent and student signatures are required to acknowledge receipt and review of these terms. Student eligibility for DE will be determined based on this review, and future enrollments will depend on past performance in DE courses. Qualifying students can take college courses as part of their high school schedule, with a portion of the cost covered by the district ([see published formula](#)). Refer to the "Be Aware" section below for important considerations.

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### Requirements for Dual Enrollment

- **Enrollment:** Students must be enrolled in at least one high school course.
  - **Course Type:** Courses must be academic, not offered at the high school, and applicable towards a certificate, degree, or program (excluding PE, hobby crafts, recreational, theology, or religious education).
  - **Online Courses:** Online courses are allowed with weekly attendance reporting required.
  - **Qualifying Scores:** Must meet PSAT/SAT score requirements (colleges may require more):
    - PSAT 8/9/10/11: 510 (M), 460 (R)
    - SAT: 530 (M), 480 (R)
    - Computer Science, Fine Arts, and Foreign Languages do not have qualifiers.
    - Seniors completing the full MME may enroll in Political Science, History, Psychology, Sociology, or Anthropology.
  - **Course Limits:** Maximum of 10 DE courses during high school.
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### Steps to Enroll

1. **Application:** The process varies by institution. Typically, students apply as DE students online and complete the Course Request Form (and additional forms). Transcripts are sent using Xello. Click here for the [GCC online application](#).
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### Choosing a Course

Most students choose DE courses to earn credits toward a college degree. An Associate Degree is specific to a profession, while a Bachelor's Degree includes general education requirements. Start your search at the college/university you plan to attend (e.g., NMU, Bay College, MTU, GCC).

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## Cost Considerations

JHS contributes a set amount each semester towards eligible students' DE classes. Typically, classes at GCC have nearly full coverage for three credits or less.

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## Be Aware of the Following

- **Costs:** The total cost may not be fully covered by the school. Families are responsible for any overages and typically for textbooks. If a student fails or drops a course, the family must reimburse all associated costs.
  - **Semester Conflicts:** College calendars often differ from the JHS calendar, causing scheduling conflicts. Students must follow the college's calendar for their courses.
  - **Scheduling:** Students must arrange their schedules to complete high school requirements. Conflicts with required high school classes may not be approved.
  - **Course Transfer:** To transfer credits, typically a grade of C or above is required. Not all postsecondary institutions accept all high school DE credits.
  - **Failing a Course:** Failing a DE course impacts college admissions and financial aid, and the grade affects the high school GPA if both credits are sought.
  - **Dropping a Course:** Students are responsible for dropping classes within deadlines to avoid financial penalties and the need to reimburse the school.
  - **Continuing in DE:** Students must earn a C or better to continue in DE. Failing a course may result in ineligibility for the next semester.
  - **Athletics:** DE students cannot participate in intercollegiate athletics. MHSAA guidelines apply for high school athletics.
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## Student and Parent Agreements

By signing below, you acknowledge thorough review of the DE policies and understand the requirements and responsibilities.

**Student Agreement:** I have reviewed the benefits, risks, and potential consequences of enrolling in a college course while still in high school. I understand attendance, drop deadlines, and responsibility for fees if I fail or drop a course.

**Printed Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Parent Agreement:** I approve my child's DE enrollment and accept responsibility for costs exceeding the school's contribution. I understand financial responsibilities if my child drops or fails a course.

**Printed Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_