

# Dual Enrollment

High school students in the state of Michigan have the opportunity to dual enroll in college courses in Michigan post-secondary institutions when certain criteria are met. Dual enrollment provides an increased variety of options to students. Avondale School District will financially support dual enrollment for any student in grades 9-12 who has achieved an adequate score on a standardized test in the subject area in which they want to take a course that is not offered at AHS.

Based on a formula determined by the state, the district determines the amount of financial assistance. This fixed amount may only be used towards tuition. Due to limits in state funding and rising tuition costs, this fixed amount may not fully cover the total cost of tuition. Students are responsible for any tuition fees over the fixed amount, all activity fees, parking fees, books, supplies and transportation.

Students can choose to earn both high school and college credit, in which case the grade will factor into the high school GPA. If a student chooses not to count his/her college classes toward high school credit, the grade and credits will not be included in the GPA or total credits. After the student has successfully completed the college course and submitted a grade report, the credits will be applied towards high school graduation requirements at the following rate: 1-4 college credits = .5 high school credit; 5-8 college credits = 1.0 high school credit.

**NOTE:** Students may enroll in a college or university as a guest student according to the policies of that school. However, college credits earned as a guest student may not be used for high school credit, and Avondale Schools will not pay for any portion of the tuition for guest students.

## CONDITIONS OF DUAL ENROLLMENT

1. College courses should be related to a student's career pathway and/or a degree the student wishes to obtain.
2. Student must have taken and received adequate scores on the ACT or SAT test in the subject area in which they wish to dual enroll, according to the Michigan Department of Education.
3. There are courses within subjects for which there are no qualifying scores, such as: philosophy, psychology, sociology, anthropology, computer science, and/or foreign language courses not offered by the high school. Students must then place into Composition I (ENG-1510) based on ACT score, SAT score, or college placement test score.
4. Scores for the EXPLORE or PSAT may be used to predict eligibility prior to taking the ACT or SAT.
5. AP classes take precedence over a college/university course.

## ENROLLMENT PROCESS

1. The student will make an appointment to meet with the high school counselor to obtain information and about dual enrollment options.
2. The student completes the Avondale High School Dual Enrollment Application and the designated college application.
3. The student submits completed Avondale High School Dual Enrollment Application and designated college application to the Principal for review and approval.
4. The Principal communicates with student regarding the approval status for dual enrollment.
5. The student presents the completed Avondale High School Dual Enrollment Application and designated college application to the counselor by June 1 (Fall Semester) or December 1 (Winter Semester).
6. The counselor completes a voucher letter and a calculation sheet and sends a copy of the letter and the calculation sheet to the business office.
7. The counselor gives the application back to the student. The student will submit the application to the college before July 1, see a college counselor to verify placement status, and register in July for the approved class.
8. The counselor will also give the student two copies of the voucher letter. One copy should be submitted to the registrar's office at the designated college by August 1 (or December 1 for Winter Semester). One copy will be retained by the student.
9. The college will invoice Avondale School District for the approved amount. The balance (if any) will be charged to the student.

10. The student **submits a grade** to verify **course completion** at the end of the semester in order to indicate completion or earned credit on the high school transcript.

## Dual Enrollment

Student eligibility to participate in dual enrollment is determined **by qualifying scores** (see chart below) in that subject area as **well as the student meeting the prerequisite for the college course**. For example, a student would need to finish Calculus in order to dual enroll in math. A student who has taken the MME, ACT or SAT and meets the qualifying score in appropriate subject area on one of those exams is eligible for dual enrollment.

ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	Science	Science	24
	English	English	18
COMPASS	Mathematics	Mathematics	52
	Reading	Reading	88
	English	English	77
SAT	Critical Reading	Reading	500
	Writing	Writing	500
	Mathematics	Mathematics	500

The MME, ACT, SAT scores are designed to be indicative of whether or not a student **is ready** to take post-secondary courses and succeed without remediation.

If a student has not taken the ACT, SAT or MME, these are the steps to determine eligibility. The EXPLORE, PLAN or PSAT scores are looked at (according to the chart below) to indicate whether or not a student **is on track** to be ready to take post-secondary courses and succeed without remediation. If a student meets qualifying scores on one of these tests, the student would need to take the ACT, MME or SAT to prove eligibility according to the chart above.

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

AVONDALE HIGH SCHOOL  
DUAL ENROLLMENT APPLICATION

Student Name: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Student's Email Address: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**QUALIFYING SCORES/ELIGIBILITY** (To be completed by HS Counselor)

<b>SAT Score</b>	Math _____	Reading/Writing _____		<b>Eligibility:</b> _____ Exhausted Curriculum
<b>PSAT Score</b>	Math _____	Reading _____	Writing _____	_____ Course Not Offered
<b>ACT Score</b>	Math _____	Reading _____	English _____	_____ Conflict in Schedule
<b>Compass Score</b>	Math _____	Reading _____	Writing _____	<b>HS Credits:</b> _____
<b>M-Step Score</b>	Math _____	ELA _____	Science _____	<b>GPA:</b> _____
			Social Studies _____	

Current high school semester classes: \_\_\_\_\_

Postsecondary course(s) to be taken during high school: \_\_\_\_\_

Name of postsecondary institution: \_\_\_\_\_ Semester: Fall  or Winter

Course Number	Course Name	Credit Hours	Tuition Amount

Course Number	Course Name	Credit Hours	Tuition Amount

Course Number	Course Name	Credit Hours	Tuition Amount

I will be using this class as: \_\_\_ HS requirement \_\_\_ College Credit or \_\_\_ Both HS requirement and College Credit

**The grade received in this class will be placed on your HS transcript and calculated into your GPA. College classes are not weighted.**

*I understand the following:*

- ▶ This form must be filled out for each term taken at the postsecondary institution (Fall/June 1 and Winter/December 1).
- ▶ Avondale School District will pay the university/college directly based on a formula determined by the Michigan Department of Education. **\*Amount tentative and subject to state funding.**
- ▶ If the student drops the class/classes before the refund deadline date, the student and/or parent/guardian will be responsible for repaying any fee that would be charged to the district by the postsecondary institution.
- ▶ If the student fails the class/classes, he/she and/or parent/guardian will be responsible for repaying any fee charged to the district by the postsecondary institution.

Your signature below indicates consent and agreement with the above information.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent/Guardian

**Signatures indicate verify that student is eligible for tuition/fee support for courses listed above.**

\_\_\_\_\_  
Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
High School Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent for Curriculum

\_\_\_\_\_  
Date