



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 have 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 Avondale High School.

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 & 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, & transportation.

ENROLLING AS A GUEST STUDENT

Students may enroll in a college as a guest student according to the policies of that school, but Avondale will not pay for any portion of the tuition. College credits earned as a guest student may be included on the student's high school transcript & used for high school credit **ONLY** if the student communicates this to their high school counselor no later than the 1st day of Avondale High School's fall or winter semester. The student must also provide evidence of successful completion of the course to their high school counselor as soon as the final grade is made available. **If the family fails to communicate with the high school counselor prior to the deadline, the course will not be included on the high school transcript or count toward high school/MMC graduation requirements.*

CONDITIONS OF DUAL ENROLLMENT

- College courses should be related to a student's career pathway and/or the degree the student wishes to obtain.
- AP classes take precedence over college courses.
- If a student indicates that the college course is used for high school credit & meeting high school/MMC graduation requirements:
 - > The course & grade will be placed on the high school transcript.
 - > Credit will be given thus effecting the high school GPA.
- If a student indicates that the college course is used for college credit only:
 - > The course & grade will not be placed on the high school transcript.
 - > No credit will be given thus not effecting the high school GPA.
 - > The college class will not count towards meeting high school/MMC graduation requirements.
- College courses must be courses that are not offered by Avondale School District, or courses that are offered but are determined to not be available to the student due to a scheduling conflict beyond the student's control.
- College courses listed on the Avondale High School Dual Enrollment Application & eligibility letter must match the course(s) that the student registered for & enrolled in at the postsecondary institution.
 - > If there are any registration issues that arise with the approved dual enrollment course(s), there must be direct communication by the parent/guardian to the high school counselor regarding the matter no later than the 1st day of Avondale High School's fall or winter semester. **If the family fails to communicate with the high school counselor prior to the deadline, the range of consequences may include but are not limited to: financial responsibility for the class, termination of the class, credit designation on the high school transcript, and/or disciplinary actions based on AHS's Academic Integrity Policy.*
- Students must have taken & received adequate scores on the ACT or SAT in the subject area in which they wish to dual enroll, according to the Michigan Department of Education.
 - > There are courses within subjects for which there are no qualifying scores, such as computer science & foreign language courses not offered by the high school. In this case, students must place into Composition I (ENG 1510) based on ACT, SAT, or college placement test scores.
 - > Scores for the EXPLORE/PLAN or PSAT may be used to predict eligibility prior to taking the ACT or SAT.
- If the student fails to complete a district-paid postsecondary course regardless of the credit specification, they are responsible for the fees/tuition not refunded by the postsecondary institution. The student must repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the postsecondary institution. If the student does not repay this money, the school district may impose sanctions against the student as determined by school policy ([MCL 388.514\(9\)](#) & [MCL 388.1904\(9\)](#)).

STEP-BY-STEP ENROLLMENT PROCESS



1. The student makes an appointment with their high school counselor for information about dual enrollment.
2. The student turns in the completed Avondale High School Dual Enrollment Application & designated college application to their high school counselor by **June 1st (fall semester)** or **December 1st (winter semester)** for review & approval.
3. The counselor completes the academic portion of the application & communicates with the principal for final approval.
4. The counselor communicates approval to the student & provides an eligibility letter & calculation worksheet to the student. It is the student's responsibility to complete all steps required by the college by their specified deadlines.
5. The student sends their high school counselor confirmation of the registered college course (e.g., screenshot of the student's schedule/calendar taken directly from their college student portal) no later than the 1st day of Avondale High School's fall or winter semester.
6. The counselor sends a copy of the eligibility letter, calculation worksheet, & the approved dual enrollment application to Avondale School District's business office.
7. The college will invoice Avondale School District for the approved amount. The balance (if any) will be charged directly to the student.
8. The student sends the final grade in the college course to their high school counselor to verify course completion as soon as the final grade is made available.
 - If student chose to receive high school credit → the college course will be placed on the high school transcript & the grade will be calculated into the student's GPA.
 - If student chose to receive **ONLY** college credit → the college course will not be placed on the high school transcript & the grade will not impact the student's GPA.

QUALIFYING SCORES/ELIGIBILITY

Student eligibility to participate in dual enrollment is determined by [qualifying scores](#) in that subject area as well as the student meeting the prerequisite for the college course. For example, a student would need to complete AP Calculus in order to dual enroll in math. A student who has taken the MME (SAT, ACT, & M-STEP) & meets the qualifying score in the subject area on one of those exams is eligible. The MME scores are designed to be indicative of whether or not a student is **ready** to take postsecondary courses & succeed without remediation.

Assessment	Test Section	Content Area	Minimum Qualifying Score
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18
SAT	Critical Reading	Evidence-Based Reading & Writing	480
	Mathematics	Mathematics	530

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

Assessment	Test Section	Content Area	Minimum Qualifying Score
EXPLORE/PLAN	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
PSAT 8/9, 10, & 11	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510

AVONDALE HIGH SCHOOL

DUAL ENROLLMENT APPLICATION

Student First Name: _____ Student Last Name: _____

Parent/Guardian Name(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____

Student's Email Address: _____ Year of Graduation: _____

QUALIFYING SCORES/ELIGIBILITY (Completed by HS Counselor)

SAT Scores:	Math _____	Reading/Writing _____	Eligibility: _____	Exhausted Curriculum
PSAT Scores:	Math _____	Reading/Writing _____	_____	Course Not Offered
ACT Scores:	Math _____	Reading _____	English _____	Science _____
EXPLORE/PLAN Scores:	Math _____	Reading _____	English _____	Science _____
				HS Credits: _____ GPA: _____

Name of postsecondary institution: _____ Semester: Fall _____ ☐ or Winter _____ ☐
(year) (year)

Course Number	Course Name	Credit Hours	College/HS or Both Credit
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Course Number	Course Name	Credit Hours	College/HS or Both Credit
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I will be using this class as: _____ College Credit _____ High School Credit _____ Both HS & College Credit

IF MORE THAN ONE CLASS IS BEING TAKEN, PLEASE NOTE ABOVE. THIS OPTION MUST BE CHOSEN BEFORE THE STUDENT REGISTERS FOR THE CLASS & CANNOT BE CHANGED AFTER THE APPLICATION DUE DATE

Students can earn both high school & college credit. If choosing college credit, the course(s) will not be placed on the high school transcript & will not be used to meet high school or MMC graduation requirements. If choosing high school credit or both high school & college credit, the course(s) & grade(s) will appear on the high school transcript & will factor into the GPA. If a student withdraws from a course & receives a "W", an "E" will be placed on the high school transcript & will factor into the GPA if high school credit is chosen.

Your signature below indicates understanding & agreement with **all** conditions of dual enrollment & with the following statements:

- > This form must be completed for each term taken at the postsecondary institution (Fall: by **June 1st** & Winter: by **December 1st**).
- > Avondale School District will pay the postsecondary institution directly based on a formula determined by the Michigan Department of Education. **Amount tentative & subject to state funding.*
- > If the student drops the class(es) before the refund deadline date or if the student fails the class(es), the student & family are responsible for repaying any fee that would be charged to the district by the postsecondary institution.
- > Should any registration issues arise with the approved course(s), the parent/guardian will contact the high school counselor no later than the 1st day of AHS's fall or winter semester.

Student Signature

Parent/Guardian Signature

Signatures below indicate verification that the student is eligible for tuition/fee support for the course(s) listed above.

High School Counselor

Date

Assistant Superintendent for Curriculum

Date

High School Principal

Date