

DUAL ENROLLMENT AT REETHS-PUFFER HIGH SCHOOL

Definition: 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. 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. (Michigan Department of Education)

Kinds of Classes:

11th or 12th grade students who are on track to graduate may enroll in an area college, university, or post secondary institution which grants degrees or certificates. To receive tuition and fee support at eligible post-secondary institutions located within Michigan, the following guidelines must be met:

- A. The course is not offered by Reeths-Puffer High School
- B. The course is offered but not available because of a scheduling conflict beyond the student's control
- C. "Courses that are a hobby, craft, or recreational course; a course that is in the areas of physical education, theology, divinity or religious education, are not eligible for tuition support." (Michigan Department of Education)

Qualifications:

Eligible students are those who are in grade 11 or 12, are enrolled in at least 1 high school course, and have successful completion of one of the following assessments: PSAT, ACTPLAN, ACT, or MME. The following table shows a complete list of scores that qualify students for dual enrollment:

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

Students must pass one of the sub-areas of one of these assessments in the subject area in which he/she is applying for dual enrollment. Additionally, eligible students may take

courses for which there are no endorsements, such as computer science, foreign language, history, or political science, as long as they have taken all sections of the MME, ACTPLAN, ACT or College Board PSAT. State endorsement is not required in any specific area for this participation.

A student must also have a 100% completed EDP (Educational Development Plan) to dual enroll. This plan is found at www.careercruising.com

Application process:

1. Carefully select a class that is not offered at Reeths-Puffer but is offered at an area post-secondary institution. Research the class. Contact the college/university or view their course schedules to find out which days of the week and times of the day the class will be offered, and how many college credits the class is worth.
2. Check your selected course against the Reeths-Puffer curriculum guide to be sure that the class you have selected is not offered at Reeths-Puffer.
3. Print out the Dual Enrollment Application form at the end of this document.
4. Complete the Dual Enrollment Application form, including the necessary signatures, and bring the form to the counseling office.
5. Once the application is approved, meet with your counselor to adjust your schedule to account for the number of credit hours you are taking off-site, factor in travel time, and to discuss other graduation requirements.

Credit and GPA:

Upon successful completion of the college course, a student will be awarded the appropriate amount of credit at the college, and the appropriate amount at Reeths-Puffer.

- A 4 college credit class equals 2 high school credits
- A 3 college credit class equals 1 high school credit
- A 2 college credit class equals 1 high school credit

The student will indicate whether he/she would like the Reeths-Puffer transcript to reflect the grade earned in the class, or be awarded a “CR” (credit only with no grade) which will not affect your Reeths-Puffer grade point average on the Dual Enrollment Application form at the end of this document.

Payment: The Postsecondary Enrollment Options Act (PSEO)

The act provides for payment from a school district’s state aid foundation grant for enrollment of certain high school students in postsecondary courses of education. The bill establishes eligibility criteria for students, institutions, and courses; requires eligible charges (tuition, mandatory course or material fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible students and their parents; and requires intermediate school districts to report to the Department of Education.

***The above information is meant as a guide to learning about the dual enrollment process and is not intended to provide comprehensive information of all aspects of dual enrollment. If you have further questions, contact your guidance counselor.**

Reeths-Puffer High School Dual Enrollment Application Form

Student name (please print): _____

Student ID#: _____

Street Address: _____

City: _____

ZIP: _____

Phone #: _____

College/University you would like to dual enroll: _____

Course title: _____

Course number: _____

Days of the week the class meets: _____

Time of day the class meets: _____

I choose to have my college course (check one)...

____ grades be reflected on my Reeths-Puffer transcript.

____ be awarded credit/no credit on my Reeths-Puffer transcript.

By signing this application, I am certifying that I have researched this class offering, have attached documentation of having successfully passed the required testing, and have attached a copy of my completed EDP.

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Please return this completed form to the counseling office along with completed individual college dual enrollment forms from your intended college of attendance.