

Stephenson Area Public Schools

Dual Enrollment Guidelines

1. Eligibility

Students are eligible to take a course at a state university, community college, or independent nonprofit degree granting college or university that is located in the state of Michigan and chooses to comply with the Postsecondary Enrollment Options Act if they meet specific testing requirements. If a student does not meet all score qualifications in all categories, they can still be eligible if they have achieved a qualifying score in at least one of the subject areas and can they take a course in that subject area only. Qualifying scores does not apply to computer science or foreign language courses.

The Student Success Office may elect to support a student's enrollment in a subject are the student has not yet achieved qualifying scores if it is determined to be in the best interest of the student.

The student must be enrolled in at least one high school class. This excludes foreign exchange pupils enrolled under a cultural exchange program. Students must not have been enrolled in high school for more than four school years.

The Student Success Office will determine a student's readiness for dual enrollment. Students interested in dual enrollment must be mature enough and academically ready to handle the rigors of a college course.

2. Eligible Courses

Dual enrollment courses must be academic in nature and related to a student's stated postsecondary goals. Courses cannot be a hobby, craft, or recreational course. It cannot be in a subject are of physical education, theology, divinity, or religious education. The course cannot be offered by the high school unless it is not available to the student due to an unavoidable scheduling conflict. Please talk with the Student Success Office to determine the best course for you to take.

3. College Courses Allowed

Stephenson Area Public Schools will pay for a maximum of 10 college courses while in high school unless students are a part of the Early Middle College program. If students are a part of the Early Middle College Program, they may exceed 10 college courses if it is part of the students approved 5-year plan. Students must be enrolled in at least one high school class as well as meet the criteria below:

- a. Grades 9 & 10: Students can take 1 college course at a time for a maximum of 2 college courses during their 9th or 10th grade year.

- b. Grade 11: Students can take up to 2 college courses at one time for a maximum of 4 college courses during their 11th grade year.
- c. Grade 12: Students can take up to 3 college courses at one time for a maximum of 6 college courses during their 12th grade year.
- d. Regardless of year, students cannot take more than 10 total courses throughout high school, unless the student is part of the Early Middle College Program.

4. How to Enroll

Students interested in Dual Enrollment must meet with the Student Success Office to discuss enrollment options. Each college has different enrollment requirements.

5. Cost

Stephenson Area Public Schools use Bay College and Northeast Wisconsin Technical College for dual enrollment classes. Students have the option to enroll in other approved colleges and will be reimbursed for classes taken up to tuition reimbursement recommendations made by the Michigan Department of Education. The Michigan Department of Education sets a tuition cap on how much the schools can pay per hour of high school release time. Any tuition or book costs that exceed the state allotment will need to be paid by the student.

6. College Textbooks

Students are responsible to purchase books and class supplies. If there are state funds remaining after paying your tuition bill, that money can go toward reimbursing your books. If attending a college where there will be funds remaining, submit receipts to the high school office by the following deadlines: Fall – September 20th, Winter – January 30th. Refund checks will be issued as necessary at the end of the semester after successful completion of the course.

7. Academic Calendar

The high school and the college set their own academic calendars. Often times, the start dates, breaks, and other school closures do not align between the two schools. Students are responsible for finding out what date and time classes start. Some colleges start prior the start of the school year. Similarly, college coursework may be required during high school breaks. Students are responsible for the course requirements even if Stephenson Area Public Schools is not in session.

8. High School Schedule

Students will have a 'college' course(s) listed on their schedule. This may or may not be the time when you attend your college class, but should be used as 'study time' for that class. Students, with parent permission, will be allowed to leave campus to attend classes as necessary or can leave for other reasons providing that the student currently has a 'C' or higher in all their college classes. If a student is on campus during their college hour,

they will be assigned a location where they are required to be. Failure to comply will result in disciplinary actions.

9. Reporting your College schedule and final grades

For students attending Bay College, the Student Success Office will receive confirmation of registration and grades directly from Bay College. Stephenson Area Public Schools does not require you to provide proof of registration and final grades.

For colleges other than Bay College, please bring your schedule to the high school office as soon as your registration is complete. You will also be required to bring a copy of your final grades to the high school office as soon as your final grades are complete.

10. High School Transcripts

Students can decide if they would like the college credit reported on their high school transcripts. Students must decide and declare their intentions before the semester starts. If you choose no high school credit, then the grade you earn will not affect your high school GPA and cannot be used to meet graduation requirements. Students cannot change their minds after the semester starts. One college course is one credit on your high school transcript.

11. College Transcripts

Upon high school graduation, it is the student's responsibility to request their college transcript be sent to their college that they are planning to attend after graduation. Transcript request information can be found on the college websites.

12. Withdrawing or Dropping a College class

Notify the Student Success Office immediately if you decide to withdraw or drop from a class.

- a. If you decide this after the College's drop date, you will be required to repay the school district the cost of the course unless it is determined by the college that it is for a family or medical emergency. Depending on the withdraw date, you may be required to enroll in another high school class.
- b. If you drop before the drop deadline, no repayment is needed. In this case you will be required to enroll in another high school class.

13. Failing a Course

If you fail a college course, you are required to reimburse Stephenson Area Public Schools for the cost of the class. Upon reimbursement, you will be allowed to retake the class.

The state of Michigan law regarding dual enrollment states that the student shall repay to the school district any funds that were spend by the school district for the course that are not refunded to the school district by the college. If the student does not repay this

money, the school district may impose sanctions against the student as determined by school district policy. This law does not apply to a student who does not complete the course due to a family or medical emergency as determined by the college.

14. Retaking a class

Stephenson Area Public Schools will not allow you to retake a class to improve a grade. Classes can only be retaken if you failed the course and have reimbursed the school district that money.

15. Expectations of Dual Enrolled Students

Students are required to check-in weekly with the Student Success Office via GoogleClassroom. Failure to check-in will result in disciplinary action. If you are struggling for any reason, please communicate with your professor and the Student Success Office.

Students are expected to have a level of commitment that leads to success. This includes good attendance, good study habits, and a demonstration of college level communication skills. Students will be responsible for communicating any academic or personal needs to the college professor and/or the Student Success Office.

16. Athletics

If you are a student athlete, you are required to pass all of your classes. This is true for your college classes as well. If you are failing a college class, you will be ineligible for playing high school sports.