

DUAL ENROLLMENT GUIDE



Michigan high school students may dual enroll in college courses at Michigan postsecondary institutions, provided they meet certain eligibility criteria. Dual enrollment expands educational opportunities for students by giving them access to a broader range of courses. Avondale School District provides financial support for dual enrollment to students in grades 9-12 who achieve qualifying scores on a readiness assessment or the Michigan merit examination in subject areas for courses not offered at Avondale. The amount of financial support is determined annually based on a state formula and is applied toward tuition, mandatory course or registration fees, and books. Students are responsible for covering any tuition costs exceeding the fixed amount, as well as any additional expenses such as activity or parking fees and transportation costs.

ENROLLING AS A GUEST STUDENT

Students may enroll as a guest student at a college, following that college's policies, but Avondale will not cover tuition. Credits earned may be added to the AHS transcript and count toward AHS graduation requirements if the student notifies their AHS counselor by the first day of AHS's fall or winter semester and provides proof of successful completion once grades are available. Failure to notify the counselor by the deadline will result in the course not being added to the AHS transcript or counting toward graduation requirements.

REQUIREMENTS FOR DUAL ENROLLMENT

- The college course must be one that is not offered at Avondale High School unless a scheduling conflict exists beyond the student's control.
- The student must have exhausted all course offerings within the desired subject area.
- The college course must align with the student's career pathway or intended degree.
- AP classes at AHS take precedence over entry-level postsecondary courses.
- The college course must not conflict with any part of the regularly scheduled high school day, which runs from 7:22 AM to 2:22 PM.
- **The student may only register for the college course approved on the Dual Enrollment Application.**
 - If any issues arise with registration of the course, the student must inform their AHS counselor immediately.
 - The student may not register for any dual enrollment class that has not been approved by the district.
 - Registering for a non-approved course or failing to communicate with the AHS counselor may result in consequences such as financial responsibility for the course, termination of the course, adjustments to credit designation on the AHS transcript, or disciplinary actions in line with AHS's Academic Integrity Policy.
- The student will designate which type of credit is desired before course registration.
 - **High school credit:** course will count toward AHS and MMC graduation requirements, credit will be awarded, and the course name and grade earned will appear on the AHS transcript, affecting the high school GPA.
 - College classes with 3+ credits = 1 high school credit. College classes with 2 or fewer credits = 0.5 high school credit.
 - **College credit only:** course will *not* count toward AHS and MMC graduation requirements, no high school credit will be awarded, and the course name and grade earned will *not* appear on the AHS transcript, not affecting the high school GPA.
- If a book is required for a postsecondary course, the student must first check with their AHS counselor to confirm if the book is available at the high school to avoid repurchasing.
 - If Avondale funds a student's postsecondary course books, the books remain district property and must be returned after the course. The student will not be eligible to apply for dual enrollment in the future until the book is returned.
- If a student fails to successfully complete the course, regardless of credit designation, they are responsible for reimbursing the district for any course funds not refunded by the postsecondary institution. Failure to repay may result in sanctions according to Avondale policy.
- Withdrawing from a dual enrollment course must be approved by the building principal and AHS counselor.
 - Withdrawal requests are only accepted within the first two weeks of AHS's semester.
 - If a class is withdrawn, it will be replaced with an AHS class chosen by the school to maintain compliance with the required 7-period schedule for pupil accounting.
 - Any course fees for withdrawals beyond the 100% refund period will be the responsibility of the student.
 - Regardless of credit designation, withdrawal from a course without approval will result in an "E" on the student's AHS transcript and will impact their GPA.

ELIGIBLE STUDENTS

A student's eligibility for dual enrollment is determined by achieving a qualifying score on a readiness assessment in the subject area they wish to dual enroll. For subjects without qualifying scores, such as psychology, computer science, or foreign languages not offered at AHS, students must qualify by placing into Composition I (ENG 1510) through an approved assessment score. The student must also meet the college course prerequisite. The assessments and qualifying scores are outlined below.

Assessment	Test Section	Content Area	Minimum Qualifying Score
SAT	Critical Reading	Evidence-Based Reading & Writing	480
	Mathematics	Mathematics	530
PSAT 8/9, 10, & 11	Critical Reading	Evidence-Based Reading & Writing	460
	Mathematics	Mathematics	510
EXPLORE/PLAN	Mathematics	Mathematics	17
	Reading	Reading	15
	Science	Science	20
	English	English	13
ACT	Mathematics	Mathematics	22
	Reading	Reading	22
	Science	Science	23
	English	English	18

STEP-BY-STEP PROCESS

NOTE: Failure to fully follow these steps may result in the district imposing sanctions on the student in accordance with school policy.

1. Student meets with their AHS counselor for information and guidance on dual enrollment.
2. Student submits the AHS Dual Enrollment Application and designated college application to their AHS counselor by **April 1st** (fall semester) or **November 1st** (winter semester) for review and approval.
3. AHS counselor informs the student if the course has been approved and provides next steps.
4. Student must complete all steps required by the college by their specified deadlines.
5. If a book is required for the course, student informs their AHS counselor prior to any purchase.
6. Student provides their AHS counselor with confirmation of the registered college course (e.g., a screenshot of their schedule or calendar from their college student portal) before the first day of AHS's fall or winter semester.
7. Student provides a grade report from the college to their AHS counselor upon class completion, regardless of credit designation.

DUAL ENROLLMENT STUDENT AND GUARDIAN CONTRACT

The student and their guardian must read the following agreements and initial in the boxes provided next to each statement:

Student Guardian

		We understand that the application must be complete by the district's specified deadline to be considered for dual enrollment.
		We understand that a separate application must be complete for each term taken at the postsecondary institution (Fall and Winter semester).
		We understand that course changes are not allowed without AHS approval, and the student may not register for any dual enrollment course that has not been approved by the district.
		We understand that the dual enrollment course must not conflict with any part of the regularly scheduled high school day (7:22 AM to 2:22 PM).
		We understand that the student is responsible for enrolling in the approved course(s) and completing any required assessments as mandated by the postsecondary institution.
		We understand that the student is responsible for providing their AHS counselor with confirmation of the registered college course by the specified deadline.
		We understand that if high school credit is selected, the course <i>will</i> count toward AHS graduation requirements, credit <i>will</i> be awarded, and the course name and grade earned <i>will</i> appear on the AHS transcript, affecting the high school GPA.
		We understand that if only college credit is selected, the course <i>will not</i> count toward AHS graduation requirements, no high school credit will be awarded, and the course name and grade earned <i>will not</i> appear on the AHS transcript or affect the high school GPA.
		We understand that credit designation cannot be changed after application deadline.
		Should withdrawing from a course be necessary, we understand that we must meet with the AHS counselor to discuss this option before the specified deadline.
		We understand that if the student withdraws from a course without AHS approval, an "E" will be recorded on the AHS transcript and affect the high school GPA regardless of credit designation.
		We understand that any tuition costs exceeding the fixed amount, as well as additional expenses such as activity fees, parking fees, or transportation costs, are our responsibility.
		If the district pays for books, we understand that the books are the property of the district and must be turned over to the district once the course is complete.
		If the student fails a dual enrollment course, we understand that we must reimburse the district for any expenses incurred for that course which were not refunded by the postsecondary institution.
		Upon completion of the dual enrollment course, we understand that the student is responsible for submitting the final grade to the AHS counselor, regardless of credit designation.
		We understand that the student is responsible for confirming which community college courses will transfer to which college or university. For more information, refer to the MI Transfer Network .

**WE HAVE REVIEWED, UNDERSTAND, AND AGREE TO ABIDE BY THE PRINCIPLES OF THE
AVONDALE SCHOOL DISTRICT DUAL ENROLLMENT APPLICATION AND CONTRACT.**

Parent/Guardian Name

Parent/Guardian Signature

Student Name

Student Signature

Date

AVONDALE HIGH SCHOOL DUAL ENROLLMENT APPLICATION



Student First Name

Student Last Name

Student Email Address

Parent/Guardian Full Name

Parent/Guardian Email Address

Phone Number

Address, City, State, Zip Code

QUALIFYING SCORES & ELIGIBILITY *(Completed by AHS Counselor)*

SAT Scores:	Math _____	Reading/Writing _____			Eligibility: <input type="checkbox"/> Exhausted Curriculum
PSAT Scores:	Math _____	Reading/Writing _____			<input type="checkbox"/> Course Not Offered
ACT Scores:	Math _____	Reading _____	English _____	Science _____	<input type="checkbox"/> Schedule Conflict
EXPLORE/PLAN Scores:	Math _____	Reading _____	English _____	Science _____	HS Credits: _____ GPA: _____ 31A: <input type="checkbox"/>

Name of Postsecondary Institution

Semester (Fall or Winter) / School Year

Course Number

Course Name

Credit Hours

College Credit, High School Credit, or Both

Course Number

Course Name

Credit Hours

College Credit, High School Credit, or Both

NOTE: CREDIT DESIGNATION CANNOT BE CHANGED AFTER APPLICATION DEADLINE

If a postsecondary course requires a book, please follow these steps:

1. Inform your AHS counselor about the required book so they can check if AHS already has a copy available.
2. If a copy is available, the student may borrow it from the HUB and must return it at the end of the college course.
3. If a copy is not available, the district will cover all or part of the book's cost through OCC, depending on the total bill amount.
 - If the total bill exceeds the district's DE allocated amount, the family will be responsible for the remaining cost.

NOTE: Students also have the option to purchase the book themselves and keep it permanently.

**YOUR SIGNATURE BELOW INDICATES UNDERSTANDING & AGREEMENT WITH
ALL CONDITIONS & REQUIREMENTS OF DUAL ENROLLMENT:**

Student Signature

Parent/Guardian Signature

**SIGNATURES BELOW INDICATE VERIFICATION THAT THE STUDENT IS ELIGIBLE
FOR TUITION/FEE SUPPORT FOR COURSE(S) LISTED ABOVE:**

High School Counselor

Date

Assistant Superintendent for Curriculum

Date

High School Principal

Date