

5G - POSTSECONDARY (DUAL) ENROLLMENT

The Postsecondary Enrollment Options Act, 1996 PA160 (MCL 388.511-388.524), as amended, and the Career and Technical Preparation Act, 2000 PA 258 (MCL 388.1901-388.1913), encourage and enable qualified pupils to enroll in courses or programs in eligible postsecondary institutions (state universities, community colleges, or independent nonprofit-degree-granting colleges or universities located within Michigan). Eligibility of pupils, courses, and institutions are defined under Section 21b of the State School Aid Act, the Postsecondary Enrollment Options Act, and the Career and Technical Preparation Act. Both the district and the pupil must adhere to the following **three basic requirements** for any postsecondary dual enrollment consideration.

- ✓ Local school districts **must** provide general information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act to all pupils enrolled in grade 8 or higher by March 1 of each school year. This general information about college equivalent courses includes advanced placement, virtual university, and postsecondary options.
- ✓ A dually enrolled pupil **must** be enrolled and attending at least one high school course at a public school district while concurrently enrolled and attending a public or private Michigan degree-granting postsecondary institution. Such a pupil may be counted in membership by the enrolling local district.
- ✓ A pupil **shall not** participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under this act. A pupil who violates this subsection forfeits his or her eligibility under this act.

Note: The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act do not prohibit a district from supporting any pupil regardless of eligibility under those acts.

A. Legislative Eligibility Requirements

The Postsecondary Enrollment Options Act [1996 PA 160] and the Career and Technical Preparation Act [2000 PA 258], **require** school districts to support dual enrollment for pupils in grades 11 and 12 if one of the following conditions are met:

1. The pupil who has taken all of the MEAP high school test or the Michigan Merit Exam (MME) must have achieved a qualifying score in all subject areas on the MEAP high school test or the Michigan Merit Exam.
2. The pupil who has not taken the MEAP High School Test or the MME must have achieved a qualifying score in all subject areas on the ACT PLAN or the College PSAT readiness assessment.
3. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area for which he or she has achieved a qualifying score, or in computer science or foreign language not offered by the school district, or in fine arts as permitted by the school district at a postsecondary institution.

4. If the pupil has not achieved a qualifying score in all subject areas on the MEAP high school test, the MME, the ACT PLAN, or the College Board PSAT readiness assessment, the pupil is eligible for dual enrollment in a career and technical education program at a postsecondary institution [that is not offered through the career and technical education program at the local school district, at the intermediate school district, or through an area-wide career and technical program] if the pupil achieves a qualifying score in mathematics and a qualifying score on a nationally or industry recognized job skills assessment.
5. The number of postsecondary dual enrollment courses under the Postsecondary Enrollment Options Act and Career and Technical Preparation Act that a pupil may take in their fifth year of high school is limited to two courses taken at any given time and not more than four courses taken during the school year unless the pupil is enrolled in an early college or middle college high school.

B. District Options

The pupil may enroll in a postsecondary course for a subject that is offered by the local school district, but is not available to the pupil due to a scheduling conflict (as determined by the local school district).

A pupil wishing to enroll in content areas for which there is no endorsement on the MEAP High School Test or the MME such as political science, history, psychology, sociology, anthropology, computer science, or foreign language need only take all sections of the MEAP High School Test or the MME. No specific endorsement is needed for enrollment.

The postsecondary course(s):

- ✓ must be academic in nature or applicable to career preparation,
- ✓ must apply toward satisfaction of degree requirements,
- ✓ may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.

Questions regarding classification of courses as academic or activity are left to the discretion of the district which should take into account the interests and ambitions of the pupil.

The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act **do not prohibit** a district from supporting any pupil regardless of grade level from taking college courses. Districts have always had the “choice” of supporting pupils in appropriate course work that may include college courses. A local school board may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

C. Requirements for Counting Pupil Membership

A dually enrolled pupil may be counted for pupil membership purposes if all of the following requirements are met:

1. The pupil is enrolled and attending at least one high school course.
2. The eligible postsecondary institution has submitted to the eligible pupil a notice indicating the course or courses and hours of enrollment of the eligible pupil and a list of eligible charges.
3. The school district **must** pay, to the eligible postsecondary institution on behalf of the eligible pupil, **the lesser of** the eligible charges or the prorated percentage of the state portion of the school district's foundation allowance paid on behalf of that particular eligible pupil.

NOTE: Eligible charges are defined as: tuition and mandatory course fees, material fees, registration fees, and any late fees due to the school district's failure to make required payment according to the Postsecondary Enrollment Options Act or the Career Technical Preparation Act.

NOTE: A school district may pay more to the postsecondary institution on behalf of the eligible pupil than is required under the Postsecondary Enrollment Options Act or under the Career and Technical Preparation Act, and may use school operating revenue for that purpose. The eligible pupil is responsible for payment of the remainder of the costs associated with his or her postsecondary enrollment or the career and technical program in excess of the amount that the school district is required to pay.

NOTE: A school district is still eligible to count a dually enrolled pupil whose postsecondary institution tuition fees are covered by other means such as a parental employment fringe benefit at the postsecondary institution if all other requirements are met.

4. The pupil is taking a college level course including those offered by electronic means (including but not limited to the Internet, digital broadcast, or satellite network) offered by a school district, a regionally accredited college or university, or through Michigan Virtual High School, and is sponsored by a **certificated teacher employed by the pupil's school district** in which the pupil is enrolled. Appropriate credit must be given for high school, college, or both upon completion of the course.
5. 50% of the postsecondary education course or career and technical preparation course **must** fall within the school district's academic year. (This means that a course/term that is in session more than 50% of the time while school is out on summer break is ineligible to be counted for dual enrollment purposes.)

NOTE: The NCAA guide for college-bound student athletes requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student's high school grade point average. Thus, it is of great importance that those students be informed of these regulations and offered an opportunity to request a grade on their transcript if credit is requested for any dual enrollment course.

Note: The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act do not prohibit a district from supporting any pupil regardless of eligibility under those acts.

D. Postsecondary Enrollment or Career Technical Preparation Programs Not Countable

A district may not count FTE for a pupil that is enrolled in a postsecondary institution under the following conditions:

1. The pupil has been counted for 1.0 FTE based upon the class periods the pupil is enrolled and attending at the high school. No pupil may be counted for more than 1.0 FTE.
2. The district does not pay the tuition and fees for the postsecondary course(s) or the career and technical preparation program course(s) **unless** the fees were waived.
3. A pupil enrolled in a college level course that is offered by electronic means, including but not limited to, the Internet, digital broadcast, or satellite network, **which is not sponsored by a certificated teacher** employed by the pupil's school district.

E. How to Count the FTE for a Dually Enrolled Pupil

A school district may require an eligible pupil to provide, on a form supplied by the school district, reasonable verification that the eligible pupil is regularly attending a postsecondary course or career and technical preparation program course at the postsecondary institution.

A pupil enrolled and attending a postsecondary institution may be considered a full FTE (1.0) only if, after evaluating the pupil's hours of instruction, **one** of the following is true:

1. If the combined number of classes that the pupil is enrolled in and attending at the high school and at the postsecondary institution or the career and technical preparation program equals the number of scheduled classes per day at the high school necessary to reach the minimum required hours for a full-time pupil, then the dually enrolled pupil counts as a full membership. **Actual hours of instruction do not need to be computed.** Thus, if a high school pupil would need to be enrolled in six classes at the high school to meet the minimum required hours to be a full-time pupil, then the dually enrolled pupil would need a combination of six classes in both the high school and the postsecondary institution or at the high school and the career and technical preparation program to be a full-time pupil.

Example 1: District A's normal high school day for a full-time pupil consists of six class periods. The dually enrolled pupil is enrolled and attending two classes at the high school and four classes at the postsecondary institution for a total of six classes. This pupil would be considered a full-time pupil.

Example 2: District B is on a block schedule. A full-time high school class schedule at District B consists of first through fourth periods on Monday and Wednesday, fifth through eighth periods on Tuesday and Thursday, first through eighth periods on Friday. Thus, a full-time pupil is enrolled and attends eight classes. The dually enrolled pupil is enrolled and attending two classes at the high school on Tuesdays

Thursdays, and Fridays and four courses at the postsecondary institution throughout the week for a total of six classes. This does not meet the eight classes necessary to be a full-time pupil. (See 2 below for possible alternatives.)

2. If the combined number of classes that the pupil is enrolled in and attending at the high school and postsecondary institution or at the high school and the career and technical preparation program equals the normal number of scheduled classes per day at the high school necessary to meet the hours requirement of a reduced schedule (i.e., 80% of the minimum required hours (75% for a four block schedule)) then the dually enrolled pupil counts as a full membership. **Actual hours of instruction do not need to be computed.** Thus, if a pupil who is enrolled in five high school classes would meet the minimum hours for reduced schedule for a regular six-period day, then the postsecondary enrolled pupil would need to take five classes between the high school and the postsecondary institution or between the high school and the career and technical preparation program to be counted as a full membership. If a pupil enrolled in six high school courses would meet the minimum hours for a reduced schedule for a two-day eight-block schedule, then the postsecondary pupil would need to take six courses between the high school and the postsecondary institution or between the high school and the career and technical preparation program.

Example 1: District A's normal high school day for a full-time pupil consists of six class periods. A pupil requests a reduced schedule of 80%, which can be reached by enrolling in and attending five classes per day. The dually enrolled pupil enrolls and attends two classes at the high school and three courses at the postsecondary institution or career and technical preparation program for a total of five classes. This pupil would be considered a full-time pupil under the reduced schedule for a six-period day.

Example 2: District B is on a block schedule. A full-time high school class schedule at District B consists of first through fourth periods on Monday and Wednesday, fifth through eighth periods on Tuesday and Thursday, first through eighth periods on Friday. The dually enrolled pupil is enrolled and attending two blocks at the high school on Tuesday/Thursdays and Fridays and four courses at the postsecondary institution throughout the week for a total of six classes. This pupil would be considered a full-time pupil under the reduced schedule for a four-block day.

3. If the pupil does not meet #1 or #2 above, then the actual class hours must be calculated. Also, if travel time is the key factor, then travel time that is documented by the district may also be included in the total hours of instruction. **Actual hours must be calculated as explained in steps a, b and c below:**
 - a. Calculate the yearly hours of instruction in the public school, including the travel time to and from the postsecondary institution or the career and technical preparation program.

Example: Pupil enrolls and attends two 55-minute class periods at the high school each day plus one 5-minute passing time for a total of 115 minutes. It takes 30 minutes travel time each way to and from the college for a total of 60

minutes per day. The sum is 175 minutes per day or 525 hours per year.
 $((175 \text{ minutes per day} / 60 \text{ minutes per hour}) \times 180 \text{ days}) = 525 \text{ hours.}$

- b. Calculate the yearly hours of instruction at the postsecondary institution or the career technical center by dividing the minutes per week by five to determine minutes per day. Multiply that number by the number of days of instruction in the public school to determine minutes per year. Divide that number by 60 to determine hours per year.

Example: Pupil is enrolled and attends three courses at the college. One course consists of a 60-minute class period three times a week and two courses consist of 120-minute class periods twice a week. This totals 660 minutes per week.

(1 class period X 60 minutes X 3 times per week)	= 180 minutes
+ (2 class periods X 120 minutes X 2 days per week)	= <u>480 minutes</u>
Total of	660 minutes

$660 \text{ minutes} / 5 \text{ days per week averages } 132 \text{ minutes per day}$
 $132 \text{ minutes per day} \times 180 \text{ days required} = 23,760 \text{ minutes per year}$
 $23,760 \text{ minutes} / 60 \text{ minutes per hour} = 396 \text{ hours per year.}$

- c. Add the hours in "a" to those in "b" to determine instructional hours per year.

Example: 525 hours at the high school
+ 396 hours at the postsecondary institution
921 hours for the year.

If the hours in "c" above are equal to or more than the minimum required for a reduced schedule (80% of the minimum required hours), the student may be claimed for a full membership (1.0 FTE). (Must have reduced schedule request and approval form in file.)

If the hours in "c" above are less than the minimum required for a reduced schedule, then the pupil must be claimed for the FTE calculated by dividing the hours in "c" by the minimum required hours of instruction for that school year.

F. Regulatory References

State Aid Act:

388.1621b

388.1704a

Administrative Rule:

340.2(6)

388.151-388.155 (pending)

Public Acts:

1996 PA 160, 388.511-388.524

2000 PA 258, 388.1901-388.1913

Revised School Code:

380.1204a

380.1471 – 380.1474

Degree-Granting School

Q #1

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A pupil decides to enroll in a cosmetology school her senior year. The cosmetology course is a two-year program. May the pupil enroll in this cosmetology school under the Career and Technical Preparation Act?

A #1

No, the requirement is that the postsecondary institution must be recognized as a degree-granting institute. A cosmetology school is not a degree-granting institution. There is a possibility that this course could meet the high school level CTE program; however, the CTE program must be approved by the Office of Career and Technical Preparation.

Earned Diploma

Q #2

The district has five pupils who have earned all of the credits required for their high school diploma in the previous year, but did not go through the graduation ceremony and did not receive their diploma. These pupils have enrolled in one course at the high school and four courses at the nearby community college. May the district count these pupils for 1.0 FTE?

A #2

No. Section 6(4)(m), of the State School Aid Act, reads in part: "a pupil who has obtained a high school diploma shall not be counted for membership." The Department has defined "obtained" to mean that the pupil has earned all of the credits necessary to be eligible to receive a high school diploma from that district. "Obtained" does not mean that the pupil has to be in possession of his/her high school diploma.

Conditional Payment

Q #3

May the district require pupil to successfully complete the college course prior to tuition and fees being paid by the district?

A #3

No. The language states that if a pupil provides the postsecondary institution with written proof of eligibility, the postsecondary institution will transmit a bill to the district detailing the eligible charges for each eligible course. The language also states that if a dually enrolled pupil does not complete the postsecondary course, the postsecondary institution shall forward to the district any funds that are refundable due to non-completion of the course.