

## **5GA - POSTSECONDARY (DUAL) ENROLLMENT and CAREER and TECHNICAL PREPARATION**

The Postsecondary Enrollment Options Act, 1996 PA 160 (MCL 388.511-388.524), 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.

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. Postsecondary Enrollment (Dual Enrollment) and Career and Technical Preparation**

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.

#### **1. 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:

- a. The pupil has taken the Michigan Merit Exam (MME) and achieved a qualifying score in all subject areas on the MME.
- b. The pupil has not taken the MME but has achieved a qualifying score in all subject areas on the PLAN, the ACT, or the College PSAT readiness assessment.
- c. If the pupil has not achieved a qualifying score in all subject areas on the MME, the

PLAN, the ACT, 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.

- d. If the pupil has not achieved a qualifying score in all subject areas on the MME, the PLAN, the ACT, 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.
- e. 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 (See 5GB).

A pupil wishing to enroll in content areas for which there is no endorsement on the MME, the PLAN, the ACT, or the PSAT such as political science, history, psychology, sociology, anthropology, computer science, or foreign language need only take all sections of the Michigan Merit Exam. 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 is left to the discretion of the district which should take into account the interests and ambitions of the pupil.

## **2. District Options**

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.

## **3. Requirements for Counting Pupil Membership**

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

- a. The pupil is enrolled and attending at least one high school course.
  - b. 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.
  - c. 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:
    - i. Eligible charges are defined as: tuition and mandatory course fees, textbooks (unless the course is for college credit only), material fees, technology 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.
    - ii. 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.
    - iii. 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.
  - d. 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.
  - e. 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.)
4. **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:

- a. 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.

- b. 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.
- c. 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.

##### **5. 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 full-time college course load equates to 12-16 credits. A 2-credit college course would equate to one high school class for a six-period day ( $2/12 = 1/6$ ). A 3-credit college course would equate to one high school class for a four block day ( $3/12 = 1/4$ ). Use the course credits to determine high school class equivalency for those dual enrollment courses.

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:

- a. 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 equivalent to 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 eight credits at the postsecondary institution for an equivalent six classes ( $8 \text{ credits}/12 \text{ credits} = 2/3$  or four out of six). **MDE defines 12 credits as 1 FTE.** 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 six credits at the postsecondary institution throughout the week which would equate to six blocks ( $(6/12 = 1/2) \times 8 \text{ blocks} = 4 \text{ blocks}$ ) for a total of six blocks ( $2 + 4 = 6$ ). This does not meet the eight blocks necessary to be a full-time pupil. (See "b" below for possible alternatives.)

- b. 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 the equivalent of 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 the equivalent 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 six credits at the postsecondary institution or career and technical preparation program for a total equivalent of five classes ( $(6/12 = 1/2) \times 6 = 3$ ) (2 high school classes + college courses equivalent to 3 high school classes = 5 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 six credits at the postsecondary institution throughout the week for a total of six blocks ( $((6/12 = 1/2) \times 8 = 4) + 2 = 6$  or 75%). This pupil would be considered a full-time pupil under the reduced schedule for a four-block day.

- c. If the pupil does not meet "a" or "b" 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 1-2 below:**

Step 1. 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.  $((175 \text{ minutes per day} / 60 \text{ minutes per hour}) \times 180 \text{ days}) = 525 \text{ hours}$ .

PLUS

Step 2. 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) = 480 minutes  
Total of 660 minutes

660 minutes / 5 days per week averages 132 minutes per day  
132 minutes per day X 180 days required = 23,760 minutes per year  
23,760 minutes / 60 minutes per hour = 396 hours per year.

EQUALS

Step 3. Add Step 1 – hours at the high school plus the travel time (+) to Step 2 .hours at the postsecondary institution.

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

If the sum of the hours above are equal to or more than the minimum required hours for a reduced schedule (80% of the minimum required hours), the student may be claimed for a full membership (1.0 FTE).

If the sum of the hours above are less than the minimum required hours for a reduced schedule, the pupil FTE must be prorated.

## B. Regulatory References

### State Aid Act:

388.1621b

~~388.1704a~~

### Public Acts:

~~388.151-388.155~~

388.511-388.524

388.1901-388.1913

### Administrative Rule:

340.7(7)

340.10a

340.17

### Revised School Code:

380.1204a

380.1471 – 380.1474

### **Degree-Granting School**

Q #1

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 institution. 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 Education.

### **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 a 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.

### **Direct College Credit**

Q #4

There has been an increase in direct college credit courses or "direct credit" courses that provide pupils with an opportunity to take college level courses at high school and are generally taught by college faculty or high school teachers who are adjunct college faculty. Is it the responsibility of the school district to pay for the college credit?

A #4

Yes. Attending this class and receiving any secondary or postsecondary credit is part of the pupil's free and appropriate education as required under the state constitution. The parents of these pupils cannot be charged tuition for these direct credit courses. The district must pay for the tuition and any related fees in order to count the FTE for pupils enrolled in these classes.