

## **5-G-A: POSTSECONDARY ENROLLMENT OPTIONS & CAREER AND TECHNICAL PREPARATION DUAL ENROLLMENT PROGRAMS**

The Postsecondary Enrollment Options Act (MCL 388.511-388.524), and the Career and Technical Preparation Act (MCL 388.1901-388.1913) hereafter "dual enrollment acts", encourage and enable pupils to enroll in courses or programs at postsecondary institutions (Michigan universities, Michigan community colleges, or independent, nonprofit, degree-granting colleges or universities located within Michigan). Eligibility of pupils, courses, and institutions is defined in Section 21b of the State School Aid Act (MCL 388.1621b), and the dual enrollment acts.

### **A) Requirements for Counting in Membership**

A district may count a pupil in membership if all of the following are met:

- 1) The **pupil must meet pupil membership eligibility requirements** pursuant to Section 6(4) or 6(6) of the State School Aid Act (MCL 388.1606) **and any other applicable statute.**
- 2) The **pupil shall be registered, enrolled, and participating in the course(s)** pursuant to Section 6(4), Section 6(8) and Section 6a of the State School Aid Act (MCL 388.1606 and MCL 388.1606a).
- 3) The pupil is enrolled in one of grades 9 through 12 during the year of the postsecondary dual enrollment.
- 4) A pupil enrolled in a postsecondary institution under the dual enrollment acts must be concurrently enrolled in and attending at least one high school course if the enrolling district will be including the pupil in the pupil membership count.
- 5) The eligible postsecondary institution has submitted to the district on behalf of the eligible pupil a notice indicating the course(s) in which the pupil is enrolled, the hours of enrollment, and a list of eligible charges.
- 6) The district paid the eligible charges related to the pupil's postsecondary enrollment up to a prorated part of the statewide pupil-weighted average foundation that is allocated to each course. The statewide pupil-weighted average foundation is available in the following document: [http://mi.gov/documents/sw\\_fndamts\\_11719\\_7.pdf](http://mi.gov/documents/sw_fndamts_11719_7.pdf). See Section B(6) below.
- 7) Fifty percent of the postsecondary education course or career and technical preparation course falls within the school district's academic year. (A course that is in session more than 50% of the time during summer break is ineligible to be counted.)
- 8) The postsecondary course(s) must be academic in nature or applicable to career preparation. The postsecondary course(s) must apply toward the satisfaction of certificate, degree, or program completion requirements, and may not be in the subject areas of physical education, theology, divinity, or religious education. Hobby craft and recreational courses are not eligible under the dual enrollment acts.
- 9) The pupil has been claimed for not more than 1.0 FTE during the count for a public school pupil, and not more than .99 FTE for a nonpublic pupil. The district shall not artificially lower the FTE claimed for a nonpublic pupil in order to meet this requirement. If the pupil's FTE calculation is 1.0 FTE, the pupil is considered a public school pupil and is subject to the membership criteria for such a pupil under Section 6 of the State School Aid Act (MCL 388.1606).
- 10) The pupil does not participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under the dual enrollment acts.

- 11) The pupil has not enrolled in high school for more than 4 school years, including the school year in which the pupil seeks to enroll in an eligible course under the dual enrollment acts, unless the pupil is eligible under Administrative Rule 388.153.
- 12) The pupil has enrolled in no more than a total of 10 postsecondary courses as defined in MCL 388.513(1)(d).
- 13) The postsecondary course is not offered by the local public school or state-approved nonpublic school in which the eligible pupil is enrolled (unless the course is unavailable to the eligible pupil due to a scheduling conflict beyond the eligible pupil's control).
- 14) The career and technical preparation program is not offered through the school district, intermediate school district, area vocational-technical education program, or state-approved nonpublic school in which the pupil is enrolled, or the course is unavailable to the eligible pupil due to a scheduling conflict beyond the eligible pupil's control.
- 15) For eligible nonpublic pupils who are receiving high school credit in addition to postsecondary credit, the course selection is limited to nonessential elective courses.

**Additional Requirements for Fifth Year High School Pupils Enrolled in an Alternative Education Program:**

- 16) The pupil is enrolled in not more than 2 postsecondary dual enrollment courses taken at any given time and not more than 4 postsecondary enrollment courses taken during the school year.
- 17) The pupil shall have a plan on file at the district to complete district graduation requirements within the academic year, including postsecondary dual enrollment options. The plan shall be signed by the principal or designee, the parent or legal guardian, and the pupil. If the pupil is at least age 18 or is an emancipated minor, the pupil may act on his or her own behalf.

**B) Additional Considerations for Schools and Pupils**

- 1) Local school districts and state-approved nonpublic schools 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 the current school year for the following school year's enrollment. This general information about college equivalent courses includes advanced placement, virtual university, and postsecondary options.
- 2) The school district or state-approved nonpublic school, in which an eligible pupil is enrolled, shall provide to the eligible pupil a letter signed by the pupil's principal indicating the pupil's eligibility under the dual enrollment acts.
- 3) If the pupil is seeking postsecondary course enrollment, the pupil must achieve a qualifying score in all subject areas on the Michigan Merit Exam (MME) or another college-ready assessment. (See Table 1 in the dual enrollment "Frequently Asked Questions" document at: [www.michigan.gov/alted](http://www.michigan.gov/alted). If a qualifying score is not achieved, the pupil is limited to enrollment in postsecondary courses in the subject area(s) for which a qualifying score has been achieved, or the pupil can enroll in courses such as computer science, foreign languages not offered by the local school district, and fine arts courses as permitted by the school district at a postsecondary institution.

For the purpose of determining the number of years a pupil has been enrolled in high school, a pupil who is enrolled in high school for less than 90 days of a school year (due to

illness or other circumstances beyond the control of the pupil or the pupil's parent or guardian) is not considered to be enrolled in high school for that school year.

- 4) The table below illustrates the number of courses allowed per year as determined by the first year of enrollment in postsecondary courses and the pupil's grade at the time of that enrollment. If a pupil does not receive tuition and fee support under the dual enrollment acts for a course, the course does not count toward the overall course limit. The limitation on the total number of eligible courses may be waived through a written agreement between the eligible pupil's school district and the eligible postsecondary institution.

**Total number of eligible courses allowed per year by grade at the time of the first dual enrollment.** [MCL 388.513(1)(d)]

Year at postsecondary	Begins taking courses in grade 9.	Begins taking courses in grade 10.	Begins taking courses in grade 11.	Begins taking courses in grade 12.
1st Year	2	2	4*	6
2nd Year	2	4	6*	-
3rd Year	2	4	-	-
4th Year	4	-	-	-
	<b>10</b>	<b>10</b>	<b>10</b>	<b>6</b>
<i>*Pupils that first enroll in postsecondary courses in grade 11 may enroll in up to 6 courses during the 11<sup>th</sup> grade, with an overall limit of 10 courses.</i>				

Districts may elect to support dual enrollment opportunities beyond the 10 courses provided by the Postsecondary Enrollment Options Act. Courses provided by a community college under Section 21f of the State School Aid Act (MCL 388.1621f) do not count against the 10 courses provided under the Postsecondary Enrollment Options Act.

- 5) The postsecondary course(s) must be academic in nature or applicable to career preparation. An academic course is not ordinarily taken as an activity course. The classification of courses as academic or activity is left to the discretion of the district, which should take into account the interests and goals of the pupil.

- 6) Tuition and Related Course Fees Paid by the District:

The district is responsible for eligible charges that are not in excess of the prorated part of the statewide pupil-weighted average foundation allowance for each course under the dual enrollment acts.

- a. Eligible charges are defined as tuition and mandatory course fees, material fees, and registration fees required by an institution for enrollment in a course. Eligible charges also include any late fees charged by a postsecondary institution due to the school district's or Department of Treasury's failure to make a required payment according to the timetable prescribed under the dual enrollment acts. Eligible charges do not include transportation or parking costs or activity fees.

- b. A school district may pay more to the postsecondary institution on behalf of the eligible pupil than is required under the dual enrollment acts, 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 career and technical program.
- c. 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.

The Department provides a spreadsheet to assist in the calculation of the portion of the eligible charges that will be paid by the district. The spreadsheet can be found at [www.michigan.gov/sasf](http://www.michigan.gov/sasf), under a link titled "Nonpublic School Dual Enrollment." The calculations produced by the spreadsheet apply to both nonpublic and public school pupils.

#### 7) Tuition and Related Course Fees Paid by the Pupil:

The eligible pupil is responsible for payment of costs associated with his or her postsecondary enrollment that remain after the district paid the portion required under the dual enrollment acts.

If the pupil does not complete a course in which he or she is enrolled at the postsecondary institution under the dual enrollment acts and the school district or Department of Treasury has paid money for the course on behalf of the pupil, all of the following apply:

- a. The eligible postsecondary institution shall forward to the school district or Department of Treasury any funds that are refundable due to non-completion of the course. The school district or Department of Treasury shall then forward to the eligible pupil any refunded money in excess of the amount paid by the school district or Department of Treasury for the course on behalf of the eligible pupil.
- b. The eligible pupil shall repay to the school district or Department of Treasury any funds that were expended by the school district or Department of Treasury for the course that are not refunded to the school district or Department of Treasury by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school district policy. This subdivision does not apply to an eligible pupil who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution.

#### 8) District Options:

The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act do not prohibit a district from supporting the enrollment of any pupil regardless of his or her eligibility under the acts, nor do the acts prohibit a district from providing a level of tuition support that exceeds the amount prescribed by the acts. Districts have always had the option 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 interests of the pupil.

A pupil wishing to enroll in content areas for which there is no endorsement on the Michigan Merit Exam (MME), such as political science, history, psychology, sociology, anthropology, computer science, or foreign language, only needs to complete the Michigan Merit Exam. No specific endorsement is needed for enrollment.

A pupil is allowed to enroll in virtual learning courses provided by a postsecondary institution, as defined in Administrative Rule 340.11. The pupil shall be concurrently enrolled in and attending at least 1 course offered by the district in which credit is earned and regular attendance is required. There is no limit on the number of virtual learning courses that can be taken through a postsecondary institution (community college or university) that can be counted toward pupil membership.

9) Determining FTE for Pupils Participating in Postsecondary or Career and Technical Preparation Programs:

A school district may require an eligible pupil to provide, on a form supplied by the school district, reasonable verification of regular enrollment in a postsecondary course or career and technical preparation program course at the postsecondary institution.

Dual enrollment course credits are used to determine high school course equivalency. A full-time college course load equates to 12-16 credits, as determined by the postsecondary institution. If the postsecondary institution determines that 12 postsecondary credits equate to full-time enrollment, a 2-credit college course would equate to one high school class if the high school operates on a six-period day ( $2 \text{ credits} / 12 \text{ credits} = 1/6$ ), and a 3-credit college course would equate to one high school class if the district operates on a daily schedule of four blocks (classes) ( $3 \text{ credits} / 12 \text{ credits} = 1/4$ ).

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

- a. If the combined number of classes in which the pupil is enrolled and which he or she is 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, 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, 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 in and attending two classes at the high school and eight credits at the postsecondary institution. The Department defines 12 postsecondary credits as 1 FTE. This pupil would be considered a full-time pupil since 8 postsecondary credits equate to 4 high school classes ( $8 \text{ credits} / 12 \text{ credits} = 4 \text{ high school classes} / 6 \text{ high school classes}$ ).

**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, and first through eighth periods on Friday, for a total of eight blocks (classes). The Department defines 12 postsecondary credits as 1 FTE. The dually enrolled pupil is enrolled in and attending two classes at the high school on Tuesdays, Thursdays, and Fridays (for a total of two blocks at the high school) and six credits at the postsecondary institution throughout the week (which would equate to four blocks at the high school ( $6 \text{ credits} / 12 \text{ credits} \times 8 \text{ blocks} = 4 \text{ blocks}$ )). This schedule is equivalent to a total of six blocks. Therefore, this pupil

does not meet the eight blocks necessary to be a full-time pupil. (See (b), immediately below, for possible alternatives.)

- b. If the combined number of classes in which the pupil is enrolled and which he or she is 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)), the dually enrolled pupil counts as a full membership. Actual hours of instruction do not need to be computed.

**Example 1:** District A schedules full-time pupils for six class periods per day. A pupil must enroll in five classes to meet the requirement for a reduced schedule of 80%. The pupil enrolls in two classes at the high school, and six credits at the postsecondary institution. The postsecondary six credits equal three high school classes, as demonstrated here:  $6 \text{ credits}/12 \text{ credits} \times 6 \text{ classes} = 3 \text{ classes}$ . In total, the student is enrolled in the equivalent of five high school classes, and would be considered full-time under the reduced schedule exception.

**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, for a total of eight blocks. A reduced schedule of 75% can be reached by enrolling in and attending six blocks per week. The dually enrolled pupil is enrolled in and attending two blocks at the high school on Tuesdays, Thursdays, and Fridays and six credits at the postsecondary institution throughout the week (which would equate to four blocks at the high school ( $6 \text{ credits}/12 \text{ credits} \times 8 \text{ blocks} = 4 \text{ blocks}$ )). This schedule is equivalent to a total of six blocks, and would be considered full-time under the reduced schedule exception.

- c. If the number of combined courses scheduled does not equate to a full-time schedule according to the examples described in (a) or (b), the **actual class hours must be calculated**. In determining full-time equated memberships for pupils who are enrolled in a postsecondary institution, a pupil shall not be considered to be less than a full-time equated pupil solely because of the effect of his or her postsecondary enrollment, including necessary travel time, on the number of class hours provided by the district to the pupil. The calculation of actual class hours is explained in steps 1-3 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 (based on 180 days of instruction per year).

**Step 2.** Calculate the yearly hours of instruction at the postsecondary institution or the career and 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. This equates to 132 minutes per day or 396 hours per year (based on 180 days of instruction per year).

**Step 3.** Add the hours per year at high school calculated in Step 1 to the hours per year at postsecondary calculated in step 2.

525 hours per year at High School + 396 hours per year at Postsecondary  
= 921 hours per year total

If the sum of the hours is equal to or greater than the minimum number of hours required for a reduced schedule, (80% of the minimum 1,098 required hours = 878.4 hours), the pupil may be claimed for a full membership (1.0 FTE). If the sum of the hours is less than the minimum required hours for a reduced schedule, the pupil FTE must be prorated. Districts should retain documentation pertaining to the calculation of the pupil's FTE under the dual enrollment acts. If a district utilized more than 36 minutes of travel time per day in the calculation of above, the district is required to have a travel waiver from the Department. Districts should provide their ISD with copies of waivers for the current year.

10) FTE May Not Be Claimed in the Following Circumstances:

- a. The pupil has already been counted for 1.0 FTE during the count period.
- b. The district did not reimburse the tuition and course costs incurred under the dual enrollment acts. An exception is made if the postsecondary or career and technical preparation tuition and course fees have been waived by the institution.
- c. The pupil is a foreign exchange pupil enrolled under a cultural exchange program or the pupil does not have at least 1 parent or legal guardian residing in the state.
- d. The pupil has met all of the requirements to be eligible to receive a high school diploma, or the pupil has obtained a general educational development (G.E.D.) certificate and is not a pupil described in Administrative Rule 340.1702.

### **C) Dual Enrollment Programs for Fifth Year High School Pupils**

The dual enrollment acts provide access to dual enrollment opportunities for pupils attending a fifth year of high school as defined in Administrative Rule 388.153.

These pupils may be enrolled in a five-year high school program, either an early college or middle college, which is designed to allow a pupil to earn a high school diploma and an associate's degree or up to 2 years of transferable college credits. (See Section 5-G-Bof this manual.)

Administrative Rule 38.153 also provides access to dual enrollment opportunities for alternative education pupils who enroll for a fifth year of high school in order to satisfy the graduation requirements. Districts often refer to these pupils as "fifth-year high school pupils" or "fifth-year seniors".

### **D) Question and Answer**

The Office of Education Improvement and Innovation maintains a "Frequently Asked Questions" document for dual enrollment at [www.michigan.gov/alted](http://www.michigan.gov/alted).

**E) Statutory and Other References**

State School Aid Act:  
MCL 388.1621b

Revised School Code:  
MCL 380.1204a  
MCL 380.1471 – 380.1474

Postsecondary Enrollment Options Act:  
MCL 388.511-388.524

Career and Technical Preparation Act:  
MCL 388.1901-388.1913

Administrative Rules:  
R 340.7(7)  
R 340.10a  
R 340.17  
R 340.1702  
R 388.151  
R 388.152  
R 388.153  
R 388.154  
R 388.155