

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## Contents

<b>I.</b>	<b>INTRODUCTION</b>	<b>1</b>
<b>II.</b>	<b>GENERAL</b>	<b>1</b>
<b>III.</b>	<b>FUNDING, FEES &amp; COSTS</b>	<b>7</b>
<b>IV.</b>	<b>STUDENT REPORTING &amp; PUPIL ACCOUNTING</b>	<b>8</b>
<b>V.</b>	<b>CAREER &amp; TECHNICAL EDUCATION EMC</b>	<b>16</b>

## I. Introduction

Guidance published in this document is subject to change as State Legislative and Budget revisions may impact certain programming.

For specific questions on pupil accounting, dual enrollment, or the Center for Educational Performance and Information (CEPI) see contact information below.

For **pupil accounting** questions please review the [Pupil Accounting Manual](#) or contact MDE State School Aid and Finance:

Brian Ciloski, (517) 241 2209, [CiloskiB@michigan.gov](mailto:CiloskiB@michigan.gov) or  
Jessica Beagle, (517) 241-6435, [BeagleJ1@michigan.gov](mailto:BeagleJ1@michigan.gov)

For **dual enrollment** questions please visit the [Dual Enrollment](#) website or contact Office of Education Services:

Jeff McNeal (517)-275-1884 [mcnealj1@michigan.gov](mailto:mcnealj1@michigan.gov).

Questions regarding **CEPI applications** such as the Michigan Student Data System (MSDS), the Teacher Student Data Link, or the Education Entity Master (EEM), please visit the [CEPI website](#) or email/call CEPI at [cepi@michigan.gov](mailto:cepi@michigan.gov) or 517-335-0505 x3.

## II. GENERAL

### 1. What is an Early Middle College?

An Early Middle College is a five-year program of study that may begin as early as grade 9 and is designed to allow a pupil to earn a high school diploma while also earning 60 transferable college credits toward a four-year degree from a Michigan public or private university, an associate degree from a community college, a \*professional certification, the Michigan Early Middle College Association (MEMCA)

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

technical certificate (see question 3 for definition), or participation in a registered apprenticeship. Early Middle Colleges must have a formal agreement with at least one Michigan public or private college or university and maintain formal agreements with all postsecondary partners.

\*A professional certification is any certificate or industry recognized credential in which the pupil prepared for by taking course work provided by a Michigan public or private college or university.

A school district or Intermediate School District (ISD) must apply to the Michigan Department of Education (MDE) to receive approval to open an Early Middle College. An Early Middle College and/or the local school district must maintain the following documentation:

- the five (5) year program of study the pupil is following.
- the MDE approved EMC must maintain a signed memorandum of understanding (MOU) with each postsecondary partner.
- the MDE approved EMC, that receives students from outside their school district and does **not** award the high school diploma to these students, must maintain minutes of the board of education of each involved local school district, or other documentation, showing the board's approval of a 5-year program of study for early middle college pupils. The minutes must reflect that EMC pupils must successfully complete a math or math-related course in the 5th year of high school. The course only needs to generate high school credit if no other high school courses are being taken during that final year.
- the pupil's Educational Development Plan (EDP) noting the EMC and the 5<sup>th</sup> year of study.
- a copy of the transcript(s) or the certificate that the student completed.

## 2. What should be included on the five-year program of study?

The program of study should:

- clearly show the student the courses to be taken each of the five years and the number of college credits that will be earned
- include all Michigan Merit Curriculum requirements with the fifth-year math/math related course clearly identified
- include the name of the institution, and the degree or certificate
- include Career & College readiness course(s)

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 3. What is the MEMCA Technical Certificate?

The MEMCA Certificate provides verification among MDE, the school district, and the higher education partner that the graduate has successfully completed each of the following:

- a) The State of Michigan Merit Curriculum high school graduation requirements.
- b) A member school's MEMCA approved College Readiness Curriculum.
- c) A minimum of 15 transferable college credit hours (non-remedial courses).

AND one of the following options:

- 100 hours of verified community service
- A minimum of 40 hours of verified career exploration, internship, job shadowing, or clinical experience
- A combination of the two that equals 70+ hours

MDE therefore accepts these students as on track early college graduates from their approved Early Middle Colleges.

## 4. What is the process/timeline for getting approval of the MEMCA certificate?

The MEMCA's Leadership Council approves Career and College Readiness curricula four times each year (April, May, October, and November). Typically, approvals are issued for Early Middle Colleges one year before the school's first graduating class.

The Early Middle College must be in their second year of operation and attend a Cluster II workshop to learn about the requirements necessary for earning the right to confer the MEMCA certificate.

## 5. Is Dual Enrollment the same as enrollment in an Early Middle College?

No. Dual Enrollment courses are available to all students who meet eligibility requirements as outlined in the MDE's [Dual Enrollment FAQ](#) found at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment). Students meeting eligibility requirements can enroll in up to 10 postsecondary courses under the Postsecondary Enrollment Options Act (PA 160 of 1996) and the Career and Technical Preparation Act (PA 258 of 2000). The Dual Enrollment laws do not alone prescribe a specific course of study but allow for certain types of courses to be taken when eligibility requirements are met.

In contrast, Early Middle Colleges are structured five-year programs that use the flexibility with the Dual Enrollment laws to provide a specific and deliberately

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

designed course of study that includes unique social/emotional student support services.

## 6. Is there a simple definition to explain the difference between “Early” vs. “Middle?”

In Michigan there are no substantive differences between an “early” or “middle” college, hence the terms are used interchangeably. Michigan Early Middle Colleges embed the national middle college design principles and purpose, while requiring dual enrollment in a five-year model. Nationally early college may be defined as a four-year program of study where students earn a high school diploma and an associate degree, while the middle college is targeted toward students who are behind in high school credits, at risk of dropping out, and need the extra (fifth year) to attain credits for high school graduation and work toward earning college credit and/or an associate degree.

## 7. What is the difference between an EMC High School and a program?

An early middle college high school means a stand-alone public high school, where 100% of the pupils are enrolled as EMC pupils.

An early middle college program is a high school program designed to serve less than 100% of the high school population.

An early middle college consortium program is comprised of multiple school districts with one coordinating agency.

## 8. What is an Enhanced Dual Enrollment System (EDES)?

An “EDES” is a high school instructional model that allows the student to earn 12 college credits by the end of their traditional twelfth grade year (12 x 12). It is intended to be a precursor to opening a full scale 5-year Early Middle College.

## 9. If a student is enrolled in an Early Middle College, is the student eligible to participate in MHSAA sports?

Eligible students can participate in athletics with his or her resident district following the requirements provided by the district and the Michigan High School Athletic Association (MHSAA). Please call the MHSAA for specific guidelines 517-332-5046.

Participation in intercollegiate athletics, however, is prohibited by Section 5 of the Postsecondary Enrollment Options Act (MCL 388.515).

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 10. Are homeschooled and nonpublic students eligible to participate in an EMC?

A nonpublic or homeschool student is one who receives instruction in at least one course from a nonpublic or homeschool entity.

Nonpublic and homeschool students are not eligible to participate in Early Middle College programs as these are designed to be full-time education programs that provide students with a high school diploma and a degree or certificate from the postsecondary institution upon completion. Early Middle Colleges would include instruction in content areas considered to be essential to the student's education.

## 11. Can an out-of-state EMC student transfer to a Michigan EMC?

Yes, if the student/school district can provide documentation of participation in a previous out-of-state early middle college and the student will be in grades 9, 10, 11, or 12 when they enter the Michigan Early Middle College.

Schools should make certain the student's parent/guardian realize Michigan's EMC programs are a five-year program of study. Conversation should also be had about the out-of-state college credits transferring to a Michigan college.

For an EMC out-of-state transfer student, obtain documentation from the student/school district of participation providing the out-of-state EMC. Email Lisa Seigel, EMC Manager at MDE – OCTE [seigell@michigan.gov](mailto:seigell@michigan.gov) providing her with the Unique Identifier Code (UIC) and the grade level of the student. The EMC Manager will email CEPI approving the 3500 coding of the student in the MSDS as applicable.

The EMC and/or local school district should keep the documentation in the student's file should it be requested during a pupil accounting audit.

The EMC/local district will be responsible to ensure the student attains a high school diploma by meeting the Michigan Merit Curriculum, local district graduation requirements, and meets one of the five on-track EMC outcomes for Michigan's EMCs by the end of the fifth year.

## 12. Can an EMC student transfer to another Michigan EMC?

Yes, if the student is an EMC participant, coded 3500 in the MSDS, the sending district can leave the 3500 code in the MSDS and transfer the student to the new district.

If the 3500 code was removed by the sending district and the student is transferring after the fall certification date of their junior year of high school, obtain documentation of participation from the student/school district of participation in the EMC. Email Lisa Seigel, EMC Manager at MDE – OCTE [seigell@michigan.gov](mailto:seigell@michigan.gov)

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

providing her with the Unique Identifier Code (UIC) and the grade level of the student. The EMC Manager will email CEPI approving the 3500 coding of the student in the MSDS.

## **13. How do we provide/share 504 plans of EMC students with the College?**

Per Rebecca McIntyre, MDE-Office of Special Education Supervisor, *students are entitled to receive 504 accommodations through dual enrollment, but the student would have to work with the college to receive them. To do so, the college would need a copy of the student's current 504 plan, which could be provided by the student or if there was a release of information, could be provided by the district. In some cases, a college may develop their own plan and in others they may implement the same plan. Typically, a student only has one 504 plan, so it would be rare that a college would need to develop a separate plan.* For additional information please contact [mcintyrer1@michigan.gov](mailto:mcintyrer1@michigan.gov).

It is recommended to work with your districts administration to determine appropriate sharing of student information that is in the best interest of the student.

## **14. Is there guidance that states local districts are responsible for sending 504 accommodations and documentation to a partnering EMC program and or the partnering college?**

Dual Enrollment legislation does not speak to 504 Plans and how those might come into play as part of dual enrollment. Per the Office of Special Education at MDE, the student would be entitled to receive 504 accommodations through the dual enrollment, but they would have to work with the college to receive them. To do so, the college would need a copy of the students current 504 plan, which could be provided by the student or if there was a release of information, could be provided by the district. In some cases, a college may develop their own plan and in others they may implement the same plan. It is recommended to work with your districts administration to determine appropriate sharing of student information that is in the best interest of the student.

## **15. Where can I find a sample Memorandum of Understanding (MOU) between a district and a postsecondary institution?**

A sample MOU can be found [here](http://www.michigan.gov/mde/0,4615,7-140-43092_51178---,00.html#noprint):  
[http://www.michigan.gov/mde/0,4615,7-140-43092\\_51178---,00.html#noprint](http://www.michigan.gov/mde/0,4615,7-140-43092_51178---,00.html#noprint).

Districts are encouraged to engage the entire Early Middle College design team, including secondary and postsecondary educators, to customize the template and/or develop an MOU to meet individual partnership needs. The MDE also encourages districts to have the final MOU reviewed by legal counsel. The MDE recommends annual review of all MOUs with all partners.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 16. Can an Early Middle College have more than one postsecondary partner?

Yes. The Early Middle College must have a primary postsecondary partner, but additional postsecondary partners may be added later. The postsecondary partner will report in Student Transcript and Academic Record Repository (STARR). The EMC must have an MOU with all postsecondary partners and provide a copy to the EMC Manager.

## III. FUNDING, FEES & COSTS

### 1. Who must pay for Dual Enrollment and Early Middle College expenses (tuition, registration, books, fees, etc.)? The district or parents?

Districts are required to pay the tuition and mandatory course fees, material fees, and registration fees required for **Dual Enrollment** in an eligible course, unless the costs exceed the prorated percentage of the statewide weighted average foundation allowance. After this amount is exhausted, the district has the option of paying the additional costs using local funding sources, or the parent must pay the remaining costs. For the most recent information on Dual Enrollment costs, please see the MDE's Dual Enrollment FAQ and Calculation Worksheet at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment).

**Early Middle Colleges** are designed with the intent of providing additional access to postsecondary courses. The maximum number of courses, as well as the handling of costs more than the student's foundation, should be detailed in the MOU between the secondary school and postsecondary institution. In other words, MDE does not impose a cap on the number of courses/credits allowed for Early Middle Colleges. Any limitations should be addressed at the local level inside the MOU. It is recommended that any costs families will incur should be explained prior to a student enrolling as an EMC student.

### 2. What are the rules (if any) regarding Free and Reduced Lunch/Title I funding and Early Middle College students?

Students attending Early Middle College programs and schools are eligible to participate in the National School Lunch Program (NSLP) and School Breakfast Program. One option is for the Early Middle College to work with a public-school district to enter into an alternate agreement with that district to provide the meals. The school district would be responsible for all administrative responsibilities and would receive the reimbursement for the meals. In this scenario, the public-school district is responsible for all administrative duties including the MEGS+ application process, the income eligibility process, and the claim submission. Due to the different designs of Early Middle Colleges, we suggest you work with the School Nutrition Programs (SNP) Unit at the Michigan Department of Education to

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

determine what might be the best fit for your students. The SNP staff are available at phone 517-241-5376 or email [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

### **3. Can the Early Middle College pay for a college-level courses described as “developmental” or “remedial” if it is equivalent to the schools’ 12th grade English class?**

It is plausible for an Early Middle College student to take developmental college courses due to scheduling and/or school/program location limitations as long as the district local funding sources pay for the associated costs. Section 5GA(B) of the Pupil Accounting Manual gives the district the option of paying for remedial courses if it is in the best educational interest of the student (See Section R 388.155 (2) of the State School Aid Act).

### **4. What types of Dual Enrollment courses cannot be funded using state aid?**

Please review the [Dual Enrollment FAQ](#), as well as the related laws at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment).

### **5. Can students’ families be billed for college courses they fail or withdraw from?**

The repayment clause in the Dual Enrollment law does not apply to an eligible student who does not complete the course due to a family or medical emergency [MCL 388.514(9)(b)]. Moreover, the law states that students “shall” repay, but it also says that districts “may” impose sanctions. This leaves districts with the discretion to determine if additional flexibility or forgiveness is needed when repayment would cause the student hardship. For more information, please review the [Dual Enrollment FAQ](#), as well as the related laws at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment).

## **IV. STUDENT REPORTING & PUPIL ACCOUNTING**

### **1. When must the Early Middle College student be coded 3500 in the Michigan Student Data System (MSDS)?**

EMC students must be coded in the MSDS, and the MSDS collection certified by the fifth Wednesday after the fall count date of their third year of high school (junior or 11<sup>th</sup> grade). Districts may resolve any pupil membership conflicts with other districts, correct any data issues, and recertify no later than the sixth Wednesday after count day. To find the dates and times for reporting and certification go to <https://www.michigan.gov/cepi>.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

A student can be coded 3500 as soon as the student and parent commit to the 5<sup>th</sup> year. This can be as early as 9<sup>th</sup> grade. They do not need to be dual enrolled before coding 3500.

Note: Once a student has been declared an Early Middle College student, they need to be reported with Program Participation Code "3500" in each subsequent collection thereafter. If a student exits the Early Middle College, the 3500 code must be removed from the student's profile in MSDS.

## **2. What can be done if an Early Middle College student was not coded 3500 in the Michigan Student Data System (MSDS) by the fall deadline?**

If a district that operates an MDE-approved EMC, or participates by sending students to an approved EMC, fails to correctly code EMC students 3500 in the MSDS in the fall of the student's third year of high school (junior year or 11<sup>th</sup> grade), the EMC, in partnership with the district, may file an appeal to submit corrections. **All appeals are only applicable to students in their third year (junior year or 11<sup>th</sup> grade) of high school.**

Appeals are only allowed if the student was enrolled and participating as an EMC student in the fall of their third year of high school but was missed being coded 3500 in the MSDS by the fall certification date. This process is not for purposeful late coding of students. Appeals will not be retroactive or change any prior MSDS records. The appeal process document and forms can be found at:

[https://www.michigan.gov/mde/0,4615,7-140-81351\\_51178---,00.html](https://www.michigan.gov/mde/0,4615,7-140-81351_51178---,00.html)

## **3. If we code students 3500 this year and then they decide not to participate, would local districts have an issue with their graduation rate?**

If the 3500 Program Participation code is removed prior to reporting the student as graduating, the cohort year reverts to the original 4-year expected graduation year and their graduation/cohort status is determined using the original cohort year.

## **4. Must a fifth year EMC student be enrolled in courses, in both semesters, that count toward high school credit?**

Yes. See the [Pupil Accounting Manual](#) Section 5-G-B, EMC pupil membership, item #10. The courses can be high school or postsecondary courses but must count for high school credit to count for pupil membership.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 5. What should a pupil accounting auditor look for as evidence of an Early Middle College pupil enrollment?

The following items are required for EMC pupil enrollment:

- A five-year Program of Study (POS) for every Early Middle College student must reflect a fifth-year math/math related course.
- An EDP reflecting the fifth year.
- A student course schedule showing both high school and college courses.
- Upon graduation, a copy of college transcript showing the degree or certificate that was earned, a copy of the MEMCA Certificate issued, or documentation that the student was accepted to a registered apprenticeship.

If any of the evidence is missing, the Pupil Accounting Auditor reserves the right to list a finding in the audit.

## 6. In Section 6(4)(kk) of the State School Aid Act of 1979 it states that “a pupil enrolled in a middle college program may be counted for more than a total of 1.0 full-time equated membership if the pupil is enrolled in more than the minimum number of instruction days and hours required under section 101 and the pupil is expected to complete the 5-year program with both a high school diploma and at least 60 transferable college credits or is expected to earn an associate’s degree in fewer than 5 years”. How do I determine this and what documentation is needed?

Look at the student’s program of study. This should tell you which classes, or number of classes, that a student would need to complete by the end of year to be on-track. If the student has completed more of the program of study than would normally be expected at that time in the EMC, then it would be fair to expect the student to complete the program early. You should also see the student taking courses over the summer, or during the regular school year that are in addition to the student’s full-time schedule. It is recommended to check with your local Pupil Accounting Auditor or the MDE Pupil Accounting Office at 517-373-3352.

## 7. Does the 3500 EMC student code automatically upload to MSDS from my Student Information System (SIS)?

No, it does not. The SIS will need to be programmed by your district’s technology staff to automatically upload.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 8. How can I check if my students are coded properly by the Fall Certification Deadline?

The district pupil accounting personnel can verify their data by pulling the "Program Participation Count" report from the MSDS.

In the MSDS system:

1. Click on Certified Data Reports on the left side of the screen
2. Click on Certified Reports
3. Type in the district or district code that you want to look up
4. Select the collection you want to view
5. Select Program Participation Count Report
6. Select drill down for the format
7. Click view report
8. Expand the district and school you wish to view, then expand the 3500 Early/Middle College Participant to view the UICs of students who are coded 3500 in that school

## 9. What is the age cutoff for EMC students?

For pupil accounting membership purposes, the cut-off for a general education pupil **is less than 20 years of age on September 1**; the cut-off for certain special education pupils is less than 26 years of age on September 1; the cut-off for a pupil facing extreme barriers to education who had dropped out is less than 22 years of age on September 1.

If an EMC student turns 20 after September 1, they can complete their fifth year of the EMC Program. If they turn 20 prior to September 1 and have not completed their fifth year, they cannot be counted for membership.

## 10. What happens if a student moves to another district?

If a student moves to a district, that also has an Early Middle College program, he/she should enroll in that program and maintain his/her 5-year graduation cohort. The originating district, the student is transferring from, should **NOT** remove the 3500 code if the student will be enrolling in an EMC at the new district.

If no Early Middle College program is available, then the 3500 code should be removed, and the student becomes a standard 4-year graduate and would be placed in the standard 4-year cohort.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## **11. What happens if a student decides the program is not for them in their senior year? Can they “drop” the Early Middle College and attempt to complete state and district graduation requirements by the end of their senior year (4th year) to graduate?**

The MDE recommends that all students and parents considering an Early Middle College be fully advised of the 5-year commitment.

If a student decides the Early Middle College program is not for them, then the district may remove the 3500 code and the student will return to his/her original four-year cohort. The 3500 code must be removed by June 30 of the student’s senior (4<sup>th</sup>) year; otherwise, the student will be off track for graduation. It is the local districts responsibility to ensure that the students have met all state and local district graduation requirements. It is recommended that districts ensure the student has successfully completed a math/math related course their final year of high school.

## **12. What year should schools place on the student diploma for Early Middle Colleges?**

The diploma date must coincide with the Early Middle College students’ legal graduation date after he/she has completed all the Michigan Merit Curriculum requirements and local district graduation requirements. Earning the 5<sup>th</sup> year FTE funding also coincides with this completion.

The act of walking across the stage during the graduation ceremony is a local district decision. This means that districts can all EMC students to “walk” during graduation with their 4<sup>th</sup> year classmates but that their official diploma will be held until the 5<sup>th</sup> year is completed and all the MMC curriculum is complete. The MDE and CEPI recommend that districts place the 5<sup>th</sup> year on the student’s diploma because the high school curriculum is not officially completed until after the 5<sup>th</sup> year is completed (given that a math or math related course must be taken during the 5<sup>th</sup> year).

## **13. What kind of math class qualifies for the final year (5<sup>th</sup> year) math requirement in an Early Middle College?**

The final year math or math/related requirement may be a high school course or a Dual Enrollment course. The course must count for high school credit if the student is not enrolled in any other high school courses. The course can be offered at the high school, college campus, or online. This is a requirement regardless of how many math credits have been previously earned. The Michigan Merit Curriculum [FAQ](#) can be found here for questions on math courses:

[https://www.michigan.gov/documents/mde/Complete\\_MMC\\_FAQ\\_August\\_2014\\_467323\\_7.pdf](https://www.michigan.gov/documents/mde/Complete_MMC_FAQ_August_2014_467323_7.pdf).

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

- 14. If a student is flagged as a 5<sup>th</sup> year Early Middle College student, does the 5<sup>th</sup> year math requirement mean that they can take 5 years of math? In other words, what if a student completes 4 years of math by the end of the fourth year of their Early Middle College experience, do they still need a final year of math (in their 5<sup>th</sup> year)?**

The Michigan Merit Curriculum graduation requirements state that students must take at least 4 years of math, with one of the math classes being successfully completed the final year of high school, to graduate. This applies to Early Middle College students just as it does for all other students. An Early Middle College student must successfully complete a math/math related class during their 5<sup>th</sup> year of high school and have completed at least 3 years or more of math previously. The Michigan Merit Curriculum [FAQ](#) can be found here [https://www.michigan.gov/documents/mde/Complete\\_MMC\\_FAQ\\_August\\_2014\\_467323\\_7.pdf](https://www.michigan.gov/documents/mde/Complete_MMC_FAQ_August_2014_467323_7.pdf). The 3500 code puts the student in a five-year graduation cohort; therefore, their final year of high school is year five.

- 15. If in college classes, what constitutes a full-time high school student?**

A full-time college course load equates to 12-16 credits (depending on the postsecondary institution's definition of full-time). 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.

Please refer to 'How to Count the FTE for a Dually Enrolled Pupil' in Section 5-G-A of the Pupil Accounting Manual for sample calculations at the following [link](https://www.michigan.gov/mde/0,4615,7-140-6605-22360--,00.html) <https://www.michigan.gov/mde/0,4615,7-140-6605-22360--,00.html>.

- 16. Do Early Middle College students need to meet the state hours of instruction requirement (1,098 hours under current law) if they are in a college program with fewer hours?**

Section 6(4)(q) of the State School Aid Act [MCL 388.1606] states: "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." Under this language, a Dual Enrolled student needs to equate to a full-time student per one of the calculation methods provided in 'How to Count the FTE for a Dually Enrolled Pupil' under [Section 5-G-A](#) of the Pupil Accounting Manual. <https://www.michigan.gov/mde/0,4615,7-140-6605-22360--,00.html>.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

Additionally, a district may elect to support a student with a reduced schedule under Section 101(6)(c) of the State School Aid Act [MCL 388.1701], which provides an exception to the 1,098-hour requirement.

## 17. When does a student take the state assessment exam?

The state assessment exam is administered in the spring for third year high school students, 11<sup>th</sup> grade students, as well as to students in the 12<sup>th</sup> grade that have not yet participated in the assessment.

## 18. What happens if a student misses a semester?

Student impact: Assuming a PA (pupil accounting auditor) audits all pupils, in all classes each year, and they find an Early Middle College student misses a college semester due to illness or another valid reason, and the student is expected to return, the student shall remain coded 3500 for all three collections.

District impact: From an FTE perspective the district would lose .5 FTE for those pupils.

## 19. How is the extra grade level reported in MSDS?

A student's grade level should be reported based on the high school credits/progress earned toward high school graduation requirements as determined by the local high school or district board of education. A typical high school student following a normal course of study will have grade 9 reported for a student's first year of high school, progressing upward to grade 12 being reported for the student's fourth year of high school. Since Early Middle College students will have a fifth year to fulfill diploma and degree/certificate requirements, one grade level must be reported for two consecutive school years. Grade 12 is the only grade level expected to be reported twice in consecutive school years. **This means that sequence of grade levels reported for an Early Middle College student, over the course of their high school and 5<sup>th</sup> year is expected to be 9, 10, 11, 12, 12.**

## 20. If there are 6 classes in the high school, college adds another one. Does that include an extra day?

If an Early Middle College pupil's schedule exceeds that of the regular high school student, their hours earned will equate to an extra day beyond the 180 days. In other words, if an Early Middle College pupil is enrolled in a mixture of high school classes and college courses that exceed the 1,098 hours per year then the district is eligible to claim an extra FTE. The extra FTE shall be determined by the PA. Refer to section 6(4)(kk) in the State School Aid Act of 1979.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

Section 6(4)(kk) of the State School Aid Act [MCL 388.1606] states:

*"A pupil enrolled in a middle college program may be counted for more than a total of 1.0 full-time equated membership if the pupil is enrolled in more than the minimum number of instructional days and hours required under section 101 and the pupil is expected to complete the 5-year program with both a high school diploma and at least 60 transferable college credits or is expected to earn an associate degree in fewer than 5 years."*

**21. Can a student enter the Early Middle College as a 12<sup>th</sup> grade student if he/she has taken enough Dual Enrollment courses to match what a student would complete in the junior year of the Early Middle College program? In other words, can you add someone in the 12<sup>th</sup> grade year if they are on track?**

No. Early Middle College students must be identified and coded 3500 in the MSDS by the Fall Certification date at the beginning of the third year of high school, 11<sup>th</sup> grade for accountability purposes.

**22. Which exit status code do I use for an Early Middle College Student in the MSDS?**

**Exit status 40** is an Early Middle College student who graduates with their high school diploma **and** one of the following:

- 60 transferable college credits toward a four-year degree from a Michigan public or private university
- an associate degree from a community college
- professional certification
- Michigan Early Middle College Association (MEMCA) technical certificate
- participation in a registered apprenticeship.

**Exit status 41** is an Early Middle College student who graduates with their high school diploma and does not earn one of the credentials above. A student in a five-year cohort, who is exited with a status of 41, will be off track for graduation.

# EARLY MIDDLE COLLEGE FAQs

July 1, 2021

Items highlighted in green have been updated and/or added since the previous EMC FAQ dated 7.1.20

## 23. How long do the districts need to keep the documents for an Early College Student?

The [Records Retention and Disposal Schedule for Michigan Public Schools](#), and the individual pupil level requirements in [Section 1 of the Pupil Accounting Manual](#) should be followed by all school districts. A student's high school/college transcript should be a part of the student's permanent file forever. For EMC consortia, providing EMC services to districts, the program of study, EDP, EMC application etc., should be maintained for three years after the student graduates. An electronic copy of the student file is acceptable.

## V. Career and Technical Education EMCs

### 1. If I have a CTE program, do I need a new program serial number for a CTE EMC program?

Yes. You will apply for a new CTE EMC program (PSN) in the fall.

You may find the New CTE Program Tool Kit here:

[https://www.michigan.gov/documents/mde/New\\_CTE\\_Program\\_Application\\_Tool\\_Kit\\_702081\\_7.pdf](https://www.michigan.gov/documents/mde/New_CTE_Program_Application_Tool_Kit_702081_7.pdf).

### 2. How does having an Early Middle College affect Career Center programs?

Early Middle Colleges and Career Center programs can coexist and even work in collaboration with one another. Early Middle Colleges can simultaneously focus on career and technical education (CTE) and postsecondary courses.

### 3. When do CTE EMC students have to complete the segments/competencies of their state-approved CTE program?

It is recommended that the CTE EMC program of study be designed to allow the students to complete their state approved CTE secondary program by the end of the fourth year of high school. However, it is understood that in certain instances it may be in the best interest of the student for the district to allow completion of their CTE program during the fifth year. Allowing completion during the fifth year or failing to complete the CTE program could result in loss of Michigan Merit Curriculum (MMC) flexibility and could require students to take additional classes for a high school diploma. Please review the MDE MMC FAQ web page

[https://www.michigan.gov/mde/0,4615,7-140-28753\\_38924---,00.html](https://www.michigan.gov/mde/0,4615,7-140-28753_38924---,00.html).

For CTE EMC students that have met the Perkins V definition of completer status at the end of the fourth year of high school, the student should be enrolled in Segment Q or Perkins Course Competency (PCC) Z, as applicable during the fifth year.