

Bridgman High School Application for Dual Enrollment

Name _____ Date _____

Grade _____ GPA _____ Career Goal _____

Career Pathway _____

Dual Enrolled College or Institution _____

List the course(s) you plan to enroll in:

Students participating in dual enrollment must submit a copy of an official grade report and attendance summary from the post-secondary institution at the nine-week grading report period and a transcript or grade report prior to the end of the high school semester.

I understand the Bridgman High School guidelines for Dual Enrollment and agree to these guidelines and responsibilities.

Student Signature

Date

Parent Signature

Date

For Office Use:

Eligible scores on SAT, ACT, or Compass?

Yes No Pending

Grade Level for next school year

On track for graduation?

 Yes No

Approved:

Yes No Pending results of assessment

Counselor Signature

Date

Principal Signature

Date

*Due to BHS Counseling office by 3/1 of the year prior.

Bridgman High School

Dual Enrollment Information

Definition: The Post Secondary Enrollment Options Act of 1996 established that local school districts must address the payment from a school district's state foundation grant for the enrollment of eligible high school students in post-secondary (college) courses.

Eligibility: Eligible students are those who are in grade 9, 10, 11 or 12, who are on track for graduation, are enrolled in at least 1 high school course, and who have achieved qualifying scores on the Accuplacer, ACT, or SAT tests. The student must also meet the eligibility requirements of the post-secondary institution. Students who are interested in dual enrollment as a junior must take an assessment during their sophomore year. See Bridgman High School assessment minimum scores listed below. Please note, some dual enrollment courses may have additional pre-requisite requirements.

Dual Enrollment Minimum Score Requirements

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score
ACT	Mathematics	Mathematics	22
	Reading	Reading	21
	English	English	18
ACCUPLACER	Quant/Alg/Stats	Mathematics	237
	Reading	Reading	263
	WritePlacer	English/Writing	6
SAT	Reading subscore	Reading	26
	Writing/Language subscore or 5s on all three essay scores	Writing	27
	Mathematics subscore Math composite	Mathematics	23 460

**NOTE:* Students may take the Accuplacer assessment a maximum of twice per semester.

Please study prior to taking the assessment. Review materials can be found at www.lakemichigancollege.edu/assessment and click on the Assessment Services tab.

*(The above scores meet the general **minimum** prerequisites as required. Higher level math courses or their equivalent competency level as demonstrated with higher ACT/SAT/Accuplacer assessment scores may be required beyond the minimums listed above.)*

Eligible Post-Secondary Schools: Students are able to attend Michigan public or private degree-granting postsecondary institutions that choose to participate. Most students from Bridgman High School (BHS) have chosen to attend a local community college (LMC or SMC) or have taken an online AP course.

Eligible Costs: School districts must pay students' tuition and mandatory fees. Eligible charges do not include, transportation, parking costs or activity fees. **State Laws MCL 388.514 (9) and MCL 333.1904(9) state that students/parents will be required to repay all tuition, fees and book costs to the school district for any course which is failed or dropped after the full refund date.**

**Some institutions could have lower requirements, but will be looked at on a case by case basis, during dual enrollment scheduling deadlines.*

Eligible Courses: The course must be one that is not offered by the school district including Advanced Placement courses and online courses. The course must be an academic course as opposed to an “activity” course, a course that is not a hobby or recreational course, and cannot be a course that is in the areas of physical education, theology, or religious education. The course must be offered during the Bridgman High School academic year. Tuition is not covered for any summer courses.

Type of Credit: Dual enrollment classes will count for both high school and college credit unless notified by the counseling office prior to the dual enrollment application deadline.

Amount of Credit/Full Time Enrollment: College credit will be converted to high school credit by the following formula:

- 1 to 3 College Credits = .5 High School Credit per semester
- 4 to 5 College Credits = 1 High School Credit per semester

Students must maintain full time enrollment (be enrolled in six courses total including DE and BHS courses). According to the Pupil Accounting Manual, a student must be enrolled in a total of six classes with college and high school classes having equal weight to be considered full time.

Reporting of Grades and Grade Computation: Students are required to provide an official grade report and attendance summary from the post-secondary institution at the nine weeks and a transcript at the end of the semester. College grades will be computed in the same manner as any high school course. College grades are used in the same manner as high school grades to determine athletic eligibility, honor roll status etc. Students must provide current grade if requested by BHS anytime during the school year.

On-track for graduation: Students must be on-track for graduation to be eligible for dual enrollment:

- 6 credits: beginning of 10th grade year
- 12 credits: beginning of 11th grade year
- 17 credits: beginning of 12th grade year

Dual Enrollment Procedures – Timeline:

- By mid-February Dual Enrollment notification provided to students during scheduling process, also listed in student handbook for parent notification
- By March 1st Application for Dual Enrollment due to counseling office
- By May 1st students and parents meet with High School Counselor
- By May 1st student must submit the dual enrollment course request form to the counseling office and class registration form to the college or university designating enrolled courses

Topics covered during mandatory counseling session:

- Eligibility
- Eligible post secondary institutions
- Eligible costs
- Costs assumed by student or parent
- Payment is made directly to post secondary institution upon being billed by the institution
- Eligible courses
- Granting credit
- Acceptance in post secondary school
- Dual Enrollment procedures and timelines
- Increased responsibility for learning
- Reduced opportunities to participate in high school co-curricular and extra-curricular activities
- Potential loss of after-school employment opportunities
- Increased time for travel and study
- Increased financial obligation
- Consequences for not completing or failing a course
- Expanded curriculum offerings
- Opportunity to earn College Credit while in high school
- Opportunity to study subjects more in depth
- Opportunity to experience college level work

Dual Enrollment Course Request

Please list the courses you are requesting and the college/university in which you are planning to enroll.

Name _____ Date _____

Name of postsecondary institution: _____

Semester of Enrollment: Fall 20____ Winter 20____

Course

Course

Student Signature

Date

Parent Signature

Date

Counselor/Principal Signature

Date

***Due to BHS Counseling office by 3/1.**