

# FHS Dual Enrollment Rules & Policies

## 1. Eligibility/Qualifications:

STEP ONE: Students are eligible to take a course at a local college/university if they meet specific testing requirements. If a student does not meet all score qualifications in all categories, they can still be eligible if they have achieved a qualifying score in at least one of the subject areas and can then take a course in that subject area only. For example, if you passed only math on the SAT, you can take a college math course only). See chart below.

### Minimum Dual Enrollment Qualifying Scores 2019-20

|                   |                  |  |                                      |
|-------------------|------------------|--|--------------------------------------|
| <b>SAT</b>        | Math 26.5 or 530 | Reading 26   | Writing 27 (or 5 in each essay area) |
| <b>AccuPlacer</b> | 237              | Reading & Writing - Writeplacer 6 (or 5 plus 250 on Sentence Skills) |                                      |

\*\*\*\*High School Seniors only for the Class of 2020 – 2.75 GPA and meets the Reading requirement on either the SAT or Accuplacer.

**For LMC courses only,** students who do not meet the SAT testing qualifications above can take LMC's college placement test, called AccuPlacer. Students can take the tests at South Haven's campus. See their website for testing hours.

STEP TWO: The next step is to look at the guidelines for the specific college and course that you would like to attend. Each college had different dual enrollment criteria that students have to meet. Example: For Davenport University, students need a 2.5 GPA.

- College Options:** Students can attend any college that is within driving distance from Fennville. Students typically take courses at Lake Michigan College (LMC) South Haven or Allegan campus, Hope College, Grand Valley State University Holland campus, Grand Rapids CC or Davenport University Holland campus. FHS hosts two college courses at the high school with Davenport. Students can also ride the tech center bus to the Allegan Tech Center (ACATEC) and take LMC courses there as well. Internet courses are also available.
- What Courses:** Students interested in LMC's program should choose courses from the DASH packet or the Allegan Advantage packet. For other colleges, students should look online on the college websites for a listing of courses available for the fall or winter semesters. Choose a course(s) that fits into your schedule at school, as well as your after school schedule. Students will work with Mrs. Coffindaffer to create a high school schedule that accommodates the college course(s). Students should look for courses that are not a hobby.

4. **How to Enroll:** Each college is slightly different. Seek assistance from Mrs. Coffindaffer.
- LMC's DASH, Allegan Advantage, and ECAC all have different registration forms. See Mrs. Coffindaffer for the correct one and then return the form to Mrs. Coffindaffer.
  - GVSU – student will call the number on the application and make an appointment. Bring a transcript to the appointment.
  - Davenport on campus– online application. They will contact you.
  - Davenport courses offered at FHS – online application.
  - Hope College – online application. They will send you a registration form in the mail that you need to fill out and send back.
  - GRCC – online application.
5. **Cost:** The cost varies depending on the specific college tuition rate and how many credits/contact hours the course is. FPS will pay for the tuition, fees, and materials up to a certain dollar amount. This amount is a state prorated percentage of the state portion of the school district's foundation allowance paid on the behalf of each student. Note that this calculation will look different from year to year. For the 2019/20 school year, this amount is \$655.92.

\*\*\*Students need to be aware of the final cost before they proceed with enrollment. Some students will have an out of pocket cost for a portion of the tuition and will be required to pay all or a portion of their books. A parent agreement signature will be required to enroll.\*\*\*

Transportation and parking costs are not considered eligible costs and will be the responsibility of the student.

LMC Courses = \$150 per contact hour plus any fees

3 contact hours: \$450  
4 contact hours: \$600  
5 Contact hours: \$750  
6 contact hours: \$900

6. **College Textbooks:** If there is left over funds after your tuition bill is paid, that money can go toward reimbursing you for your book(s). You must turn in your receipt(s) to Mrs. Coffindaffer within 30 days of purchase. The amount of money you receive depends on the funds remaining after the bill is paid and the cost of your book(s). FHS will also reimburse you for RENTAL fees as well. For submitting receipts, please note: FALL deadline=September 30. WINTER Deadline=January 30. Mr. Greydanus will hand out refund checks when the semester grades are available. You will get our refund check at the end of the semester.
7. **Start dates:** Students are responsible for finding out what date and time class starts. Some colleges start prior to the start of FHS in the fall and winter. Students are responsible for attending even if FHS is not in session.

8. **How many college courses are allowed:** Dual enrolled students must be enrolled in at least 1 high school course as well as meet the state criteria below:
  - a. If starting as a **9<sup>th</sup> grader**: students can only take 2 college courses during their 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade year and no more than 4 courses during their senior year.
  - b. If starting as a **10<sup>th</sup> grader**: students can only take 2 college courses in 10<sup>th</sup> grade and no more than 4 courses in 11<sup>th</sup> grade, and no more than 4 courses in 12<sup>th</sup> grade.
  - c. If starting as an **11<sup>th</sup> or 12<sup>th</sup> grader**, no more than 6 courses during both years.
  - d. Regardless of year, no more than 10 total courses throughout high school.
  
9. **High School Schedule:** Students will have a 'dual enrollment' course(s) listed on their schedule. This may or may not be the time when you attend your college class, particularly if you chose a night class that meets 6-9 pm. Students will work with Mrs. Coffindaffer to determine how many dual enrollment periods are on their schedule and what rest of their schedule will look like. When students are not on campus for their dual enrollment period, they are expected to go to the library for 'study time'.
  
10. **Reporting your College schedule and final grades:** For off campus or online courses, please bring a copy of your college schedule to Mrs. Coffindaffer as soon as your registration is complete. You will also need to bring a copy of your report card to Mrs. Coffindaffer as soon as your final grade is reported after your final exams. This is not necessary for LMC or Davenport at FHS.
  
11. **High School Transcript:** Students can decide if they would like the college credit reported on their high school transcript or not. Students must decide this before the semester starts. If you choose no high school credit, then the grade you earn will not affect your high school GPA and cannot be used for a graduation requirement. Students cannot change their mind after the semester starts. College courses that are 1- 3 credits equal ½ HS credit (1 period on your FHS schedule) and college courses that are 4 or more credits equal 1 HS credit (2 periods on your FHS schedule).
  
12. **College Transcript:** Upon high school graduation, it is the student's responsibility to request their college transcript to be sent to their college that they are planning to attend after graduation. Transcript transfer forms can be found on the specific college websites.
  
13. **Transferability of courses:** A good resource to use is [www.michigantransfernet.org](http://www.michigantransfernet.org). This website can be used to see how courses are accepted from one college to another. For specific questions on how a college accepts dual enrollment/direct credit courses, it is recommended that you call the specific college and inquire what their policy is. **Note:** The University of Michigan and other private colleges do not accept dual enrollment courses as much as other state universities do. U of M has their own website you can use <https://admissions.umich.edu/apply/transfer-students/transfer-credit> to see how they accept credits.

**14. The decision to Withdraw or Drop from the course:**

**Withdraw** – you dropped the course after the ‘official drop date’. You will receive a W on your transcript. We have to pay for your course even though you dropped it. NOT GOOD! You will be responsible for the payment. Please discuss with Mrs. Coffindaffer.

**Drop** – You dropped the course within the correct ‘official drop date’ deadline. We do not have to pay for your class. GOOD!

There are DROP dates set each semester, usually within the 1<sup>st</sup> week. If you change your mind and do not want to take the course, you **MUST** withdrawal by the drop deadline to get 100% refund. We urge you not to attempt to drop out after the deadline. We will not get a refund after the deadline.

Withdrawing from or failing a college class has consequences and may cause a student to be ineligible for Federal Financial Aid after high school graduation. Students must adhere to the college’s drop and withdrawal dates and procedures, as well as notify Mrs. Coffindaffer if you choose to withdraw.

15. **What are the consequences if I fail the course?** By signing this contact below, you understand that you will be responsible for repayment of this course. The state of Michigan law regarding dual enrollment states that the student shall repay to the school district any funds that were spent by the school district for the course that are not refunded to the school district by the college. If the student does not repay this money, the school district may impose sanctions against the student as determined by school district policy. This law does not apply to a student who does not complete the course due to a family or medical emergency, as determined by the college.

16. **Expectations of the dual enrolled student:** Please understand that if you are choosing to be a dual enrolled student, you will be expected to have a level of commitment that leads to success. This includes good attendance, good study habits and a demonstration of college level communication skills. Students will be responsible for communicating any academic or personal needs to the college professor and/or Mrs. Coffindaffer. Students are responsible for their own personal technology needs as any other college student is responsible. If technology is an issue, students can use school computers at any time while at school. See Mrs. Coffindaffer for assistance. If you are struggling for any reason, communication will be necessary.



Semester 1

2020-21 FHS DUAL ENROLLMENT CONTRACT

College(s) that I plan to attend for dual enrollment: 1.

2.

Course(s) that I plan to enroll in: 1. # credits\_\_\_

2. # credits\_\_\_

3. # credits\_\_\_

Do you want the college course(s) listed on your transcript for high school credit? You must decide prior to the start of the semester. Please indicate your choice. If you choose no, you must still meet the 22 credit requirement for graduation that will not include this course.

\_\_\_\_\_yes                      \_\_\_\_\_no

**I have read and understand the dual enrollment rules and policies. I know that depending on the course I chose, I may have out of pocket cost for tuition and/or books. I know that I will have to repay the cost of tuition if I withdraw after the deadline or fail a course. I understand that all contracts need to be returned by the start of the course. Failure to return the contact may affect your dual enrollment.**

Student signature\_\_\_\_\_

Parent Signature\_\_\_\_\_

Date\_\_\_\_\_