

Standish-Sterling Community School District  
Standish, Michigan 48658

Board Policy

Re: Dual-Enrollment Procedures

**Rationale**

Michigan Legislation requires the use of State Aid funds to pay certain post-secondary dues and fees for eligible high school students. These laws will determine eligibility for participation in the postsecondary option program. Subsequent changes in the law will supercede District policy. These guidelines outline the procedures that should be followed for implementing this program in the Standish-Sterling Community School District.

**General Procedures**

1. Definition: A student is considered to be "dual-enrolled" when all of the following conditions are met:
  - The student must have earned sufficient credits to be classified in at least grade 11 and must have qualified in a subject area for which the student has earned an endorsement; and,
  - The student must be enrolled in the school district and also in the post-secondary institution during the district's regular school year; and,
  - The dual-enrollment course must be an academic course and must not be a course that is ordinarily taken as an activity course.
2. The method of achieving the qualifying endorsement will be determined by the Michigan Department of Education.
3. By March 1 of each school year, the District shall provide general information about the postsecondary enrollment option available to all students in Grade 8 or higher. Upon request of the parent or guardian, the high school principal will provide to the eligible student a letter indicating the student's eligibility. Requests that are not received in a timely manner will not be processed. Payment will be made directly to the university. If a dual-enrolled student fails to complete the course, the institution will forward any funds that are refundable to the district. Counselors will work with students to arrange for program invoicing.
4. A student ceases to be eligible for dual-enrollment upon completion of all high school graduation requirements.
5. The school district is only obligated to pay tuition and fees such as lab fees connected with the specific course taken. The term "fees" does not include books, transportation, costs associated with registration, or any other ineligible cost. The school district is not liable for any injury incurred by the eligible student that is related to the transportation necessary for the student to participate in this program.
6. At the time that a student enrolls in a postsecondary course the student must designate whether the course is for high school or post-secondary credit, or both. The credits granted to an eligible student will count towards the graduation requirements and will appear on the official transcript and will be computed into the cumulative grade point average. The amount of credit to be granted will be determined by the High School Principal.

7. The district will make payment on behalf of the student in an amount not to exceed the lesser of the actual charge for tuition and fees or the district foundation allowance adjusted for the proportion of the school year that the pupil attends the district. The post-secondary institution will transmit to the district an itemized billing detailing the tuition and fees for the dual-enrollment course of the dual-enrollment student. Payment is computed on the ratio of time and will be computed for each individual student. Payment is determined by the "ratio-of-time" that the student spends at the post-secondary institution to the total time the pupil is attending classes. The student is responsible for payment of the remainder of the costs that are not paid by the School District.
8. The district shall pay eligible tuition and fees only for a class that is an academic course not ordinarily taken as an activity class. Students should clarify eligibility prior to enrollment. Participation in this program is in addition to all current high school requirements. All students are required to enroll in a complete class load as described in the student handbook.
9. The District will monitor student attendance. Students are required to attend classes. Failure to attend may result in loss of credit or other consequences as outlined in the current attendance policy.
10. The district will report information regarding student participation in this program to the Michigan Department of Education each year as required.

This procedure is effective January 1, 1991

Revised by the Board of Education on June 6, 1994

Revised by the Board of Education on November 14, 2005

Legal Reference: MCL 388.1621b, P.A. 336 of 1993; MCL 388.511. et.seq.

Claude L. Inch, Superintendent of Schools

PRC:IGCDA