

Menominee Area Public Schools
Dual Enrollment Guidelines 2023-2024

1. Eligibility

Students are eligible to take a course at a state university, community college, or independent nonprofit degree granting college or university that chooses to comply with the Postsecondary Enrollment Options Act. The student must be enrolled in at least one high school class. This excludes foreign exchange pupils enrolled under a cultural exchange program. Students must not have been enrolled in high school for more than four school years.

Students must meet the following academic requirements prior to taking college classes:

- 3.0+ High School GPA/College Ready Scores
- PSAT 8/9/10/11:
 - 510 (M) 460 (R)
- SAT:
 - 530 (M) 480 (R)
- +Current PSAT scores as required by the college: (Standards may exceed MAPS requirements)

Menominee Area Public Schools (MAPS) may elect to support a student's dual enrollment request without a 3.0+ High School GPA/College Ready Scores if it is determined to be in the best interest of the student.

MAPS will determine a student's social and emotional readiness for dual enrollment. Students interested in dual enrollment must be mature enough and academically ready to handle the rigors of a college course.

2. Eligible Courses

Dual enrollment courses must be academic in nature and related to a student's stated postsecondary goals. Courses cannot be a hobby, craft, or recreational course. It cannot be in a subject area of physical education, theology, divinity, or religious education.

The course cannot be offered by the high school unless it is not available to the student due to an unavoidable scheduling conflict. If MAPS denies a dual enrollment experience for students based on an available high school course that is equivalent in course title (e.g. the student wants to dual enroll for pre-calculus and the high school offers pre-calculus), MAPS will provide rationale to the student that ensures the high school course is equivalent in rigor, more rigorous, and/or covers additional learning objectives than the postsecondary course. If the district determines the postsecondary course is deemed more rigorous or contains additional learning objectives, the high school course

(to include AP courses) should not be considered equivalent to the postsecondary course. In this case, a student should be allowed to dual enroll if all other eligibility requirements are met.

MAPS will pay for a maximum of 10 college courses while in high school unless students are a part of the Early Middle College program. If students are a part of the Early Middle College Program, they may exceed 10 college courses if it is part of the students approved 5-year plan. Students must be enrolled in at least one high school class as well as meet the criteria below:

- a. Grades 9 & 10: Students can take 1 college course at a time for a maximum of 2 college courses during their 9th or 10th grade year.
- b. Grade 11: Students can take up to 2 college courses at one time for a maximum of 4 college courses during their 11th grade year.
- c. Grade 12: Students can take up to 3 college courses at one time for a maximum of 6 college courses during their 12th grade year.
- d. Regardless of year, students cannot take more than 10 total courses throughout high school, unless the student is part of the Early Middle College Program.

3. Early Middle College

Early Middle College (EMC) is a specific type of dual enrollment designed to lead to degree completion. EMC is a program for students to enroll in a 5-year course of study that coordinates high school classes with dual enrolled college classes. The goal is to earn an associate's degree, industry certificate, Michigan Early Middle College Association (MEMCA) certificate (pending approval in Spring 2022), or 60 transferable college credits by the end of the 5th year along with a high school diploma.

Academic Tracks

- MEMCA Certificate (Pending Approval in Spring 2022)
Earn 15 college credits along with 40 career hours, 100 volunteer hours, or a combination of 70 combined career and volunteer hours
- Industry Certificate
Any certificate offered by Bay College. Certificates in accounting, automotive, computer applications, corrections, early childhood, EMT, health careers, mechatronics, office assistant, private security, practical nursing, sustainability and welding
- Associate Degree Track
Any Associate of Arts, Associate of Science and Associate of Applied Science degrees with a wide variety of concentrations. Majority of these associate degrees are designed for transfer to a 4-year college/university.

To be a part of the EMC program, students must sign up prior to Oct. 1 of their junior year. If at any time a student decides that the 5th year option at Bay College is not the right path for them, they may withdraw from the EMC program and continue on as a dual

enrolled student without any penalties. However, once a student withdraws from EMC they cannot be readmitted to the program.

4. How to Apply

Students interested in Dual Enrollment must complete a Dual Enrollment Application and three (3) Dual Enrollment Referral forms. These forms need to be returned to the Career and College Advisor. The application and referral forms are then reviewed by the administration for approval. Once approved, the student will meet with the Career and College Advisor to choose a school and which classes which align with their postsecondary goals. Each college has different enrollment steps:

- Bay College: Apply online at baycollege.edu. Once processed, student will receive a letter and will need to set up their Bay College account and complete the Online Learning Orientation prior to the start of the course.
- NWTC: Complete the NWTC Dual Credit Enrollment Form. Once processed, the student will need to set up their NWTC account, complete their orientation, and enroll in the course via their NWTC student account.
- UW-Green Bay: Complete the UW-GB College Course Agreement Form. Once processed, the student will need to set up their UW-GB account.

5. Cost

MAPS partners with Bay College, NWTC, and UW- Green Bay for dual enrollment classes. Students have the option to enroll in other approved colleges and will be reimbursed for classes taken up to tuition reimbursement recommendations made by the Michigan Department of Education. The Michigan Department of Education sets a tuition cap on how much the schools can pay per hour of high school release time. ([See published formula](#)) Any tuition or book costs that exceed the state allotment will need to be paid by the student.

6. College Textbooks

Students are responsible to purchase books and class supplies. If there are state funds remaining after paying the tuition bill, that money can go toward reimbursing your books. If attending a college where there will be funds remaining, submit receipts to the Career and College Advisor by the following deadlines: Fall – September 20th, Winter – January 30th. Refund checks will be issued as necessary at the end of the semester after successful completion of the course.

7. Academic Calendar

The high school and the college set their own academic calendars. Oftentimes, the start dates, breaks, and other school closures do not align between the two schools. Students are responsible for finding out what date and time classes start. Some colleges start prior to the start of the school year. Similarly, college coursework may be required during high school breaks. Students are responsible for the course requirements even if MAPS is not in session.

8. High School Schedule

Students will have a 'college' course(s) listed on their schedule. This may or may not be the time when you attend your college class, but should be used as 'study time' for that class. Students, with parent permission, will be allowed to leave campus to attend classes as necessary or can leave for other reasons providing that the student currently has a 'C' or higher in all their college classes. If a student is on campus during their college hour, they will be assigned a location where they are required to be. Failure to comply will result in disciplinary actions.

9. Reporting your College schedule and final grades

For students attending Bay College, the MAPS will receive confirmation of registration and grades directly from Bay College. MAPS does not require students to provide proof of registration and final grades.

For colleges other than Bay College, please bring your schedule to the Career and College Advisor as soon as your registration is complete. You will also be required to bring a copy of your final grades to the high school office as soon as your final grades are complete.

10. High School Transcripts

Students can decide if they would like the college credit to be reported on their high school transcripts. Students must decide and declare their intentions before the semester starts by completing the Dual Enrollment Credit Form. If a student chooses to count their college class as high school credit, then the grade earned in the class will affect high school GPA, class rank, and can be used to meet the total credits required for graduation. If a student does not count the class as a high school class, then this will not impact high school GPA, class rank, and will not count toward total credits for graduation. Students cannot change their minds after the semester starts. A 3-credit college course is worth one credit on the high school transcript.

If a student requests to substitute a college course for a high school core requirement (e.g. take ENGL 101 in lieu of College Prep English 2) special permission must be granted. Students must have exhausted the high school's curriculum for that subject area OR meet all of the following requirements:

- Received an "A" the previous year in that content area
- Receive a written teacher referral expressing that it is in the student's best interest to take the college-level class in lieu of the high school core requirement.

11. College Transcripts

Upon high school graduation, it is the student's responsibility to request their college transcript be sent to their college that they are planning to attend after graduation. Transcript request information can be found on the college websites.

12. Withdrawing or Dropping a College class

Students must notify the Career and College Advisor immediately if they decide to withdraw or drop from a class.

- a. Drop: Each school has a drop deadline where the courses dropped will not show on the college transcript and the school is not charged for the class. This deadline is determined by the college and is usually in the first or second week of the class. If the course is dropped before the drop deadline, no repayment is needed. In this case, the student will be required to enroll in another high school class.
- b. Withdrawal: If a class is dropped AFTER the drop deadline, this is considered a withdrawal. This is indicated on the student's college transcript as a W and is nonpunitive to the college GPA. If a student withdraws from a course, they will be required to repay the school district the cost of the 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. 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. Depending on the withdrawal date, students may be required to enroll in another high school class.

13. Failing a Course

If a student fails a college course, they are required to reimburse MAPS for the cost of the class. Upon reimbursement, the student will be allowed to retake the class.

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. 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.

14. Retaking a class

MAPS will not allow you to retake a class to improve a grade. Classes can only be retaken if you failed the course and have reimbursed the school district that money.

15. Expectations of Dual Enrolled Students

Students are required to submit a screenshot of their college gradebook weekly to the Career and College Advisor via GoogleClassroom. Failure to check-in will result in disciplinary action. If you are struggling for any reason, please communicate with your professor and the Career and College Advisor.

Students are 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 the Career and College Advisor.

16. Athletics

If the student is an athlete, college classes will be considered in athletic eligibility, even if the student is not including their college class on their high school transcript.