



Harper Creek High School

Dual-Enrollment Agreement



In order to participate in dual enrollment, all Harper Creek High School (HCHS) students must review and sign this form.

In accordance with the Postsecondary Enrollment Options Act (PSEOA) (Public Act 160 of 1996) and the Career and Technical Preparation Act (Public Act 258 of 2000), Harper Creek High School provides general information about the PSEOA and college equivalent classes to all students. The Public Acts currently allow students to take up to 10 dual enrollment classes in grades 9-12 with different grade levels having different individual limits. Students at HCHS are assisted in finding courses, completing applications, and looking up credit transfer information.

PA 258 specifies qualifications for membership and considerations for school districts when determining if a student qualifies for dual enrollment. The Public Acts do not prohibit a district from supporting any pupil regardless of eligibility under these acts. A district may choose to support college level or career preparation courses for any pupil if it is in the best interest of the pupil. HCHS has included these required considerations to establish the following guidelines for students and for dual enrollment courses. These include, but are not limited to the following:

1. The student is ready for a college experience.
2. Students are responsible for their own transportation.
3. Students are on track for attaining credits towards graduation as expected.
4. Student attendance records do not indicate a history of truancy (more than 10 days).
5. Students must have received a qualifying score on at least one of the following tests: MME, ACT, SAT, PSAT or Next Generation.
6. Dual enrollment courses may not replace any courses required or offered by the district. An exception to this is if administration determines there is a scheduling conflict beyond the student's control.
7. The dual enrollment course may not be in the subject area of physical education, theology, divinity, or religious education; hobby and recreational courses are prohibited as well.
8. Students must take all state and district assessments during scheduled times. This includes, but is not limited to, the M-STEP, PSAT, SAT and final exams.
9. If students have previously failed a dual enrolled course, the cost of the course must be paid back before you are eligible to take another.
10. Failing or withdrawing from a dual enrollment class could negatively affect eligibility for federal financial aid following graduation.
11. It is the students responsibility to communicate with their college instructor if they are going to miss a dual enrolled course regardless of the reason (illness, state-testing, final exams, etc.).
12. If textbooks are not returned within 3 days of completion of the class, student is responsible for the cost of the book.
13. There is an allotted amount that HC will pay for the dual enrolled course. Should your course exceed that amount, the student is responsible for the remaining balance.
14. The HCHS schedule takes priority over dual enrolled courses. Should a dual enrolled course conflict with a HCHS schedule, it is the student's responsibility to adjust their dual enrolled courses.

15. If students need assistance adjusting dual enrolled schedules, they must contact their college advisor. This also includes planning for post-secondary transferable credits.

The final grade will be determined by the post-secondary institution. Students have the option of choosing the class as a 'credit' or a 'grade' on their high school transcript. In the case of a grade of "W" assigned by the institution, HCHS will assign a grade of "H" for no credit. All "H" designations for a dropped/withdrawn class after the add/dropped period will be calculated as a failed course (an "E") when calculating GPA.

Students who fail to successfully complete their dual enrolled course, drop the class after the college deadline, or fail the class outright, will be responsible for the cost of all expenses related to the class. All students will be expected to return to the district (HCHS) any books or materials and supplies that the district paid for at the end of each class.

Students are responsible for knowing if the credits will transfer to any other institution. While HCHS counselors will assist the student in the use of the Michigan Transfer Network, it is ultimately the student's responsibility to verify the information with the institutions in question. Most 4 year institutions have transfer agreement information available directly on their website under the admissions and transfer student sections. Students are encouraged to research this information as needed.

Student Name (Printed): _____

I agree to the terms of the *HCHS Dual Enrollment Agreement* requirements as outlined in the preceding agreement. I understand the dual-enrolled course name, credit and/or grade will appear on my high school transcript. I also understand I will be responsible for any fees related to the dual-enrolled course as stated in the *HCHS Dual Enrollment Agreement*.

Please select (check one) how you want your dual enrollment credit to appear.

- High School Credit only College Credit only Both High School or College Credit
- Select BOTH if you wish your grade to be available for the NCAA Clearinghouse or if you wish to be considered as high school valedictorian or salutatorian, (you are not eligible for those honors if you do not include dual enrollment scores on your high school transcripts).

Please select (check one) if you would like to receive "G" for credit or if you would like the college grade you receive to appear on your transcript.

- G (Credit) Grade Earned from College
(necessary for HCHS high school valedictorian or salutatorian calculation)

Student Signature _____

Date _____

Parent Signature _____

Date _____

