

Southfield Public Schools

Academic Performance Guidelines

and

COUNSELOR RECOMMENDATION FORM

To be considered for the "High School Dual Enrollment" program, the student and parent/guardian MUST sign and upload the **Academic Performance Guidelines** document by **4:00 p.m. on May 31, 2024**. Completing this form does not qualify the student for the dual enrollment program. After the form is uploaded, the high school counselor will consult with the student and verify his/her eligibility to participate in the dual enrollment program. Be advised that students MAY NOT apply for college without their high school counselor's consent.

High School Counselor:

I read the district's dual enrollment policy and certify that the student named above meets all the conditions in section 21b of the State School Act of 1979, as amended by **PA 336 of 1994**, and is currently eligible for dual enrollment in the State of Michigan. Additionally, I reviewed the "*Dual Enrollment Readiness Qualifying Assessments and Scores*" document, the student's high school transcript, and test scores to verify their eligibility to participate in dual enrollment. Lastly, I am aware that students participating in the high school dual enrollment program should have their high school schedule reduced by a course.

Academic Performance Guidelines:

In cases of academic performance issues, drop and withdrawal decisions must be made in the appropriate time frames. Withdrawal decisions must be made **before the final examination period begins. Southfield Public Schools will be refunded the total cost of the course**, per the state guidelines of PA 160: 388.514," If an eligible student fails to successfully complete a dual-enrolled postsecondary course, the student **shall repay** to the school district any funds that were expended by the school district."

Signatures below confirm the following:

Ø The parent/guardian and the student have read, understand, and agree to follow all Southfield Public Schools' dual enrollment guidelines.

- Ø The parent/guardian and the student are aware that the student's high school schedule will be reduced by a minimum of one class period (first or last class period) .
- Ø The student shall notify his/her high school counselor via email of their intention to take a dual enrollment college course before enrolling.
- Ø The Southfield School District accepts responsibility for payment of tuition and fees as outlined in Dual Enrollment Legislation.
- Ø The student will complete all steps on the dual enrollment checklist.
- Ø If the named student does not successfully complete the academic class indicated, the student/parent agrees to reimburse the Southfield School District by the close of the current school year for all college payments.
- Ø If the students elect to use the dual enrollment credit toward graduation, the credits and GPA will be awarded according to the chart listed below. The institution's final grade will be reported as the final grade on the student's high school transcript and calculated into the high school GPA.
- Ø Dual enrollment grades do not replace previous grades or replace graduation requirements.
- Ø The student will adhere to the postsecondary institution's registration schedule.
- Ø The student will adhere to the postsecondary institution's add, drop, and withdrawal period.
- Ø In the case of an unauthorized withdrawal from an institution, the student's grade will show as a failing grade on the high school transcript.
- Ø If a student adds, drops, or withdraws from a college class, he/she MUST immediately notify their high school counselor via email.
- Ø The student authorizes the SPS Dual Enrollment Coordinator to discuss his/her course progress at the higher educational institution by completing its FERPA Release Authorization form.
- Ø Upon completing the college course, the student's responsibility is to provide SPS with a copy of the college **TRANSCRIPT**, which will show the final grade and credits. If a student fails to provide this information, the incomplete grade will revert to an "F". This letter grade will appear on the student's SPS transcript.

Ø The student **MUST submit and upload the college course details** (i.e., the title of the college course, course number, number of credit hours, and course description) ***immediately after registering for the class***. Otherwise, students will not be considered for future D.E. opportunities.

*****Important Notice for Student-Athletes*****

The NCAA requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the pupil's high school GPA. This requirement only pertains to Division I or Division II collegiate athletes. Be sure to discuss this important matter with your principal, coach, high school counselor, and the district's Clearinghouse specialist.

*****How to Upload Required Documents*****

Required D.E. Documents (MUST BE Uploaded by the student)	Links to upload D.E. Required Documents	When to submit the required documents:
College Course Details	Click here to submit the college course details.	Immediately after registering for the college course. Due by August 26, 2024.
College Transcript	Click here to upload the college transcript.	Upon completion of the college course. Due by December 30, 2024.
Academic Performance Guidelines <i>*MUST upload before applying for college. Completing this form does not qualify the student for the dual enrollment program.</i>	Click here to upload the Academic Performance Guidelines document.	By 4:00 p.m. on May 31, 2024.

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Credit Designation (signatures required)

When an eligible student who is enrolled in a school district enrolls in a postsecondary course, he or she shall designate whether the course is for high school or postsecondary credit, or both.

1. Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____

Date _____

2. Student Name (PRINT) _____

Student Signature _____

Date _____

College Credits	How many credits is a dual enrollment class in high school?	The high school class schedule will be reduced by:
1 credit - 4 credits	0.5	1 Class Period
4 Credits + Lab	1.0	2 Class Periods

Credit Designation

When an eligible student who is enrolled in a school district enrolls in a postsecondary course, he or she shall designate whether the course is for high school or postsecondary credit, or both.

Student: Place your initials next to your selection. Be advised that you may only make one (1) selection. *This designation cannot be changed after you enroll in the course.*

_____ The dual enrollment course is for both high school and college credit.

_____ The dual enrollment course is for postsecondary credit.

_____ The dual enrollment course is for high school. The student is responsible for notifying the postsecondary institution of this designation.

******High school credits will be awarded according to the chart listed above. ******

Grade Point Average (GPA) Designation

Student: Place your initials next to your selection. Be advised that you may only make one selection. This designation cannot be changed after you enroll in the course.

_____ I wish to have the letter grade I received from the dual enrollment course show on my transcript and be calculated into my high school grade point average.

_____ I DO NOT wish to have the letter grade I receive from the dual enrollment course be calculated into my high school grade point average. I would like to receive a CREDIT/NO Credit grade on my high school transcript so it will not calculate into my high school grade point average.

Student Name (PRINT) _____

Date _____

Student Signature _____

Parent/Guardian Name (PRINT) _____

Date _____

Parent/Guardian Signature _____