



# Zeeland High Schools

## Dual Enrollment Information

Dual enrollment provides college-bound high school students the opportunity to enroll in select courses at Michigan postsecondary institutions.

Effective April 1, 1996, Public Act 160 and Public Act 258 of 2000, created the Postsecondary Enrollment Options Act, commonly referred to as dual enrollment. This law directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities. The following are eligibility guidelines/standards.

- Students in grades 9 through 12 may dual enroll but some colleges restrict dual enrollment to upperclassmen only.
- Students can take up to ten college courses during high school. There is a cap per year, depending on the grade of enrollment. See chart below.

Grade when starting dual enrollment	9th	10th	11th	12th
9th	Up to 2	Up to 2	Up to 2	Up to 4
10th		Up to 2	Up to 4	Up to 4
11th or 12th			Up to 6* (can't exceed 10 overall)	Up to 6* (can't exceed 10 overall)

- It is highly recommended that students meet benchmark scores on the PSAT, SAT, or ACT test. Benchmark scores are listed below. Students should pass the section of the given test that is most closely related to the college course they are planning to take. These scores are not required but are good indicators of success in a college class.

PSAT 8/9	PSAT 10	SAT	ACT
<ul style="list-style-type: none"> <li>• Reading and Writing: <b>410</b></li> <li>• Math: <b>480</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reading and Writing: <b>430</b></li> <li>• Math: <b>480</b></li> </ul>	<ul style="list-style-type: none"> <li>• Reading and Writing: <b>480</b></li> <li>• Math: <b>530</b></li> </ul>	<ul style="list-style-type: none"> <li>• English: <b>18</b></li> <li>• Math: <b>22</b></li> <li>• Reading: <b>21</b></li> <li>• Science: <b>24</b></li> </ul>

- Students must be enrolled in both Zeeland Public Schools and the postsecondary institution during ZPS's regular academic year and be enrolled in at least one high school class.
- Students should be in good standing with grades and attendance at ZHS.
- A dual enrollment course cannot be a hobby, craft, or recreation courses, or in the subject areas of physical education, theology, divinity, or religious education.

- ZPS will pay a set amount based on the per pupil foundation allowance, as determined by the state each year. Eligible charges include tuition, mandatory course fees, materials fees, and registration fees. Eligible charges do not include transportation/parking costs or activity fees. As a general rule, ZPS will pay around \$800 towards each class period replaced on a student's ZPS schedule by a college class. Parents should investigate what the cost of the class will be, as each college's tuition rate is different. *Please note: for most colleges, families can disregard any invoices received early in the semester and only submit payment once directed to do so by ZPS. Some schools, however, have different billing procedures and will communicate their policies to students/families.*
- Dual enrollment classes may be taken in-person or online. Transportation, if attending class in-person, is the responsibility of the student/family
- Each dual enrollment course will replace 1-2 periods of the student's high school schedule.
  - 1-2 credit course = 1 class period
  - 3 credit course = 1 or 2 periods, as determined by the student's schedule/travel needs
  - 4+ credit course = 2 class periods
- College and high school academic calendars do not align. Students must be mindful of this when registering for classes and understand that they are responsible for attendance in both settings.
- Students may elect to use their college credit for high school credit, in addition to college credit. Please note that students planning to use a college class to fulfill a high school graduation requirement are required to put it on their ZHS transcript. College courses listed on the high school transcript will be factored into the cumulative GPA on a 4.0 scale. College grades will not be awarded a bonus point. All 3, 4 and 5 credit college courses will be transcribed as 1 credit on the high school transcript. Any 2 credit college courses will be transcribed as .5 credits.
- Eligible courses paid for under the Postsecondary Enrollment Options Act may not be audited by the student.
- Students are not allowed to drop a dual enrollment course unless it is within the college drop/add period.
- Students who fail a course will not be allowed to take another dual enrollment course.
- Any costs paid by the district will require repayment by the student/family if the class is failed or dropped after the deadline.
- Students are able to enroll in any Michigan public or private degree-granting post-secondary institution that offers dual enrollment. Here are directly links to the dual enrollment information at some of the most common college that ZHS students take classes:

<a href="#">Grand Rapids Community College</a>	<a href="#">Hope College</a>	<a href="#">Calvin University</a>
<a href="#">Grand Valley State University</a>	<a href="#">Davenport University</a>	<a href="#">Ferris State University</a>

Families can research opportunities at other colleges not listed here by typing "dual enrollment" in the search field of their websites.

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## Dual Enrollment Request Form

**Please complete this form and return it to the counseling office by June 1 for fall semester college courses and December 1 for winter semester courses.**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

College/University Name: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ # Of College Courses To Be Taken: \_\_\_\_\_

Course Number (ex. BI 101)	Course Name (ex. General Biology)	# of Credits (ex. 3)	Semester (ex. Fall 2025)	HS Credit?*( (Circle one)
				Yes / No
				Yes / No
				Yes / No

\*If “yes” is circled for high school credit, the grade will appear on the student’s ZHS transcript. Students taking more than one course may make different credit designations for each course.

We have read, understand, and agree to the guidelines and requirements of dual enrollment, as explained in the ZHS Dual Enrollment document and give permission to enroll the above named student in the courses listed.

Parent Signature:: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----Office Use Only-----

The above-listed course(es) replaces \_\_\_\_\_ hours on the student’s schedule.

Hours replaced (circle):     1     2     3     4     5     6

Counselor Signature: \_\_\_\_\_ Date: \_\_\_\_\_