

To: Dual Enrollment Students & Parents/Guardians
From: Byron Area High School Guidance Office
Subject: Postsecondary Enrollment Options (PSEO)
Date: August 2007

Any student who intends to pursue dual enrollment must complete the instructions in the next paragraph, sign and return this packet to the guidance office.

You and your parent/guardian must initial in the left hand margins that you both have read, understood and discussed each of the following numbered statements and conditions for dual enrollment. The end of this document must be signed and dated by you and your parent/guardian.

1. The Postsecondary Enrollment Options Act (PSEO) provides for payment from a school district's state aid foundation grant for enrollment of certain high school students in postsecondary courses of education. The bill establishes eligibility criteria for students, institutions, and courses; requires eligible charges (tuition, mandatory course or material fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible students and their parents; and requires intermediate school districts to report to the Department of Education.
 2. Students who are eligible to participate in postsecondary options are those who are in grade 11 or 12, are enrolled in at least 1 high school course, and who have qualified for a state endorsement in four subject areas of the Michigan Merit Exam tests—reading, writing, mathematics, and science. However, students in grade 12 who have not earned an endorsement in all four subject areas may enroll in college courses in areas for which they have received an endorsement.
 3. The school districts are required to pay students' tuition and mandatory course fees, materials fees, registration fees and any late fees billed by the postsecondary institution. Eligible charges do not include books, transportation, parking costs or activity fees. However, the total amount of tuition and fee support shall not exceed either of the following:
 - a. The total amount of the tuition and fees for the course(s).
- or-
- b. The sum of the state portion of the district's foundation allowance, per membership pupil, adjusted for the proportion of the school year that the student attends the postsecondary institution. For example:

Student's State Portion of the Foundation Allowance -
\$5,000 per year; \$2,500 per semester

Course Enrollment for One Semester - Two courses at the college level and four courses at the local school district

Proportion of Time in the District Equals - $2/6$ or $1/3 \times \$2,500 = \825 ($\$2,500 - \$825 = \$1,675$)

Thus the local district would pay the actual charge for tuition and fees for the two college courses or \$825, whichever is less. Calculations are based on the total number of both high school and college courses, equaling 100 percent of enrolled time.

4. Students may dual enroll in more than one course at a postsecondary institution. The enabling legislation does not set any limitations on the number of college courses in which a student may enroll. The only stipulations are that the student be enrolled in both the district and postsecondary institution during the district's regular academic year, and be enrolled in at least one high school course. The legislation does not apply to any postsecondary courses a student is enrolled in addition to being enrolled full-time in the local district or to a postsecondary course a student is retaking after failing to achieve a satisfactory grade.
5. The payment for which school districts are responsible is based on the number of courses involved. The 1996-97 language states that school districts must pay tuition, registration fees, materials fees, and required course fees for the postsecondary course(s) of the dually enrolled pupil as billed to the school by the postsecondary institution.
6. Limitations regarding which courses a student may take at a postsecondary institution: the language stipulates that a course which qualifies for tuition support must be a course that is not offered by the school district, or that is offered but is not available to the student because of a scheduling conflict; an academic course as opposed to an "activity course"; a course that is not a hobby craft or recreational course; a course that is not in the areas of physical education, theology, divinity or religious education; and a course that the postsecondary institution normally applies toward satisfaction of degree requirements.
7. Students do not have to "exhaust" the high school's curriculum before they are eligible for postsecondary enrollment. The language states that the postsecondary course(s) eligible for tuition support must be course(s) not offered by the district, but does not require students to take all available high school courses before enrolling in postsecondary courses. However, if the district offers college level equivalent courses (Advanced Placement), these courses have precedence over an entry-level postsecondary course. Also, high school credits granted to a student under this act shall be counted toward the graduation and subject area requirements of the school district.
8. Students may elect to take college courses during the school day or in the evening. Courses may be taken on or off campus, on the weekend, on-line or involve interactive television.



9. Regarding whether students can receive PSEO tuition/fee support for college courses taken during the summer/spring term, the language states that students may receive support for courses during the school district's regular academic year. Thus, if the district's academic year is September through June, the district is not responsible for tuition/fee support of the students attending summer college classes. However, many postsecondary institutions offer a spring term, which begins during a district's academic year and ends during the summer. If 50 percent or more of the college class/term falls within the local district's regular academic year, students must be allowed to enroll and receive tuition/fee support.
10. The student decides what type of credit they will receive for postsecondary enrollment. The language states that, at the time an eligible student enrolls in a postsecondary course, he or she will designate whether the course is for high school or postsecondary credit, or both, and shall notify the high school and the postsecondary institution of his or her decision. Students taking more than one postsecondary course may make different credit designations for different courses.
11. A student may not audit a college course under the Postsecondary Enrollment Options Act. Postsecondary courses taken under the Postsecondary Enrollment Options Act cannot be audited.
12. Regarding how much high school credit a district must grant a student for completion of a postsecondary course: the language states that a school district must grant academic credit if the student successfully completes a course, as determined by the postsecondary institution. The amount of high school credit granted shall be determined by the district. The high school credits granted to a student must be counted toward the graduation requirements and subject area requirements of the school district.
14. As a dually enrolled student I have academic and social responsibilities which include, but are not limited to, the following:
 - * I must attend class at the designated institution and provide my own round trip transportation.
 - * I am expected to complete all assigned work.
 - * I must have read each course syllabus and adhere to attendance and assignment expectations and deadlines according to the individual instructor and in conjunction with my home high school.
 - * I will not place myself in any endangering situation. As a high school student I understand that I will be attending courses with students who are older than I am. My parents and I have discussed their expectations for my social behavior in a postsecondary setting.
15. I understand that in order to participate in the dual enrollment program I may need to attend a group meeting regarding the benefits, risks and possible consequences of enrolling in a postsecondary course. If after attendance at this meeting my parents/guardian or I need further clarification we will contact the Byron Area High School Guidance Office prior to enrollment.



We have read, understood, discussed and initialed each numbered statement above.

(Student signature)

(Date)

(Parent signature)

(Date)

