

Dear Parents,

With the changes made within the Michigan legislature four years ago, the Michigan Department of Education has made dual enrollment a more viable option for many private school students. Although there remain certain stipulations on which courses the state will allow for funding to be attributed to as well as the variation in funding each school year, many Sacred Heart Academy students have taken advantage of the reduced cost and increased opportunity.

Before registering your student for a dual enrollment course at any college or university, we want to emphasize some key factors that may influence your decision to enroll your student in a college course. First, the cost of the course for each student varies each year depending on the tuition rates of the college, the per pupil funding attributed to public school students by the state of Michigan, the residence of the student, and the total number of courses (high school and college) the student has on his/her schedule. Please note that tuition rates are different at every post-secondary institution, so the balance remaining for families to pay after state funding can vary significantly. For example, a 3 credit class at CMU costs approximately \$1,200 and a 3 credit course at MMCC costs approximately \$565 while the average funding for the state of Michigan is approximately \$525.00 per class. For some schools like Mid-Michigan Community College, the college bills the state first and then lists the remaining balance on the student's online account. Other schools like Central Michigan University have the student pay for the entire course up front and then reimburse the student in the amount of the state funding once it has been received from the state. In most situations, there will be a balance for students/parents that must be paid or the student could be dropped from the course or may not be able to access their final transcript grade. Regardless of the location of the course, students are also responsible for purchasing any textbooks or course materials needed for their dual enrollment class. Please also remember that just as with any college class, students who do not earn a passing semester grade for the course will be responsible for payment for the entire cost of the class including the state funding.

When a student dual enrolls, they are considered a college student and are treated as such by the college and the course instructor. College-level assignments will be given and graded accordingly with grades earned being placed on the student's permanent college record (including withdrawals). Any concerns over grades or course content must be addressed directly with the instructor by the student as mandated by the Family Educational Right and Privacy Act (FERPA). Any course or grade disputes must be handled according to the college's policy, while students are held to policies established by the college/university including attendance, plagiarism, and cheating. There may be content discussed in these courses that is not aligned to the Catholic teachings of Sacred Heart Academy, so I encourage you to read through the syllabus with your student as soon as it is distributed to ensure that the content is at a level and of a nature that your student is ready to handle. Sacred Heart Academy does not have the authority to determine course content or policies of any college courses. Online courses have varying levels of instructor involvement, and thus require exceptional levels of self-driven learning, which needs

to be a consideration for both students and parents. If a student decides to withdraw from a course for any reason, they must contact the college directly to complete this process and understand that additional fees may be applied depending on when the withdrawal occurs. Students must also notify their SHA Academic Advisor about their withdrawal in order to make scheduling adjustments. To verify successful completion of the course, I will request a copy of the student's final grade from the college or university to be added to the student's file and be used to update the student's transcript if necessary.

In addition, transferability of this course and any college course varies with each college or university. The location (on-campus, SHA campus, online, etc.) of the dual enrollment course may impact its transferability. Your student may have questions about how the course may transfer, which could impact their decision to enroll in a particular course. For specific information regarding transferability of courses, students must contact directly the dual enrollment institution and the institution where the student is planning to transfer credit to determine if and how a course will transfer. Students will need to designate how they plan to utilize their dual enrollment course credit (high school credit, college credit or both). This determination may impact the transferability of credit to colleges as well as the course's eligibility to receive funding from the state of Michigan. In the event a student chooses to use the college course for high school credit, Sacred Heart Academy will include the grade as given by the college on their high school transcript and factor that grade into their high school GPA.

Additionally, we are responsible for neither providing nor supervising transportation to and from your student's college course. It is the responsibility of parents to know whom their student is riding with and/or transporting to off-campus locations. When a student leaves SHA prior to the start of their scheduled off-campus course, they must sign out at the main office and report to the designated campus location. A supervised work room will be provided for students on the days they do not have their college course.

Thank you very much for your support of this increased effort to provide students with the many benefits of dual enrollment. Please do not hesitate to contact me at mrichards@ sha.net or 989-772-1457 with any questions you may have.

Sincerely,

Marie Richards
Assistant Principal/Academic Advisor
Sacred Heart Academy

***I have read the preceding information and agree to permit my student to dual enroll under these conditions.**

Parent Signature

Date