Frequently Asked Questions - Postsecondary Dual Enrollment
PA 160 of 1996: Postsecondary Enrollment Options Act (PSEOA)

Conditional Payment

Q #1  May the district require a pupil to successfully complete the college course prior to tuition and fees being paid by the district?
A #1  No. The language in MCL 388.514(4) and MCL 388.1904(4) states that if a pupil provides the postsecondary institution with written proof of eligibility, the postsecondary institution will transmit a bill to the district detailing the eligible charges for each eligible course. The language also states that if a dually enrolled pupil does not complete the postsecondary course, the postsecondary institution shall forward to the district any funds that are refundable due to non-completion of the course.

Direct College Credit

Q #2  There has been an increase in direct college credit courses or “direct credit” courses that provide pupils with an opportunity to take college level courses at high school and are generally taught by college faculty or high school teachers who are adjunct college faculty. Is it the responsibility of the school district to pay for the college credit?
A #2  Yes. Attending this class and receiving any secondary or postsecondary credit is part of the pupil’s free and appropriate education as required under the state constitution. The parents of these pupils cannot be charged tuition for these direct credit courses. The district must pay for the tuition and any related fees in order to count the FTE for pupils enrolled in these classes.

8th Grade Pupil enrolled in ISHALL program at MSU

Q #3  Can pupils dual enroll even when their grade is not included in one that requires district support under [1996 PA 160] and [2000 PA 258]?
A #3  Yes, the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act do not prohibit a district from supporting any pupil regardless of grade level from taking college courses.

Q #4  How does a college course that does not have a five-day schedule affect the pupil’s eligibility to be counted in membership and for FTE?
A #4  If the pupil has met all other requirement to be counted toward membership, the pupil's class load would be the determining factor in deciding the earned FTE. A full-time college course load equates to 12-16 credits. A 2-credit college course would equate to one high school class for a six-period day (2/12 = 1/6). A 3-credit college course would equate to one high school class for a four block day (3/12 = 1/4). Use the course credits to determine high school class equivalency for those dual enrollment courses. If the pupil if left with gaps of time in their class schedule on days where the college course does not meet, the district should consider establishing a mechanism where the pupil can direct this time toward completing coursework or be encouraged to engage in other learning activities.

College Credit Opportunities

Q #5  What are the laws that govern early college credit opportunities for pupils?
A #5  In Michigan, there are two laws that govern early college credit opportunities for pupils. The Postsecondary Enrollment Options Act (PSEOA) or Public Act 160 of 1996, and the Career and Technical Preparation Act or Public Act 258 of 2000, provides for payment from a school district's state aid foundation grant for enrollment of eligible high school pupils in postsecondary courses of education. The law establishes eligibility criteria for pupils, institutions, and courses; requires eligible charges (tuition, mandatory course or material fees, and registrations fees) to be billed to a school
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district or the Treasury Department; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible pupils and their parents; and requires intermediate school districts and postsecondary institutions to report to the Department of Education. The legislation can be found at:

Postsecondary Enrollment Options Act (PA 160 of 1996)

Career and Technical Preparation Act (PA 258 of 2000)

Q #6 Are districts required to inform pupils of early college credit opportunities?
A #6 Yes. By March 1 of each school year, a school district or state approved nonpublic school are legally required to provide general information about postsecondary enrollment opportunities such as Advanced Placement (AP), dual enrollment, early and middle college high schools, career and technical preparation enrollment options, etc., to all pupils in grade 8 or higher.

Districts also are required to send all pupils in grades 9 through 12 who have taken the Michigan Merit Exam (MME) or other state approved readiness assessment, regardless of score, a letter, signed by the pupil’s principal, indicating their eligibility.

To assist schools in this effort, the MDE has developed an informational brochure for schools and parents. This brochure is available in two formats and can be found on the MDE high school web site at www.mi.gov/highschool.

Q #7 Who decides what type of credit a pupil will receive for postsecondary enrollment?
A #7 The law requires a pupil to designate whether the course is for high school or postsecondary credit, or both at the time of enrollment. Pupils also are required to notify the high school of his/her decision. Pupils taking more than one postsecondary course may make different credit designations for different courses.

If the course is being offered to a nonpublic pupil, the course will be countable toward high school and college credit if the eligible course is determined to be nonessential elective. However, if the course is essential, the course may be taken for college credit only.

Q #8 Should districts accept the grade a pupil receives in a college course and incorporate it into the pupil’s high school Grade Point Average (GPA)?
A #8 The language does not address the issue of grades. However, in its Guide for the College Bound Pupil Athlete, the National Collegiate Athletic Association (NCAA) requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated in to the pupil’s high school GPA. This requirement only pertains to Division I or II collegiate athletes. It is of great importance that pupils are informed of these regulations and offered the opportunity to request a grade on their transcripts.
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Q #9  How will districts report to the MDE?
A #9  School districts report the following information as required by Section 18(3):

- Total dollars expended for pupils involved in postsecondary enrollment
- Number of pupils eligible for postsecondary enrollment
- Number of pupils involved in postsecondary enrollment during the preceding school year (aggregate and by grade level)
- The percentage of the district’s enrollment represented by pupils involved in postsecondary enrollment
- The number of postsecondary courses paid for by the district under this Act
- The number of postsecondary courses for which college credit was granted
- The number of postsecondary courses for which high school credit was granted
- The number of postsecondary courses that were not completed by pupils

Q #10  Must districts comply with this legislation?
A #10  Yes. The law states that districts and public school academies shall use funds allocated under the State School Aid Act to support eligible pupils in their pursuit of enrollment opportunities in postsecondary institutions. Thus, districts and public school academies must comply with the pupil’s request for postsecondary enrollment if the pupil, course, and institution are eligible under this Act.

MCL 388.514(4)(1) The school district or state approved nonpublic school in which an eligible pupil is enrolled shall provide to the eligible pupil a letter signed by the pupil's principal indicating the pupil's eligibility under this act.

Q #11  What is the Michigan Virtual High School?
A #11  The Michigan Virtual High School is a development of the Michigan Virtual University and was designed to expand curricular offerings for high schools across the state, create a statewide instructional model using interactive multimedia tools, and provide pupils and teachers with opportunities to develop skills through online learning. In order to expand the options of qualified high school pupils, the Michigan Virtual University also has developed the Michigan Virtual AP Academy. The goal of the Academy is to make Advanced Placement courses available to all qualified pupils within the State of Michigan. For more information, visit their website at www.mivu.org.

Eligibility Questions

Q #12  How do Michigan graduation requirements affect advanced learners?
A #12  For many pupils including advanced learners who already have chosen a rigorous curriculum, the state graduation requirements are similar and should not result in a substantial change. For example, Advanced Placement (AP) courses in required subject areas such as Mathematics, Science, English Language Arts, Social Studies, or Visual, Performing and Applied Arts will satisfy the Michigan state graduation requirements.

Michigan schools offering the International Baccalaureate (IB) program also would provide pupils the opportunity to meet graduation requirements since the IB program covers the credit areas listed in the requirements.

Pupils who are “dual-enrolled” in community college or university classes in the credit areas specified in the graduation requirements also would meet these requirements.
In addition, pupils who successfully complete a credit-earning online class through the Michigan Virtual High School, another provider of online courses, a community college, or a university (in a required graduation credit area, for example, U.S. History & Geography) would be considered as having met the particular graduation requirement. In addition, by successfully completing the online course, the pupil also would be considered to have met the online requirement (for credit or not for credit) or learning experience. (Updated 8/07)

Q #13 Is a pupil allowed to count a math class taken through dual enrollment at a 2-year or 4-year institution for a mathematics credit required under the Michigan Merit Curriculum (MMC)?

A #13 Yes, if the district determines that the class meets the MMC course/credit content expectations or will satisfy a district graduation requirement, then the public school pupil would be allowed to take the course. In addition, all pupils, regardless of where the credit is offered, should be held to the same level of proficiency (passing standards). This could be accomplished by working with the two-year or four-year institution to align its content and assessment to the credit content expectations. A district also could establish a policy requiring a pupil who successfully completed a credit at a two-year or four-year institution to take the credit assessment to earn credit.

If the course is being offered to a nonpublic pupil, the course will be countable toward high school and college credit if the eligible course is determined to be nonessential elective. However, if the course is essential, the course may be taken for college credit only.

Q #14 Which pupils are eligible to participate in dual enrollment?

A #14 Pupil eligibility to participate in dual enrollment is a local decision that should include multiple sources of information about whether or not a pupil is ready for a post-secondary educational experience. In terms of academic readiness, pupil eligibility for enrollment should be informed by pupil performance on one or more of the assessments listed in Table 1 below. The MDE supports the use of career and college ready benchmarks whenever possible for this purpose. Table 1 display generally comparable, Minimum Dual Enrollment Qualifying Scores for a number of assessments. There are two classes of assessments represented in Table 1. The MME, ACT, SAT, Compass and Accuplacer scores are designed to be indicative of whether or not a pupil is ready to take postsecondary courses and succeed without remediation. The EXPLORE, PLAN and PSAT scores are designed to indicate whether a pupil is on track to be ready to take postsecondary courses and succeed without remediation. In light of these differences, the same weight should not be given to scores from the different classes of assessment.
Table 1. Minimum Postsecondary Dual Enrollment (PDE) Qualifying Score by Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Test Section</th>
<th>Content Area</th>
<th>Minimum PDE Qualifying Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ready to Take Postsecondary Courses and Succeed Without Remediation</strong></td>
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<td></td>
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<tr>
<td>MME</td>
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<td>Writing</td>
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<td></td>
<td>English</td>
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</tr>
</tbody>
</table>
**Frequently Asked Questions - Postsecondary Dual Enrollment**

**PA 160 of 1996: Postsecondary Enrollment Options Act (PSEOA)**

**Q #15** What are the courses pupils may take?
**A #15** Eligible courses include:

- A course offered by an eligible postsecondary institution that is not offered by the school district or state approved nonpublic school including Advance Placement and online courses
- A course offered by the school district or state approved nonpublic school but is determined by the board of the school district to not be available to the eligible pupil because of a scheduling conflict beyond the eligible pupil’s control
- A course offered by a postsecondary institution that is offered for a certificate, degree or program completion requirement, or is part of a noncredit occupational training program leading to an industry-recognized credential that is not offered through the school district, intermediate school district, area vocational-technical education program or state approved nonpublic school in which the eligible pupil is enrolled.

**Q #16** Are there any limitations regarding which courses a pupil may take at a postsecondary institution?
**A #16** Yes. Courses that are a hobby, craft, recreational or a course that is in the areas of physical education, theology, divinity, or religious education, are not eligible for tuition support.

However, if an eligible pupil who is enrolled in a state approved nonpublic school is enrolled in an eligible course that would have been considered a nonessential elective course under Snyder v Charlotte School District, 421 Mich 517 (1984), then the eligible pupil may enroll in, and receive payment by the Department of Treasury under section 4(6) of all or part of eligible charges for an eligible course under this act for high school credit or postsecondary credit, or both. At the time an eligible pupil enrolls under this act in an eligible course described in this subsection, he or she shall designate whether the course is for high school or postsecondary credit, or both, and shall notify both his or her high school and the eligible postsecondary institution of that designation. An eligible pupil taking more than 1 eligible course described in this subsection under this act may make different credit designations under this subsection for different courses. [MCL 388.517 and MCL 388.1907]

**Curriculum and Assessment Questions**

**Q #17** Have qualifying scores been determined for Work Keys as an alternate measure for the Career and Technical Preparation Act?
**A #17** ACT has not completed the research necessary to determine what scores from Work Keys would indicate whether or not a pupil is ready, or on track to be ready, for credit-bearing coursework in a post-secondary institution.

**Q #18** Where/how can pupils take the EXPLORE/PLAN? Are they required to pay the costs in order to dual enroll?
**A #18** ACT currently only provides access to EXPLORE and PLAN through schools. All pupils in grades 8 and 10 had the opportunity to take EXPLORE or PLAN at the state’s expense during 2011-12 school year and will again in 2012-13. Beginning with the fall of 2013, pupils will be able to take these assessments if their local district or intermediate school district has a contract with ACT to provide them.
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Q #19  Can college placement tests be used for eligibility?
A #19  College placement tests (e.g., ACT and SAT) are one important indication of a pupil’s readiness to take credit-bearing, entry-level post-secondary courses without remediation. Scores from these assessments should be used as one indicator, not the sole indicator, of whether or not a pupil is prepared for a dual-enrollment experience.

Q #20  Can the college require additional qualifications to ensure pupil readiness such as their own placement tests or different ACT scores?
A #20  Pupils should be considered eligible to enroll if they have earned the Minimum Dual Enrollment Qualifying Score (see Table 1) on the ACT, SAT, MME, Accuplacer or Compass in a content area related to the dual-enrollment course. Pupils that are assessed with the PLAN, EXPLORE or PSAT, and earn scores indicative of being on-track to meet career and college-readiness benchmarks, should have the opportunity to provide additional evidence that they are ready. This additional evidence should be determined by each institution, with clear examples being provided to all Michigan local and intermediate school districts.

Q #21  What is the definition of a College Level Equivalent Course (CLEC)?
A #21  CLEC is defined to mean a course offered in high school, such as the IB and AP offerings, for which a pupil receives high school credit and may receive college credit, if the pupil successfully passes a college level equivalent credit examination.

Enrollment Questions

Q #22  May pupils dual enroll in more than one course at a postsecondary institution?
A #22  Yes. State law sets the following limitations on the number of college courses in which a pupil may enroll:
   (i) Not more than 10 courses overall. This limit and the limits under subparagraphs (ii) to (iv) do not apply to a course if the eligible pupil does not receive tuition and fee support under this act for that course.
   (ii) If the eligible pupil first enrolls in a course when the eligible pupil is in grade 9, not more than 2 courses during each academic year in the eligible pupil’s first, second, or third academic year of enrollment under this act in an eligible postsecondary institution and not more than 4 courses during the academic year in the eligible pupil’s fourth academic year of enrollment in an eligible postsecondary institution.
   (iii) If the eligible pupil first enrolls in a course when the eligible pupil is in grade 10, not more than 2 courses during the academic year in the eligible pupil’s first academic year of enrollment in an eligible postsecondary institution, not more than 4 courses during the academic year in the eligible pupil’s second academic year of enrollment in an eligible postsecondary institution, and not more than 4 courses during the academic year in the eligible pupil’s third academic year of enrollment in an eligible postsecondary institution.
   (iv) Subject to the overall course limit under subparagraph (i), if the eligible pupil first enrolls in a course under this act when the eligible pupil is in grade 11 or 12, not more than 6 courses during either of those academic years of enrollment in an eligible postsecondary institution.
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Q #23 Do pupils have to “exhaust” the high school’s curriculum before they are eligible for postsecondary enrollment?

A #23 No. State law requires the postsecondary course(s) eligible for tuition support be course(s) not offered by the district or state approved nonpublic school but does not require pupils to take all available high school courses before enrolling in postsecondary courses. However, if the district or state approved nonpublic school offers college level equivalent courses (AP or IB), these courses have precedence over an entry-level postsecondary course with similar content. In addition, high school credits granted to a pupil shall be counted toward the graduation and subject area requirements of the school district.

Q #24 May pupils attend college classes in the evening?

A #24 Yes. Pupils may elect to take college courses during the school day, in the evening, or on weekends. Courses should be taken on campus or through a virtual university. If a public school pupil successfully completes a college level equivalent course that is offered by electronic means, including, but not limited to, the Internet, digital broadcast, or satellite network, and if offered by a regionally accredited college or university, or the Michigan Virtual High School described in Section 1481, the district is required to:

- Grant appropriate high school credit for completion of the course;
- Count that credit toward the graduation and subject area requirements of the state, school district or public school academy.

Q #25 What issues should high school counselors address when they meet with pupils considering dual enrollment?

A #25 Counseling is critical. Pupils capable of college-level curricula are not automatically knowledgeable about college course selection and enrollment process. To the extent possible, districts shall provide counseling services to each eligible pupil and his or her parent or guardian of the benefits, risks, and possible consequences of enrolling in a postsecondary course. A district may provide the counseling in a group meeting if additional individual counseling is also made available.

Q #26 Which postsecondary educational institutions may pupil attend?

A #26 “Eligible postsecondary educational institution” means a state university, community college or independent nonprofit degree-granting college or university that is located in this state and that chooses to comply with this act. MCL 388.1903(f)

Q #27 How does this legislation interface with existing arrangements between local districts and postsecondary institutions: For example, districts that contract with community colleges for career and technical education courses?

A #27 Programs such as these are the decision of the local school districts and participating postsecondary institutions, and are usually funded with career and technical education monies through arrangements with the local district. They are not considered as dual enrollment, but as a component of the high school curriculum, and are not affected by this legislation.

Q #28 Can a district establish additional requirements for dual enrollment beyond those defined in law? (i.e. Only pupils with a GPA of 3.0+ can participate.)

A #28 No. A district may only use the eligibility criteria outlined in state law and may not establish additional requirements which would prohibit a pupil from satisfying or
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exceeding the credit requirements of the Michigan Merit Curriculum through advanced studies such as advanced placement courses, dual enrollment in a postsecondary institution, participation in the IB program or early or middle college high school programs.

Q #29 Can a district refuse to provide pupils with the opportunity for postsecondary dual enrollment?

A #29 The purpose of this Act is to provide a wider variety of options to high school pupils by encouraging and enabling qualified pupils to enroll in courses or programs in eligible postsecondary institutions.

However, if the pupil, the course or program, or the postsecondary institution failed to meet the eligibility requirements of PA 160 of 1996, the district would then have the option of allowing or refusing enrollment as the dual enrollment would occur outside of the provisions of this Act.

Payments, Tuition, and Course Fees

Q #30 Does a school need to be involved in the enrollment of a high school pupil in postsecondary institution?

A #30 No, a parent may enroll his or her child in a postsecondary course without the assistance of the school if he or she will be paying for the enrollment. In order to receive tuition and fee assistance, and high school credit under this act, the postsecondary enrollment must be coordinated through the school.

Q #31 What costs is the school district required to pay?

A #31 State law requires that all school districts pay a pupil's tuition and mandatory course fees, including technology fees, materials fees (including textbooks), registration fees, and any late fees charged by the postsecondary institution. Beginning in the 2012-13 school year, eligible pupils enrolling in a postsecondary course for high school credit, college credit, or both, shall have the costs of required textbooks paid for by the school district if the amount of foundational money generated for the course is great enough to cover the expense. Eligible charges do not include transportation, parking costs, or most activity fees. However, under the law, the total amount of tuition and fee support shall not exceed either of the following:

- The total amount of the tuition and fees for the course(s)
- The statewide pupil-weighted average foundation allowance, adjusted for the proportion of the school year that the pupil attends the postsecondary institution

The following examples demonstrate the per course foundation allotment calculation that can be used toward postsecondary dual enrollment tuition and fees.

High School and Postsecondary Institution: Semesters
The statewide weighted-average foundation for FY 2012-13 is $7,262.00, which equates to $3,631.00 per semester. If the high school has a 6-hour day, each hour would equate to $605.17 per course ($3,631.00 ÷ 6).

High School: Trimesters / Postsecondary Institution: Semesters
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The statewide weighted-average foundation for FY 2012-13 is $7,262.00, which equates to $2,420.67 per trimester. If the high school has a 5-hour day, each hour would equate to $726.20 per course for a postsecondary institution that operates on a semester-based calendar ($2,420.67 ÷ 5 x 1.5). This calculation uses a multiplier of 1.5 to convert the amount from trimesters to semesters.

The local district would be responsible for the actual charge for tuition and fees for the college courses up to the amount calculated per course (as demonstrated in the examples above), or the actual amount charged by the postsecondary institution, whichever is less. Visit the following link for the current statewide weighted-average foundation: [http://mi.gov/documents/sw_fndamts_11719_7.pdf](http://mi.gov/documents/sw_fndamts_11719_7.pdf)

Q #32 Is the payment for which school districts are responsible based on the number of credits a pupil is taking or the number of courses involved?
A #32 No, it is the number of courses. State law requires that school districts must pay tuition, registration fees, materials fees, and required course fees for the postsecondary course(s) of the dually enrolled pupil.

Q #33 Can pupils receive Postsecondary Enrollment Options Act or Career and Technical Preparation Act tuition/fee support for college courses taken during the summer?
A #33 The language states that pupils may receive support for courses during the school district’s regular academic year. 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 (calendar), pupils must be allowed to enroll and receive tuition/fee support.

Q #34 Can local districts provide a greater amount of tuition/fee support to pupils than is required in the Postsecondary Enrollment Options Act, the Career and Technical Preparation Act and the Section 21b language?
A #34 Yes. The law requires districts to pay an amount not to exceed the lesser of the actual charges for tuition and mandatory course fees, materials fees, and registration fees, or the portion of the statewide weighted-average foundation allowance for the postsecondary or CTE courses enrolled.

Q #35 If a pupil fails to compete a district/school paid postsecondary course, is he or she responsible for the fees/tuition not refunded by the postsecondary institution?
A #35 Yes, MCL 388.514(9) and MCL 388.1904(9) states that the eligible pupil shall repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school district policy. This subdivision does not apply to an eligible pupil who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution. For an eligible pupil who is enrolled in a state approved nonpublic school, please refer to MCL 388.514(10) and MCL 388.1904(10).

Q #36 How should local districts process dual enrollment payments on their budget breakdowns?
A #36 Districts should use Function Code 113: High School Instructional Costs under Purchased (Contractual) Services.
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Counting FTE
Q #37 How should districts count pupils involved in postsecondary enrollment in terms of full-time equated membership?
A #37 The language stipulates that for pupils enrolled in a postsecondary institution under this Act, the pupil’s enrollment in both the school district and the postsecondary institution shall be counted as enrollment in the school district. A pupil shall not be considered to be enrolled in a district less than full-time solely because of the effect of the pupil’s postsecondary enrollment, including necessary travel time. College courses requiring lab time and offering more than four hours of credit are counted as two high school course credits for the purpose of FTE.

Earned Diploma
Q #38 The district has five pupils who have earned all of the credits required for their high school diploma in the previous year, but did not go through the graduation ceremony and did not receive their diploma. These pupils have enrolled in one course at the high school and four courses at the nearby community college. May the district count these pupils for 1.0 FTE?
A #38 No. Section 6(4)(m), of the State School Aid Act, reads in part: “a pupil who has obtained a high school diploma shall not be counted for membership.” The Department has defined “obtained” to mean that the pupil has earned all of the credits necessary to be eligible to receive a high school diploma from that district. “Obtained” does not mean that the pupil has to be in possession of his/her high school diploma.

Homeschooled and Nonpublic School Pupils
Q #39 Can a nonpublic pupil enroll directly with a postsecondary institution, or do they need to coordinate their enrollment with their local public district?
A #39 There are two options for accessing postsecondary dual enrollment for nonpublic school pupils. Under the first, if a nonpublic pupil is eligible for postsecondary dual enrollment according to this Act, and the pupil will be enrolled in courses at the nonpublic school during the year of their postsecondary enrollment, then the pupil is able to coordinate enrollment directly with the postsecondary institution (with the assistance of the nonpublic school). Under the second option, the pupil would coordinate their enrollment through the local public school district. With this option, the pupil is required to enroll in at least 1 course with the local in addition to their enrollment with the postsecondary.

Q #40 Can a homeschooled pupil enroll directly with a postsecondary institution, or do they need to coordinate their enrollment with their local public district?
A #40 Homeschooled pupils are required to enroll in at least 1 course with the local public school. The local public school will then coordinate enrollment with the postsecondary institution.

Q #41 If a course is not offered by the high school (nonpublic or public), does that mean that the course can be considered nonessential?
A #41 This may or may not be the case depending on the course in question. For instance, if a course in “English as a second language” would be considered essential, since it covered remedial English, even if the course is not offered by the local district. The district and intermediate district pupil accounting auditor should discuss the course eligibility to help determine if the course is truly a nonessential elective.