

## DUAL ENROLLMENT

### I. Policy Section

8.0 Students

### II. Policy Subsection

8.1 Dual Enrollment

### III. Policy Statement

Grand Rapids Community College provides collegiate education opportunities via dual enrollment, concurrent enrollment, and/or early/middle college for high school students who meet both the State of Michigan and college admission criteria.

High school student applicants must:

- Be enrolled in at least 1 high school class and pursuing a high school diploma in a public school district, state approved nonpublic school, or home school.
- Cumulative 2.5 GPA or higher (freshman students without this cumulative GPA are evaluated on a case-by-case status)
- Approval from student's high school administration and parent/guardian
- Meet GRCC prerequisites for courses

### IV. Reason for Policy

To provide for terms and conditions of admissions and enrollment while still in high school.

### V. Entities Affected by This Policy

High school students attending public schools, non-public schools, and home schools.

### VI. Who Should Read This Policy

Parents, high school staff, high school students and/or college staff, faculty, and offices that may be affected by the high school enrollment process.

### VII. Related Documents

College catalog, websites, and all dual enrollment materials

FERPA Policy 8.6

Mandatory Student Orientation Policy 8.28

### VIII. Contacts

Director of High School Partnerships, Academic Outreach Office, Admissions Office

### IX. Definitions

Dual Enrollment: High school students enrolled in GRCC courses at a GRCC campus or regional site location, in any format.

Concurrent Enrollment: High school students enrolled in GRCC courses taking place at the high school site during the regular high school day and taught by college approved faculty.

Early/Middle College: Partnership programs between secondary and post-secondary that include a 5th year to allow high school students to complete both their high school diploma and an associate degree at the same time.

### X. Procedures

Students are required to meet with their high school counselor and/or principal to discuss class selection and get approval.

First-time students must submit the Dual Enrollment application, receive required approvals and signatures and a current high school transcript must be submitted. An application may be obtained online at [www.grcc.edu/dualenrollment](http://www.grcc.edu/dualenrollment), from the student's high school counseling office, or other GRCC college offices.

Where necessary, a student may be required to submit a Michigan qualifying score from a test approved by the state:

[http://www.michigan.gov/documents/mde/Qualifying\\_Scores\\_for\\_Dual\\_Enrollment\\_194244\\_7\\_221499\\_7.pdf](http://www.michigan.gov/documents/mde/Qualifying_Scores_for_Dual_Enrollment_194244_7_221499_7.pdf)

In some cases, the college may request a student to take a college approved assessment to determine course selection approval.

Course selection and approval:

High school students are restricted from taking some classes. Please refer to the **Restricted Classes** list for more information at [www.grcc.edu/dualenrollmentrestricted](http://www.grcc.edu/dualenrollmentrestricted)

Academic departments must ensure that such courses are inserted within Curriculog.

**Prerequisites** are courses or other activities (such as taking a placement test or getting department consent) that must be completed before a student can enroll in a class. GRCC may prevent a student from taking a class if the prerequisites have not been met. Course prerequisites, if any, are listed with each course description in the College Catalog. See [www.grcc.edu/prerequisites](http://www.grcc.edu/prerequisites) for more information.

All new high school students are required to complete an orientation. Concurrent and early/middle college students are required to sign an acknowledgement of GRCC's Concurrent/Middle college student handbook

After completing their first semester, high school students are not required to reapply to take additional dual enrollment, concurrent enrollment, or middle college courses.

High school students who wish to attend GRCC after high school graduation must complete a degree-seeking application.

Concurrent enrollment and/or middle college faculty must have their fingerprints taken at GRCC police or other qualified location prior to semester of teaching at high school site.

XI. Forms

Dual Enrollment Application

XII. Effective Date

September 1, 2019

XIII. Policy History

December, 2007

January, 2012 - review/revision/name changed from Early College

March 2015 - review and revisions

2018-2019 - review and revisions

XIV. Next Review/Revision Date

Initiation of review process - Fall 2022

Completion of review/revision - Winter 2023