



# UTICA COMMUNITY SCHOOLS

Student's Name \_\_\_\_\_

Grade in **2024 - 2025** \_\_\_\_\_ Birthdate \_\_\_\_\_ High School \_\_\_\_\_

Name of College \_\_\_\_\_ Term \_\_\_\_\_

Course Name \_\_\_\_\_ Course Name \_\_\_\_\_  
 (1<sup>st</sup> choice) (2<sup>nd</sup> choice)

Course No. \_\_\_\_\_ Course No. \_\_\_\_\_

Credit Hours \_\_\_\_\_ Credit Hours \_\_\_\_\_

**Please indicate below your commitment to ONE of the following at the submission of this application:**

High School Credit  
 College Credit  
 Both

**Complete in ink**

- When students take the MME in the spring of their junior year, the MME will become the measure used for dual enrollment eligibility determination as a senior. Students that score at or above the minimum qualifying score will be eligible for dual enrollment.
- Students can qualify for dual enrollment during their freshman, sophomore or junior year by meeting the minimum qualifying score in all content areas on the PLAN, ACCUPLACER, PSAT, ACT and/or SAT assessments.
- Students not achieving a qualifying score in all subject areas, on the PLAN, ACCUPLACER, PSAT, ACT, SAT or MME, are then an eligible student only for the limited purpose of enrolling in one (1) or more eligible courses in a subject area where the qualifying score was achieved or in a computer science class (not offered by the district), a foreign language (not offered by the district), or in fine arts (for which there is an endorsement in that area as indicated by the students EDP).

Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score	Assessment	Test Section	Content Area	Minimum Dual Enrollment Qualifying Score	
				PSAT 11**	Critical Reading	Evidence-Based Reading and Writing	460	
					Mathematics	Mathematics	510	
					SAT**	Critical Reading	Evidence-Based Reading and Writing	480
						Mathematics	Mathematics	530
				ACT	Mathematics	Mathematics	22	
					Reading	Reading	22	
					Science	Science	23	
					English	English	18	
PSAT 8/9	Critical Reading	Evidence-Based Reading and Writing	460	MME*	ELA	ELA	2100	
	Mathematics	Mathematics	510		Mathematics	Mathematics	2100	
					ACCUPLACER	Science	Science	2100
						Social Studies	Social Studies	2100
				Reading Comprehension		Reading	78	
				Sentence Skills		Writing	87	
PSAT 10	Critical Reading	Evidence-Based Reading and Writing	460		Mathematics	College Level Math	86	
	Mathematics	Mathematics	510		Elementary Algebra	82		
						Arithmetic	93	

\*MME scores are based on the Spring 2019 administration of the M-STEP exams \*\*PSAT 11 and SAT Scores are from the new redesigned administrations in 2018-19  
 The following dual-enrollment conditions must be met:

- The student is in grade 9, 10, 11, or 12 and has met all provisions as identified above.
- The total number of courses may not exceed 10 and a student may not take dual enrollment beyond his/her fourth year in high school.

	Maximum Number of Courses Allowed Each Year			
	Begins in Grade 9	Begins in Grade 10	Begins in Grade 11	Begins in Grade 12
<b>Grade 9</b>	2			
<b>Grade 10</b>	2	2		
<b>Grade 11</b>	2	4	6*	
<b>Grade 12</b>	4	4	6*	6

\*Cannot exceed a total of 10 courses over years 11 and 12 combined without written agreement by the post-secondary institution

- The post-secondary courses cannot be a hobby, craft, recreational course, or in the subject areas of physical education, theology, divinity or religious education. The college course must not be offered by the district unless it is determined by the district that a scheduling conflict exists which is beyond the eligible student's control. Furthermore, if taking a course for high school credit, the proposed class must meet the Michigan Merit Curriculum content expectations or the district's requirements.
- The student must be enrolled in both the school district and the post-secondary institution during the same regular academic year.
- The deadlines for submitting this application to one's high school counselor are the **last Friday of May** for all classes scheduled during the fall semester and the **last Friday of September** for all classes scheduled during the winter semester. **NOTE:** In addition, Macomb Community College is offering a new Multiple Semester Registration. Students may register for the entire academic year.
- If a post-secondary institution requires an assessment such as the ACT, Accuplacer, or other measurement device specific to that organization, the student must take that assessment.
- If a student does not complete the eligible course or if the student enrolls in an eligible course for post-secondary credit only and the student does not successfully complete the eligible course, as determined by the eligible postsecondary institution, then he/she shall repay to the district any funds that were expended by the district for the course that are not refunded to the district by the post-secondary institution. **NOTE:** If the class is taken for high school credit, then the information pertaining to the class, including the grade will be reflected on the student's high school transcript. If the class is taken for college credit, then the information pertaining to the class, including the grade will become a part of the student's post-secondary permanent transcript.
- Books purchased with Utica Community School's allocation must be returned to the attending bookstore at end of identified semester on application.

To register for dual enrollment course in Utica Community Schools, students must:

- Complete a dual enrollment application from the district and the attending college's dual enrollment application and submit before deadline.
- The only approved course(s) approved for dual enrollment are the ones indicated on this application and/or listed by UCS designee on the attending college application aligned to the course name and corresponding number. **One district application needs to be completed for each college course a student wants to take during the identified semester.** Utica Community Schools will be billed directly by the post-secondary institution. No reimbursement will be made to the student.

**I agree to attend the above-named course regularly and will provide evidence of completion (grades for the class) to Utica Community Schools.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

The above-named student meets all the dual-enrollment criteria.

\_\_\_\_\_  
Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

Attach a copy of the student's transcript with assessment records, course history including all prior Dual Enrollment classes, 2024 - 2025 schedule including current Dual Enrollment course(s) requesting, and Educational Development Plan (if applicable). The university/college must be Michigan Accredited.

Utica Community Schools will pay an amount not to exceed \_\_\_\_\_ for the tuition, course fees, and books purchased at the attending institutions bookstore \_\_\_\_\_ for the above named course.

- APPROVED  
 DENIED

\_\_\_\_\_  
Executive Administrator of Schools

\_\_\_\_\_  
Date

Revised: 01 - 2024