Dual Enrollment Opportunities Available to Waterford School District Students

The High School Dual Enrollment Program allows you to supplement your education by pursuing college coursework while you’re still in high school.

Admission criteria
To be eligible for dual enrollment, you must:
- Be in grades 9 through 12.
- Have a cumulative GPA of 3.0 or higher.
Admittance in the program offers non-degree status and is valid for one semester. You must reapply and complete the full application for each semester you wish to take courses under this arrangement.

How to apply
Submit all application materials by the appropriate date. Your application will be processed when the all of your documents have been received.
After your application materials are reviewed, you will be notified of your status in the program. If admissible, you will be assigned a student ID number and AccessID, which allow access to the university’s Web portal registration system.

If you have questions regarding dual enrollment, please feel free to call the C2 Pipeline office at 313-577-1847 or email us at c2pipeline@wayne.edu.
Forms and instructions on how to apply and register can be found on our website at www.c2pipeline.wayne.edu
Go to the Resource Tab, and then to Parents & Students

Winter 2018

BE 1500: Introduction to Programming and Computation for Engineers (3 credits)

Pre-Requisite:
Must have taken or be enrolled in Pre-Calculus

Location Waterford Mott High School
Monday/Wednesday: 1:45 PM — 4:00 PM

Cost: Free to Waterford School District Students

By DECEMBER 1, 2017
- Apply online to Wayne State University at https://wayne.edu/apply
- Submit Official Transcripts to the Waterford Mott C² Pipeline Office (Room 217)

By DECEMBER 8, 2017
Registration materials must be completed, signed and returned to the Waterford Mott C² Pipeline Office (Room 217)
- WSU Winter 2018 Registration Form
- FERPA Release Form
- Dual Enrollment Program Academic Performance Guidelines Student Code of Conduct Brochure
- C² Pipeline Application (if not already registered for 2017/18)

DECEMBER 19, 2017 (3:00 pm — 4:00 pm)
Attend mandatory meeting at Waterford Mott to register for class and receive instruction on using Wayne State’s Student Systems
Waterford School District/Wayne State University
Dual Enrollment Partnership
2017-2018

Rationale and Plan
This is a proposed partnership between Wayne State University (WSU) and Waterford School District to offer selected undergraduate entry level Wayne State University classes at Waterford Mott High School for the purpose of dual enrollment for Waterford School District junior and senior students. The Waterford School District students would be able to take entry level college courses and earn college credits prior to graduating from high school. Students should verify with the college/university they plan to attend whether the courses taken through dual enrollment will count as college level credit. In some cases, students may elect to utilize those WSU credits for high school graduation. In other cases, the Waterford Mott or Kettering High School Principal may waive elective credits necessary for graduation to allow a student to earn college only credit through WSU.

Beginning fall semester 2017, the program of courses would be scheduled at Waterford District after 1:45 p.m. Courses will meet twice per week Monday through Friday. The courses will be taught by Wayne State University faculty and must have a minimum enrollment of 15 students.

The program would be offered in accordance with the terms and conditions of WSU policies, curriculum guidelines and requirements. The course offerings will be mutually agreed on by both parties targeting college courses in the most popular intended college majors as identified by the Waterford School District. If approved, this program would commence after a signed contract agreement between the Waterford School District and Wayne State University.

Tuition and Fees
WSU tuition and omnibus fees will be charged at rates in effect for the academic year 2017-2018. If courses with course material fees are offered, course material fees will also be charged. Student and Exchange Visitor Information System (SEVIS) fees for international students will be charged. Open, Late, and Regular Registration Fees will be waived. The Application Fee and the Matriculation Fee will be waived. If there any non-Michigan resident students enrolling, the non-resident portion of tuition will be waived. If there are any upper division students enrolling, the upper division tuition increment will be waived. At 2017-2018 rates, Michigan resident lower division tuition rate is $373.90 per credit hour. The omnibus fee is $35.62 per credit hour.

9/19/2017
Tuition rates are subject to change by action of the University’s Board of Governors. Therefore, all fees will be assessed and payable in accordance with WSU’s fee schedules established by the WSU Board of Governors and in effect for the term of enrollment. The amount of $538.57 contribution to dual enrollment is controlled by state level and Michigan Department of Education foundation allowance. This amount may go up or down dependent on state funding. The remaining tuition and fees will be paid by the WSU C2 Pipeline Program.

Per dual enrollment policies, students must drop one Waterford high school course for each WSU course taken. Students not wishing to drop a Waterford class may still enroll at WSU but would be responsible for paying full tuition and fees, without the support of the $538.57 foundation grant. Payment would be made to the Waterford School District, and the Waterford School District would reimburse WSU.

Textbooks and other supplies related to the courses will be the responsibility of participating students, the school district, and/or the WSU C2 Pipeline Program. WSU will bill Waterford School District for the full amount of tuition and fees for each student enrolled.

**Orientation**

Dual enrolled students in the Waterford School District will attend an orientation held at Waterford Mott High School at an appropriate time prior to the start of classes. Students will meet faculty and WSU staff who will provide information regarding WSU policies and procedures as well as information to assist them in accessing WSU resources. The cost of this supplemental experience will be the responsibility of Wayne State University.

**Admission, Registration, Payment**

Each eligible student from Waterford School District will complete the online regular dual enrollment application pursuant of Section 21b of the State School Aid of 1979 as amended by 1994 PA 283. Such applications will be processed by a representative of the WSU Office of Undergraduate Admissions prior to the beginning of the course(s) and will determine if a student meets admission criteria.

Wayne State University will determine class lists based on enrollment forms submitted by students during the application/enrollment period. Upon receipt of these class lists, Waterford School District will provide the Office of the Registrar and the Office of Student Accounts Receivable with written approval of program participants and approved courses for each participant prior to the start of each semester. Documentation should be sent to:

**Office of Student Accounts Receivable**

Attention: Denna Banks  
Welcome Center Room 402  
42 W. Warren  
Detroit, MI 48202  
Email: aa5386@wayne.edu

**Office of the Registrar**

Attention: Nancy Beckett, Manager  
5057 Woodward  
5th Floor  
Detroit, MI 48202  
Email: aa3253@wayne.edu

9/19/2017
A properly executed FERPA form must be submitted for each student prior to the start of classes. This will allow the Waterford School District counselor or designee to be kept informed by WSU faculty about student progress and to intervene if there are academic issues.

Invoices will be issued after the 15th calendar day of the semester in accordance with the WSU academic calendar. Invoices will be based on enrolled hours and are not contingent upon grades. Invoices will be mailed to:

Kim Casagrande  
Waterford School District  
501 N. Cass Lake Rd.  
Waterford, MI 48328

Upon receipt of invoices from WSU, the business office of the Waterford School District will approve and submit for processing. Payment is due to Wayne State University’s Office of Student Accounts Receivable within 45-days. Registrations for future semesters will be delayed or prohibited if payment is not received by the invoiced due date.

Tuition Cancellation  
Students who wish to drop WSU classes may do so with tuition cancellation during the first two weeks of the WSU term. WSU must be notified in writing of the decision to drop class(es) prior to the end of the second week of classes. The WSU tuition cancellation deadline is Wednesday, September 13, 2017, for the Fall 2017 term and Monday, January 22, 2018, for the Winter 2018 term. All decisions related to cancellation and refunds are subject to normal WSU tuition and fee policy.

Return to Waterford High School Courses  
It is Waterford School District’s policy that students who are dual enrolled and drop a WSU course may not return to a Waterford High School course if it is after the second week of the Waterford High School semester.

Academic Performance  
High school students enrolled in the dual-enrollment program classes offered by Wayne State University will be expected to demonstrate the same academic performance as is expected of regular Wayne State University students. All grading policies detailed in the University Undergraduate Bulletin will apply to courses taught through this program. More detail on academic performance expectations is provided in Exhibit A: Academic Performance Dual Enrollment Program.

Termination
Either party may terminate this Agreement by providing thirty (30) days written notice to the other party. In the event of termination, Waterford School District will pay Wayne State University for all tuition and costs incurred and due as of the date of termination. Further, if this Agreement is terminated prior to the end of the academic semester, then Waterford School District students will be permitted to complete the current academic term.

**Indemnity**

Waterford School District will save, indemnify, defend and hold harmless Wayne State University, its agents, directors, and employees from any and all liability that may arise as a result of the negligent actions and/or omissions of Waterford School District its agents, and employees under the performance of this subcontract, to the extent allowed under Michigan law.

Wayne State University will save, indemnify defend and hold harmless Waterford School District, its agents, employees from any and all liability that may arise as a result of the negligent actions or omissions of WSU, its agents, and employees to the extent allowed under Michigan law.

**Compliance with Civil Rights and Other Laws**

The parties entering into this Agreement shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, age, sex, height, weight, or marital status, or otherwise qualified handicapped individuals (MCLA 37.2209). The parties shall comply with the provisions of Title VI of the Civil Rights Acts of 1964, as amended.

**Laws Governing**

The laws of the State of Michigan shall govern this Agreement and its performance.

**Miscellaneous**

This contract is valid for the 2017-18 WSU academic year and will be evaluated annually by both parties.

In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor and neither is the agent, employee, or servant of the other, and each is responsible only for its own conduct. Furthermore, each party remains solely responsible for the development and design of its own curriculum. Curriculum changes on the part of Wayne State University or Waterford School District will/may necessitate review of this document.

Wayne State University and Waterford School District shall maintain the integrity of their separate programs and enter into this agreement as equal partner cooperating institutions. No amendment or modification to this Agreement, including any modification or amendment of this paragraph, shall be effective unless the same is in writing and signed by all parties.

9/19/2017
Waterford School District agrees to allow Wayne State University to use the Waterford Mott High School facility and waives all normal facility use fees; as long as courses are scheduled during normal open hours at the building.

IN WITNESS WHEREOF, the parties have executed this Agreement by signature of their duly authorized representative.

Wayne State University

Keith Whitfield
Provost

Date: ________________________

Waterford School District

Keith Wunderlich
Superintendent

Date: 9-20-17

9/19/2017
Exhibit A
Academic Performance
Dual Enrollment Program

High school students enrolled in the dual enrollment program classes offered by Wayne State University, will be expected to demonstrate the same academic performance as is expected of regular Wayne State University students. **Participants in dual enrollment courses are expected to be present during the entire class meeting time. If students are involved in extracurricular activities that may interfere with course attendance, enrollment in a dual enrollment course will not be appropriate at this time.**

All grading policies detailed in the University Undergraduate Bulletin will apply to courses taught through this program.

In cases of academic performance issues, withdrawal decisions must be made by the deadlines established for each term, as published in the Registration calendar available online for each semester. **For the Fall Term 2017 the course withdrawal deadline is Sunday, November 12, 2017 and for the Winter Term 2018 the course withdrawal deadline is Sunday, March 25, 2018.** Retroactive course withdrawals once a course is completed and a grade earned will not be approved. Other exceptions to WSU academic policy will be administered in accordance with the same standards that apply to regular WSU students. This means that the following two requirements must both be satisfied for consideration for a retroactive withdrawal:

1. The circumstances that prevented initiating the request to withdraw prior to the deadline must be documented. An example of a circumstance that would be considered is a serious illness occurring at the end of the withdrawal period.

2. The instructor must support the appeal. S/he should provide a written statement outlining the reasons why this appeal is being supported, verifying that the student did not take the final examination (or complete final course work), and identifying the appropriate withdrawal mark of WP, WF, or WN.

Appeals will not be considered unless both conditions are met: Extenuating circumstances preventing timely withdrawal and instructor support. Choosing not to take the final exam, or non-attendance, is not, in and of itself, an extenuating circumstance.

Students who receive a grade of C- or below in a dual enrollment course will not be permitted to register for a dual enrollment course for the subsequent semester. Reenrollment in a later semester is at the discretion of the school liaison, WSU Admissions, and/or the WSU Dual Enrollment Coordinator.