



Academic Policy

Policy Title:	Dual Enrollment
Policy Number:	AC-2830
Date Adopted:	5/13/2013
Version:	5.00
Review Cycle	Biennially
Date Last Reviewed:	4/14/2025
Office Responsible:	Student Services – Registrar
Reviewing Committee:	Academic Council
Related Policies:	Student Rights, Responsibilities and Student Code of Conduct
Related Laws:	Michigan Post-Secondary Option Act (PSEO Act)

Policy Summary:

Jackson College (JC) provides an opportunity for high school to enrich their education and earn college credit by taking JC classes in accordance with the State of Michigan Post-Secondary Option Act.

Scope: This policy applies to students currently participating in high school grades, 9,10, 11, and 12; seeking to concurrently enroll on college credit at JC; and in accordance with eligibility specified by the Michigan Post-Secondary Enrollment Options Act (PSEO).

Policy Statement:

JC shall encourage and support dual enrollment admission in accordance with the Michigan PSEO Act. To be a Dual Enrolled or High School Guest at JC, students must complete and submit a Dual Enrollment and High School Guest Student Registration Form. The signature of the high school principal/designee is needed to satisfy the requirement of high school approval for attendance and indicate that you have received information as required by the PSEO Act, as well as information regarding payment. Dual enrollment forms not completed in full with authorizing signatures will not be processed. Students may not receive credit for classes taken without the proper authorization.

Students under 18 years of age must also have the written approval of their parent or guardian unless they provide an "emancipated" or homeless legal status giving them full adult legal rights and responsibilities.

The JC Registrar shall maintain adequate enrollment procedures to assure compliance with the law and to verify appropriate approvals. Students continuing their education at JC post-graduation shall be recognized as new students and shall complete application and new student orientation requirements.

The JC Business Office shall maintain adequate procedures to assure appropriate billing for dual enrolled courses.

Non-Public: In accordance with the State of Michigan Post-Secondary Enrollment Options Act, JC utilizes the following living list of approved non-public schools to determine eligibility:
[http://www.legislature.mi.gov/\(S\(1umwgt25qnhbhe2nkfsup3k5\)\)/documents/mcl/pdf/mcl-Act-](http://www.legislature.mi.gov/(S(1umwgt25qnhbhe2nkfsup3k5))/documents/mcl/pdf/mcl-Act-)



[160-of-1996.pdf](#)

Graduating High School Seniors: High school seniors enrolling in Spring courses are required to complete a Dual Enrollment and High School Guest Student Registration Form unless they have graduated prior to the start of their enrolled course(s).

Credit Limitation: JC follows the credit limitation rules set forth by the State of Michigan Post-Secondary Enrollment Options Act, in accordance with the law and consistent with exceptions allowed under the law including waivers issued by individual school districts.

JC Dual-Enrolled students are subject to all College policies governing students while attending JC classes including but not limited to the Student Handbook and Student Rights, Responsibilities and Student Code of Conduct.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
05.13.2013	1.0	Initial release	D. Vainner.
2.1.17	2.0	Review and confirmation	R. Woods
10.8.20	3.0	Review	Z. McNitt
7.27.2023	4.0	Review/ No Changes	Z. McNitt
4.14.2025	5.00	Review/ No Changes	Z. McNitt