



**DUAL  
ENROLLMENT &  
EARLY COLLEGE  
STUDENT  
HANDBOOK**

Updated 10/2025

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## Definitions

### What is Dual Enrollment?

Dual Enrollment, also called the “Postsecondary Enrollment Options Act,” is a program that gives high school students the opportunity to be enrolled in both high school and college at the same time. The program is sponsored by the State of Michigan and has existed since 1991. When all of the criteria, identified by the state, are met, the student’s tuition and applicable fees may be paid for by their school district. The school district is required to pay up to the foundation allowance amount.

### What is Concurrent Enrollment?

Concurrent Enrollment are courses offered at some area high schools in specially designed sections that cover the same college course content but are taught by a qualified high school instructor. With this opportunity, college credit is still earned.

### What is Early College at Kirtland?

Kirtland Early College is a three-year program that begins in 11th grade and concludes with a 13th year at Kirtland. Simply put, you can earn both a high school diploma and up to an associate degree (60 credits). And the best part? The costs are covered following the same law as the dual enrollment tuition, books and fees.

## Eligibility

### Who is eligible for Dual Enrollment?

You must:

- Be a high school student and meet the eligibility standards (enrolled in one high school class in a public school district or state approved nonpublic school in this state).
- Have at least one parent or legal guardian who is a resident of this state.
- Not have been enrolled in high school for more than 4 school years.
- Have qualifying placement scores.

### Which courses qualify for Dual Enrollment?

A course qualifying for dual enrollment must be:

- A course that is not in physical education, theology, divinity or religious education.

### Who decides which courses qualify for dual enrollment?

Your high school administrators are responsible for interpreting the legislation and determining which courses will qualify for dual enrollment. If you have questions about whether your school

district will pay for a certain class, you should contact your high school counselor or principal directly. You may also contact the Michigan Department of Education at 833-633-5788.

### **Can I take classes at the college, even if the school district will not pay for them?**

Yes. You must meet the same enrollment and payment criteria as any Kirtland student. It is advisable for you to meet with your high school counselor to discuss this option. You may request information online at [www.kirtland.edu](http://www.kirtland.edu) and click on "Get Info".

### **Why should I consider college enrollment if my high school will not pay for the class?**

You will be getting a head start by taking college classes now. You may then continue your degree at Kirtland or transfer your courses to a four-year college or university. You will also realize significant financial savings. The tuition at Kirtland is substantially less than the cost of most state universities. You will also find our small class sizes and friendly atmosphere will help you meet your educational goals.

## **Process**

### **Where do I start?**

- Discuss your intentions with your high school counselor. They will help you select appropriate classes and manage your high school schedule.
- Apply online at [www.kirtland.edu](http://www.kirtland.edu). It's FREE!

### **What happens after I submit my application?**

Once we have received your Application for Admission, you will receive a letter of acceptance. You will then:

- Turn in a copy of your SAT scores to the Admissions & Dual Enrollment Specialist for evaluation. (If you have an IEP, please refer to the "What if I have a disability?" section for information about accommodations for testing and courses.)
- Fill out a Dual Enrollment Form available from your high school counselor or online at [www.kirtland.edu/dual-enrollment under Forms--Dual Enrollment Form](http://www.kirtland.edu/dual-enrollment-under-Forms--Dual-Enrollment-Form).
- If you are under the age of 18, have your parent/guardian complete the Dual Enrollment Parent/Guardian Approval Form available from your high school counselor or online at [www.kirtland.edu/dual-enrollment under Forms--Dual Enrollment Parent/Guardian Approval Form](http://www.kirtland.edu/dual-enrollment-under-Forms--Dual-Enrollment-Parent/Guardian-Approval-Form).
- Return these forms to your high school counselor. You will not be able to register for classes at Kirtland until this form is received by Kirtland.
- Be sure to check your Kirtland Email (Kmail) for further updates on your Dual Enrollment process. The information to access your Kmail will be in your acceptance letter. Please make sure you click "Activate Account" (under home page, Sign In) the first time you access your Kirtland account.

### **What if I have a disability?**

Approximately three (3) weeks prior to classes beginning, any Early College or Dual Enrolled student desiring accommodations, must complete the following steps:

- 1) apply to Kirtland Community College
- 2) apply for Kirtland Disability Services on the Kirtland Disability Services website at [www.kirtland.edu/disability-services](http://www.kirtland.edu/disability-services)
- 3) review and submit documentation required to receive accommodations

### **What happens after I am registered for my classes?**

You will be able to view your schedule on myKirtland, which can be accessed with your student ID/username and password number (in your acceptance letter).

Check your course confirmation carefully to make sure there was no problem with your online registration. Note the dates of the class — they may differ from your high school semester or the dates posted in the schedule. CHECK WITH YOUR HIGH SCHOOL COUNSELOR ABOUT TEXTBOOKS. With permission from your high school counselor, textbooks may be purchased online through our website at <https://bncvirtual.com/kirtlandcc>.

### **Do I have to turn in the same paperwork each semester?**

Every semester you dual enroll, you must turn in a Dual Enrollment Form to your counselor before you can be registered for your classes.

### **What are some common problems with Dual Enrollment registration?**

- Your dual enrollment form has a course that has a prerequisite (i.e.: English Composition II before English Composition I);
- Your dual enrollment form is submitted without submitting your SAT scores to us;
- Your dual enrollment form has a course which requires higher test scores than you earned on the SAT.
- Your dual enrollment form has a course that is full.

### **What if the class that I want is full?**

You will have to select a different section of the same course or another course. Check with your high school counselor first to make sure that the alternative course meets their approval. A revised dual enrollment form must be submitted to Kirtland if you choose a different course. You may request a meeting with a Kirtland advisor to determine transferability by contacting the Admissions & Dual Enrollment Specialist.

### **What if I change my mind about the courses I registered for?**

- The Drop/Add Period allows you to adjust your schedule by filling out an Add/Drop Form. Note the dates of the Add/Drop period posted throughout Kirtland media sources

(it is typically 2 weeks after the beginning of each semester). Your high school counselor is aware of the “drop” date each semester. Discuss this with your counselor before submitting the Add/Drop/Withdraw Form to the Admissions & Dual Enrollment Specialist; the counselor must notify the Admissions & Dual Enrollment Specialist with permission to add/drop/withdraw. Your school would not be charged for the dropped course(s).

- The Withdrawal Date allows you to withdraw from the course and receive a “W” for withdrawal. Discuss this with your high school counselor before submitting the Add/Drop/Withdraw Form to the Admissions & Dual Enrollment Specialist. At Kirtland, a “W” carries no punitive effect, but your school would be charged for the course(s). Also note, some high schools will give you a failing grade towards your high school GPA and require reimbursement for the course if you withdraw.
- If you stay registered in the course, but do not participate, complete assignments, etc., the grade you earn will be a part of your permanent college transcript. Therefore, it is advised that you either drop the course before the drop date or withdraw from the course before the final withdrawal date. As a reminder, you may be required to reimburse your high school for the cost of the course.

## **Placement and Prerequisites**

### **Do you need my SAT scores?**

Only if you want to use your SAT scores for placement. A minimum score of 480 or higher in reading is required for many courses; and a minimum score of 450 is required for placement in college level math courses. The Registrar’s office will review your SAT scores to determine your placement in both English and Math.

### **What is a prerequisite or co-requisite course?**

A prerequisite course is one that you must complete before you enroll in a course. A co-requisite is a course that you must take at the same time you take a course.

### **Do I have to meet the prerequisite/co-requisite requirement?**

Yes. You are expected to follow the prerequisites/co-requisites that are listed in the catalog. Prerequisites/co-requisites are developed so all students can benefit from that level of instruction.

## Payment of Courses

### What will I have to pay for?

If you qualify for dual enrollment, your high school is required to pay the lesser of:

- Your tuition, mandatory course fees, registration fees and textbook; or
- The state portion of your foundation allowance, adjusted to the proportion of the school year you attend Kirtland.

You may also be required to pay other fees, designated by your high school. You may view your bill in myKirtland, with the exception of textbooks. Contact your high school counselor about the amount your school will pay.

## Scheduling Courses

### How long is a semester?

Most fall and winter semester courses are 16 weeks long. Start and end dates are often different from high school dates. Most courses follow the Kirtland calendar, with exceptions for courses held on individual high school campuses.

### How many classes should I consider taking?

Remember that your primary duty is to do well in all of your classes and to graduate from high school. If you are involved in extracurricular activities, such as sports or music, your schedule is already pretty busy. Most high school students will take one or two college courses. Discuss your course load with your high school counselor.

### How much time will I be spending in class?

If you take a 3 contact hour class, you will be in class for at least 3 hours each week.

Remember, you should plan for about 2 hours of class preparation for each hour you meet in classes (a 3 contact hour class will require about 6 hours of additional study time per week).

Make sure that you budget that time into your busy schedule.

### What if I don't do well in my college class?

Instructors may issue a progress report if you are not performing well in your course. This is sent to your Kmail and to your advisor (the Admissions & Dual Enrollment Specialist). Your advisor sends it to your high school counselor. Because of FERPA, the college cannot discuss your grades with your parent(s)/guardian(s), only your school. Tutoring is available free of charge. You may request this on our website or through Canvas.

You are beginning a permanent academic record when you start taking college classes, so it is important that you do as well as you can. It is better to take fewer classes and do well in them than to take more classes and have a poor grade point average (GPA). If you want to transfer to a different college or university at any time after high school, you will have to indicate that you attended Kirtland and you will have to request your transcripts be sent to your next college.

## Common Mistakes

### What common mistakes do students make?

- Not attending class or quitting;
- Assuming that missing several classes due to high school obligations, like sporting events, is a valid excuse.
- Not turning in assignments on time.
- Not withdrawing from a class when necessary.
- Not reading the textbook because the instructor doesn't mention it during lectures.
- Not asking for help when they need it (remember, tutoring is free).

### What if I have a function at the high school I just can't miss?

Check the course syllabus for the instructor's policy on missing classes. Contact the instructor to let them know that you have a conflict that will affect your attendance. This is common courtesy and gives you a chance to ask them if and how you may make up the work you will be missing. The instructor does not have to make any special accommodations for you to miss a class, so do not be surprised if you simply cannot turn in an assignment late or make up a test. You are making choices about your time. Remember, everything you do affects your permanent academic record.

### What if I have to turn in an assignment late?

It depends on your instructor's policy on accepting late assignments. Make sure to check the syllabus and do not be surprised if the policy states, "No late assignments will be accepted." Regardless of your reason for not turning in your work on time, you cannot appeal this policy.

## Transferring

### How do I transfer my credits to another college or university?

Transcript Request Forms are available in the Student Services Office or online under Quick Links > *How to Request a Transcript*.

### **What is the Michigan Transfer Agreement (MTA)?**

This is a course transfer agreement that community colleges have with most public universities in Michigan. The agreement stipulates that 30 semester hours of 100-level and above, compatible, general education coursework will be granted smooth transferability to participating universities and that the credits will be applied towards your general education requirements. Many institutions recommend that transfer students complete the Michigan Transfer Agreement.

### **How do I know which courses will transfer?**

The key to a successful transfer is to know where you will transfer, your degree goal, and what that college wants you to take at Kirtland. Generally, a course will transfer if:

- The college/university is accredited;
- The course taken is above 100 level;
- The course was passed with a “C” or better; and
- There is an equivalent course at that university.

To check specific course equivalencies, talk to your college advisor. You may find equivalencies for the college of your choice at <https://www.mitransfer.org/> or check the Kirtland website at <http://www.kirtland.edu/transferring-from-kirtland/college-and-university-links>. At this site, you can access most colleges in Michigan and compare the transferability of the courses. You may also request a meeting with a Kirtland academic advisor by contacting the Admissions & Dual Enrollment Specialist.

### **What if I want to continue at Kirtland after high school graduation?**

This would be a very easy transition as we would already have your college transcript. Your first step would be to apply (again) as a First Time at Any College student.

## **Instructor Policies**

### **Will my instructor have an attendance policy?**

Some may have strict policies and others may be quite lenient. Check your course syllabus to see what the attendance policy is for each class. There is a strong correlation between class attendance and grades; do not let a lenient attendance policy fool you. Information presented in class is important.

### **How may I contact my instructor?**

Check your syllabus. It should list your instructor’s office hours, phone number and e-mail address on the first page.

### **What will my instructors expect from me?**

- Attend class regularly;
- Active participation;

- Ask questions;
- Be prepared for tests and quizzes;
- Read the textbook;
- Do your homework;
- Turn in assignments on time;
- Take notes in class; and
- Talk to your instructor after class or during office hours

Remember that the instructors want you to succeed and will do everything within their power to help you. You, too, have to be willing to invest your time and energy into their courses.

## Academic Misconduct, Cheating, Plagiarism

### What is academic probation and dismissal?

Good academic standing is a status achieved by students who have an earned cumulative/career grade point average (GPA) of 2.0 and above. Cumulative/career credit hours attempted/graded and cumulative/career GPA will determine a student's good academic standing, probation, and dismissal status. The following schedule reflects probation and dismissal status:

0-5 Cumulative/Career Credit Hours Graded  
Probation Status: None  
Dismissal Status: None

6-11 Cumulative/Career Credit Hours Graded  
Probation Status: 0.00-1.99  
Dismissal Status: None

12-17 Cumulative/Career Credit Hours Graded  
Probation Status: 1.00-1.99  
Dismissal Status: 0.99 or less

18-23 Cumulative/Career Credit Hours Graded  
Probation Status: 1.26-1.99  
Dismissal Status: 1.25 or less

24-29 Cumulative/Career Credit Hours Graded  
Probation Status: 1.53-1.99  
Dismissal Status: 1.52 or less

30-Plus Cumulative/Career Credit Hours Graded  
Probation Status: 1.80-1.99\*  
Dismissal Status: 1.79 or less

NOTE: \*Should the student not show academic progress (increasing cumulative/career GPA toward a 2.00) after completion of the next enrolled semester/session, the student will be dismissed.

If a student is dismissed from the college and wishes to re-enter, they must submit an Application for Reinstatement form to the College Counselor for permission to re-enter as a limited probationary student. If permission is granted, the student will be allowed to re-enter with enrollment restrictions as stated in a signed contract between the student and the college counselor. Any adjustments to the limited probationary student's schedule must be approved by the college counselor.

A limited probationary student will be dismissed again from the college if they are not showing academic progress (increasing the cumulative/career grade point average toward a 2.00), or if they do not meet all requirements as listed in the contract. Students being dismissed for a second time will automatically be required to sit out at least one semester (summer semester is not considered in this requirement).

Students being placed on academic probation or academic dismissal will be notified of their status by email via their Kirtland email. The email will be from the Registrar's office. The high school counselor will be notified by the Admissions & Dual Enrollment Specialist of these placements.

### **What is Kirtland's plagiarism and cheating policy?**

Plagiarism is using someone else's work or ideas and claiming them as your own. This can be done accidentally as well as intentionally. This means that copying and pasting from the internet without citing your source is plagiarism. Using someone else's picture without citing is plagiarism. Plagiarism can cause you to fail a paper, fail a course, or even be expelled from school. Plagiarism has caused people to lose their jobs and their credibility. Basically, plagiarism is stealing. You are stealing someone's words, work, ideas, images when you do not give them credit.

Plagiarism is considered academic dishonesty (Kirtland Policy 6.125 – Section C). A student must carefully document where the ideas, words and thoughts were found, and who originated them. Consequences of plagiarism may include, but are not limited to:

- Rewriting the assignment
- Receiving a lower course grade
- Receiving a failing grade for the assignment
- Failing the course
- Suspension from a specific program

- Expulsion from the college.

### **Ethical Writing Choices**

The goal of [Kirtland's Writing Center](#) is to help students make ethical and logical choices when citing sources. Citing sources proves that you know what you are talking about, to use respected experts to support your position, to give credit and recognition to those who have done the research and data gathering, to create space or room for your argument and/or research and open pathways to new or expanded ideas, and because you are using someone else's words, ideas, and work.

When you think about the reasons to cite, you need to start with yourself. Do you want to be taken seriously? Do you want to be thought of as knowledgeable and honorable? Citing expert sources makes your work credible. Citing sources gives support to your position and proves your knowledge. It also shows that you are honest, which makes you a more reliable source. Think about the work, time, energy and effort that you put into a paper. When using someone else's work, think about the same thing. Would you want credit if someone else used your words or work? Citing your sources prevents failing a paper, a class or being expelled. But there is more to it than simply not failing. As you have read above, there are many reasons for citing sources. No matter what profession you are entering, you want to be thought of as reputable, professional and honorable. Making ethical choices in your writing goes a long way to establishing your reputation in your scholastic and professional world.

At Kirtland, students have access to NoodleTools, a software program that will create a bibliography in both MLA and APA styles. It also shows how to cite sources properly within the paper.

Contact Kirtland's Writing Center at 989-275-5000 ext 1247, email [owl@kirtland.edu](mailto:owl@kirtland.edu) or visit the [The Writing Center](#) website for more information on face-to-face, online, and Virtual Writing Center help.

Academic Misconduct – The official policy of Kirtland Community College related to cheating and plagiarism is Policy 6.125 and can be found at: <https://www.kirtland.edu/policies-and-procedures/student-services-procedures/pro-6-125-rights-and-responsibilities-of-students/>

The policy states:

- Kirtland Community College considers academic dishonesty to be a serious offense. It is the policy of the college that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor, with departmental guidelines.
- Cheating, plagiarism or other forms of academic dishonesty including the unauthorized acquisition of tests or other academic materials. This includes students who aid and abet, as well as those who attempt such behavior. An instructor may administer a

penalty up to and including failure in a particular course. In some cases, such as in nursing and criminal justice programs, the student handbook outlines the appropriate action. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the college for the remainder of the semester in which the second violation occurs and the following academic semester that is required for that student's program of study, i.e. some programs require students to take classes during the summer semester, most programs do not.

Note: Cheating includes, but is not limited to:

- The use of any unauthorized assistance in taking quizzes, tests or examinations
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- The acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- Plagiarism is representing the work of other persons as one's own, including but not limited to the use of work by others and information downloaded from the Internet. The use of another person's words, ideas, or information without proper acknowledgement, whether done intentionally or through carelessness, is also plagiarism. The student should seek guidance from the instructor about acceptable methods to be used to acknowledge the work and ideas of others.

**Artificial Intelligence (AI):** The use of generative artificial intelligence does not automatically equate to academic misconduct at Kirtland. At this time, the use of AI tools is a course-level decision and there is no overall ban on its use in teaching and learning.

- If using generative AI tools on coursework has been prohibited by the instructor, then using these tools would be considered to be academic misconduct.
- If using generative AI tools has been permitted by the instructor, then instructors should make sure to convey the limitations of use and how it should be acknowledged and use should stay within those bounds.
- If the use of generative AI tools has not been discussed or specified by the instructor, then it is considered prohibited.

Students should not assume that all available technologies are permitted. If students are not sure about whether AI tools are allowed, as with any tool, they should ask their instructor for clarity and guidance.

Student Rights and Responsibilities (POL 6.125)

<http://www.kirtland.edu/policies-and-procedures/student-services-policies/pol-6-125-rights-and-responsibilities-of-students>

## Course Section Descriptions

(Course sections are the last two numbers of course code.)

00 – 15 In-class instruction

20 Open Studio (Art department - Student must meet with instructor during first week of class and choose 4 hours of classroom time)

40 – 49 Concurrent Enrollment

50 – 55 Dual Enrollment – Hybrid

56 – 59 Dual Enrollment – Face to Face

60 – 65 Online

80 Hybrid (combination of in class and online instruction)

90 Zoom Hybrid

Class Location Suffixes

None - Grayling

M - Kirtland MTEC at Gaylord

### Course Classifications

*Science*

Astronomy, Biology, Chemistry, Geology, or Physics.

*Social Science*

Economics, Geography, Psychology, Political Science, or Sociology.

*Humanities*

Art, History, Humanities, Languages, Literature, Music, Philosophy, or Theatre.

### Academic Calendar

The academic calendar lists important dates including add/drop information

To view the academic calendar, go to:

<http://www.kirtland.edu/registrar/academic-calendar-registration-dates>

### Contact Numbers

#### Who do I contact if I have a question?

Admissions to Kirtland 989-275-5000 ext 284

Registration 989-275-5000 ext 251

Financial Aid Office 989-275-5000 ext 257

Student Accounts Office 989-275-5000 ext 412

Student Services 989-275-5000 ext 280

Tutoring 989-275-5000 ext 246

ITS (help desk) 989-275-5000 ext 499

admissions@kirtland.edu

registrar@kirtland.edu

finaid@kirtland.edu

cashier@kirtland.edu

stuservice@kirtland.edu

tutoring@kirtland.edu

its@kirtland.edu

**For More Information:**

Talk to your local high school counselor or contact the Admissions & Dual Enrollment Specialist:

Brad Wagner

989-275-5000 ext 416

[brad.wagner@kirtland.edu](mailto:brad.wagner@kirtland.edu)