

# ***Dollar Bay High School's Early College Initiative***

## ***Philosophy of Early College***

Early College is a bold approach, based on the principle that academic rigor, combined with the opportunity to save time and money, is a powerful motivator for students to work hard and meet serious intellectual challenges. The Early College program blends high school and college in a rigorous yet supportive program, compressing the time it takes to complete a high school diploma and the first two years of college.

Dollar Bay High School's Early College is a unique five year program for highly motivated high school students who are ready to leave the high school environment and participate in the rigor of being a part-time high school and college student. Students will have the opportunity to attain both a high school diploma and a two-year associate degree in five years with minimum cost to the student or parent.

## **Partnership Established With Gogebic Community College**

Dollar Bay-Tamarack City Area Schools has entered a partnership with Gogebic Community College (GCC) which will allow Dollar Bay High School students who meet the criterion of the program to earn 63 college credits and an Associate of Science Degree or Associate of Arts Degree in general education from Gogebic Community College. GCC has assured us that all credits earned through the Early College program will transfer to any Michigan university or college.

## **Early College is not dual enrollment**

The Early College program is designed for students to earn an Associate of Science degree and high school diploma in five years at no or little cost to the student. Students will follow a predetermined course schedule with little to no deviation.

Dual Enrollment provides an opportunity to students who have demonstrated academic potential to enroll in selected college courses. The purpose of dual enrollment is to supplement and enrich the high school experience by allowing students to pursue course work which otherwise would not be available to them. Students are expected to successfully complete all requirements for graduation mandated by their high school. After graduation, admission to a degree program at a Michigan university will be granted provided the student meets the minimum admission criteria.

## **Early College is not designed for the student who wants to attend a four year university right out of high school.**

This program is for students who want to earn a high school diploma and a two year degree in five years. For those students who would like to attend a four year university right after high school graduation, should consider taking dual enrollment courses and not Early College.

### ***Early College Entrance Requirements***

This program is designed for the mature high school student who has demonstrated the academic ability and necessary discipline to successfully complete both the high school and college requirements. Listed below are the entrance requirements for the Early College program. **Participation in the Early College program is a privilege, not a right. DB-TC Schools reserves the right to deny anyone entrance into the Early College program based on not meeting the following criteria.**

- A GPA of 3.0 or higher
- Demonstrated a history of good attendance, behavior and maturity.
- Student must pass the ACT Compass college readiness test
- Approval from the Early College Admission Committee
- Students will be assigned a College Preparation course in their sophomore year (unless waived by the administration) to better prepare them for post-secondary expectations.
- An Early College application packet filled out and submitted to the counselor
- A signed agreement to abide by the expectations and responsibilities of the DB-TC/GCC Early College program.
- Attend a mandatory student/parent orientation meeting.

### **College Readiness Assessment**

ACT Compass is an untimed, computerized test that evaluates your academic skills to determine if you are ready for college courses. Compass offers tests in reading, writing, math, writing essay. You will receive your Compass test result immediately upon completion of testing. Students' must score at the appropriate Michigan Department of Education qualifying scores in the above mentioned academic areas.

Students interested in taking the ACT Compass assessment will be given the opportunity to take the assessment at Gogebic Community College's Copper Country Center during the spring or summer before their junior year.

### **Transportation and Costs**

- Students will be responsible for their transportation to and from Gogebic Community College's Houghton campus. The school district will not reimburse students for their travel expenses.

- There may be some costs to the student/parent who participate in the Early College program. State law requires that all school districts pay a pupil's tuition and mandatory course fees, including technology fees, materials fees (including textbooks), registration fees, and any late fees charged by the postsecondary institution, **if the amount of foundational money generated for the course is great enough to cover the expense.** Eligible charges do not include transportation, parking costs, or most activity fees. Under the law, the total amount of tuition and fee support shall not exceed either of the following:
  - The total amount of the tuition and fees for the course(s)
  - The statewide pupil-weighted average foundation allowance, adjusted for the proportion of the school year that the pupil attends the postsecondary institution.

The amount the district is obligated to pay is based on the number of courses taken, not the number of credits taken. DB-TC Area Schools will not pay for courses that are being repeated by students. Students who are removed from class through Administrative Withdrawal, or who choose to not finish a course, in which they enrolled, may be responsible for repaying the Dollar Bay-Tamarack City Area Schools for some or all of the expenses incurred. MCL 388.514(9) and MCL 388.1904(9) state that the eligible pupil shall repay to the school district any funds that were expended by the school district for the course that are not refunded to the school district by the eligible postsecondary institution. If the eligible pupil does not repay this money, the school district may impose sanctions against the eligible pupil as determined by school district policy. This subdivision does not apply to an eligible pupil who does not complete the course due to a family or medical emergency, as determined by the eligible postsecondary institution.

## Student Expectations

Early College is for the highly motivated mature high school student looking to reach their full potential. Listed below are the student expectations when accepted into the program.

- Make education a high priority in your life, including positive participation in class and school activities and working to achieve and exceed your potential.
- Demonstrate the ability to make mature, independent, productive choices and accept responsibility for those choices.
- Treat homework as a priority in your daily schedule. Complete, in depth, all in-class and homework assignments in a diligent, responsible, timely manner. It is unacceptable to plagiarize from another student or source, including the Internet.
- Dishonesty of any kind, including cheating on examinations or any assigned work, may be dealt with in any manner deemed suitable by the instructor, including the recording of a failing grade for the course. Cheating on examinations may also result in the student appearing before the Student Personnel Committee and possible removal from the Early College Program if circumstances warrant.
- If you have questions regarding any class, or need more help on an assignment, schedule an appointment with your teacher.

- It is the student's responsibility to procure all missed notes and assignments from another student during the time of absence. **Do not wait until your return to class.**
- Missed tests may only be made up in special situations with the consent of the instructor if prior notice of the absence was given to the instructor.
- Students are expected to behave in an appropriate manner in the classroom and while on campus. Inappropriate behavior may result in the student being removed from the program.

## Attendance

Punctuality and regular attendance are indispensable to success in any human endeavor, and class work in college is not an exception. Early College students will have two academic calendars they must follow, GCC's and Dollar Bay High School's academic calendar. Students must follow GCC's calendar for all college classes and follow Dollar Bay High School's academic calendar for all high school classes they are enrolled in. Students are expected to attend GCC college classes regardless if Dollar Bay High School is in session or not, and vice versa.

During the first week of classes, each instructor will announce and provide in writing the attendance requirements for that class. Each instructor keeps an accurate attendance record of the students enrolled in the class and reports excessive absences to the Dean of Students throughout the semester.

Absences exceeding 1/16th of total class hours will be considered excessive.

When a student has permission and is an official representative of the College, absences are listed as official and permission is granted for the student to make up studies within two weeks.

Absence and tardiness caused by factors beyond the student's control may be excused by the Dean of Students, with appeal available through the Student Personnel Committee, and the student may be permitted to make up studies within two weeks.

It is the personal responsibility of student who have been absent from classes to arrange make-up work with the instructor within three days after the absence has occurred. Students are expected to make arrangements for this make-up work during the office hours of the instructor. All make-up work must be completed within two weeks after the students return to class.

Students who register late for a course may have already missed some coursework. Such absences are to be reported by the instructor. Rules governing such absences are the same as for any absence during the school year. Students with excessive absences may be administratively withdrawn from the class.

## Course Sequence

Early College students are, at one time, completing their high school diploma and working on their college degree. The first two years of high school will be completely high school classes. The junior and senior years of high school (also the first two years of Early College) will be a mixture of high school and college classes. During the first two years of Early College, all students in the program will take the same sequence of classes as outlined below. This schedule is designed to ease the students into the increased workload required by college courses, and to give them a broad foundation that will allow them to pursue either an Associate of Science Degree in general science or an Associate of Arts Degree in general education. Students will work with their academic advisor to select their courses for year three based on their academic goals. It is possible for a student to complete the third year while attending the Ironwood campus, however, to be a part of the Early College program, students will still need to be enrolled in at least one class at Dollar Bay High School during the 5<sup>th</sup> year of the program.

## Program Sequence and Scope

The following program outline would allow for a high school student in the Early College program to earn an Associate of Science, General Science OR Associate of Arts, General Education degree.

### Year One: 11<sup>th</sup> Grade, Junior

<u>Fall Semester</u>		<u>Spring Semester</u>
ENG 101- English Composition I 3	3	ENG 102- English Composition II
PLS 101- American Government 4	3	PSY 101- General Psychology
		ORI 100- Freshman Experience
Credits: 8	6	

### Year Two: 12<sup>th</sup> Grade, Senior

<u>Fall Semester</u>		<u>Spring Semester</u>
ENG 201- English Lit. (to 18 <sup>th</sup> Century) Century) 3	3	ENG 202- English Lit. (18, 19 & 20 <sup>th</sup> )
ECO 201- Macroeconomics 4	3	MTH 110- College Algebra
BIO 101- Principles of Biology Biochemistry 4	4	CHM 101- General, Organic and

**OR HST 104- History of World Civ. fr 1650**

*(\*Associate of Science would take CHM  
101,  
Associate of Arts would take HST 104)*

Credits: 10  
11

### **Year Three**

Students will work with the academic advisor at GCC to select a schedule that best matches their future college plan, personal interest and completes the requirements to earn an Associate's degree.

### Breakdown of College Credits by Year

Junior Year: 14  
Senior Year: 21  
3<sup>rd</sup> Year: 28  
63 credits

### **General Science**

Associate of Science

The General Science Program is designed for those interested in pursuing a science-based degree, but have not yet chosen a field of specialization. The specific courses taken will be dependent on student background and interest.

	CREDITS
ORI 100 Freshman Seminar.....	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II.....	3
MTH 110 College Algebra or higher.....	4
*Lab Science and Math Electives.....	24
**Humanities Elective.....	9
***Social Science Electives.....	9
****Electives of any transfer category.....	<u>10</u>
	<b>63</b>

\*24 Lab Science/Math Electives from at least two disciplines (typically translates into 6 lab science/math courses)

\*\*9 Humanities credits from at least two disciplines (typically translates into 3 humanities courses)

\*\*\*9 Social Science credits from at least two disciplines (typically translates into 3 social science courses)

\*\*\*\* No more than 2 credits of physical education activity courses will count in the electives total.

## General Education

### Associate of Arts

This program is designed for those interested in pursuing an associate of arts degree, but have not yet chosen a field of specialization. The specific courses taken will be dependent on student background and interests.

ORI 100 Freshman Seminar.....	1
ENG 101 English Composition I.....	3
ENG 102 English Composition II.....	3
*Science and Math Electives.....	8
**Humanities Elective.....	9
***Social Science Electives.....	9
****Electives of any transfer category to get to 63 total credits	

\*8 Science/Math Electives from at least two disciplines (one of which must be a lab science/math to be 110 or higher)

\*\*9 Humanities credits from at least two disciplines (typically translates into 3 humanities courses)

\*\*\*9 Social Science credits from at least two disciplines (typically translates into 3 social science courses)

\*\*\*\* No more than 2 credits of physical education activity courses will count in the electives total.

## EXAMINATION and GRADES

G.C.C. classes usually hold two formal examinations each semester: the mid-semester and the final. All students are required to take these examinations and to complete all work as assigned.

### Grade Honor Points per Credit

A	Excellent	4.0
A-		3.67
B+		3.33
B	Good	3.0
B-		2.67
C+		2.33
C	Average	2.0
C-		1.67
D+		1.22
D	Below Average	1.0
D-		.67
F	Failure	0.0
I	Incomplete	0.0

W No Grade (Withdraw) - Given in courses dropped during specific drop period.

## INCOMPLETES

It is expected that students will fulfill course requirements to warrant a grade for each course at the end of the semester. However, should a student receive an incomplete due to illness or other extenuating circumstances, the incomplete is to be made up within 30 days unless other arrangements have been made with the instructor and the Dean of Students. An incomplete will revert to a grade specified by the instructor if not made up within the time allotted. An incomplete grade will count as a failing grade until the final grade is entered.

## GRADE POINT AVERAGE

Grade Point Average, GPA: Quality points divided by semester hours determines your academic average. The GPA is used to determine your continuance in college, graduation from college, and academic status after each semester.

Quality Points (Sometimes referred to as Honor Points): Numerical equivalent of letter grades used to figure the GPA. For example: A=4, B=3, C=2, D=1, and F=0. Below is an example of the method of calculating your grade point average: An "Incomplete" grade calculates as a failing grade until it is replaced with a final grade.

Credit	Grade	Quality Points	Hours	Honor	Pts.
English	.....	3	.....	C = 2	6 (3 x 2)
Political Science	.....	3	.....	D = 1	3 (3 x 1)
Geology	.....	4	.....	B = 3	12 (4 x 3)
French	.....	4	.....	C = 2	8 (4 x 2)
<u>Physical Education</u>	.....	<u>1</u>	.....	<u>A = 4</u>	<u>4 (1 x 4)</u>
Total			15		33 Honor Points 33/15 = 2.20 GPA

A copy of your permanent G.C.C. record is on file in the Office of the Dean of Students. It is a total record of your academic work at G.C.C. and includes the college courses you have taken, your grades and your cumulative GPA. Questions concerning your academic record should be referred to the Dean of Student Services.

## Academic probation or removal from the program

A student is placed on academic probation when he/she does not earn a letter grade of "C" or better in all college courses. Placement on academic probation is automatic and applies even if the student states that official notification of such probation has not been received from the GCC. Academic probation should make the student aware that satisfactory progress is not being made toward completing degree requirements. The student should also realize the need to take steps, such as seeking additional help and advice, to improve the quality of his/her

academic performance. A student will be removed from academic probation only when he/she has maintained a “C” letter grade in all course work taken.

Students on academic probation who fail to achieve the required grades and completion rate in each term of enrollment while on probation will be subject to dismissal. If a student receives two letter grades of “D” or lower in the same semester or overall, will be removed from the program.

## **ADMINISTRATIVE WITHDRAWAL**

An administrative withdrawal from one or all courses may be initiated by a classroom instructor for any of the following reasons:

1. Non-attendance/non-participation – a student either does not come to class, or attends class but refuses to participate.
2. Lack of prerequisites – it is apparent to the instructor that a student does not have the required background knowledge to be successful in the class.
3. Behavior – a student behaves in a manner that interferes with the instructional process

If a student is withdrawn during the first week of the semester, he or she will not receive a grade, and a record of the class will not appear on the academic record. If the student is withdrawn between the start of the second week and the end of the withdraw period posted by G.C.C., the student will receive a W grade. Any student that withdraws after the official withdrawal period will receive an F for each course from which he or she was withdrawn. Any student who is administratively withdrawn will be removed from the program. Administrative withdrawal may be appealed by submitting a letter of appeal to the G.C.C. Dean of Students within seven days of the end of the semester.

## **Parental Questions and Concerns**

When agreeing to participate in the Early College program, students and parents will deal directly with GCC officials on all issues associated with the program. Participating students are considered college students and must take responsibility to deal with any issues that may arise. Dollar Bay – Tamarack City’s administration has no authority on issues that relate to college courses or the GCC’s Copper Country Center. Students/parents should not expect DB-TC administration to intervene on their behalf when issues of concern arise.

## **Academic Performance**

Early College courses are being taken for both college and high school credit. Grades earned in college courses during a student’s junior and senior year will go on both their high school and college transcript. These grades will be calculated in the student’s high school and college GPA. They will also be used to determine high school athletic eligibility.

Final G.C.C. grades are recorded on the student's permanent record in the Dean of Students Office at the close of each semester. Such grades are also sent to the student at the permanent

mailing address listed in the student's record. It is important to note that Early College grades are the foundation of your college transcript. All of the final grades you earn in Early College will be transferred to whatever four year institution you attend, along with your college grade point average.

## **High School Graduation**

Early College students in good standing at the beginning of their senior year may choose to participate in all senior activities, including commencement exercises, with their class. Students choosing this option will not receive their actual diploma until they have successfully completed all of their graduation requirements as outlined. Early College students will also be eligible to compete for school and foundation scholarships along with their class. It is the responsibility of the student to request a deferral for any scholarship awarded. Students who do not meet ALL high school graduation requirements will not be permitted to participate in graduation ceremonies.

## **NON-DISCRIMINATION POLICY**

It is the policy of Gogebic Community College not to discriminate on the basis of race, sex, age, color, religion, national origin or ancestry, marital status, disability, political affiliation or belief in its educational programs, activities, admissions, or employment policies as required by Title IX of the 1972 Educational Amendments, Section 504 of the Rehabilitation Act. Of 1973, and the American's With Disabilities Act of 1990.

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, or any inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap, should be directed to:  
Dean of Students Services Gogebic Community College E4946 Jackson Road Ironwood, MI 49938 Telephone: (906) 932-4231

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability, and protect qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also required that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship. The law covered applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations.

## **WITHDRAWING FROM EARLY COLLEGE**

Students may voluntarily withdraw from the program at any time prior to the start of their fifth year. Students choosing to withdraw from the program will immediately revert to the traditional high school graduation requirements, and students will be rescheduled accordingly. Students choosing to withdraw at the end of their senior year will still be required to complete their senior project before they receive their high school diploma.

# DB-TC/GCC EARLY COLLEGE ACADEMY RECOMMENDATION FORM

Three recommendations are required

Name: \_\_\_\_\_ Is requesting permission to enroll in the Early College program. Students who want to enroll in Early College must pass the ACT Compass college readiness assessment. Students are also asked to demonstrate that they are college ready by obtaining input from their current teachers relating to the areas that lead to academic success. Please rate this student in each area listed below. Students whose Compass scores indicate academic readiness, but whose independence scale scores do not, may still be admitted into the Early College program but on probationary status.

Name of Reference \_\_\_\_\_ Title \_\_\_\_\_

How would you rate this student compared to other college-bound students, using the following scale: (5=extraordinary, 4=excellent, 3=good, 2=average, 1=below average)

**Work Study habits**                      5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Responsibility**                              5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Attendance**                                  5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Teamwork Skills**                          5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Maturity**                                      5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Follow-Through**                          5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Communication Skills**                    5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

**Self-Discipline**                            5      4      3      2      1      N/A  
Comments: \_\_\_\_\_

Additional Comments about the student:

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## EARLY COLLEGE AGREEMENT

My daughter/son \_\_\_\_\_ would like to enroll in the Dollar Bay-Tamarack City Area Schools Early College Program. Prior to enrollment, my son/daughter and I met with the guidance counselor to review the following points regarding Early College:

- The Early College program is significantly more labor intensive than a traditional high school class. For every hour spent in an Early College class, there is an expectation that one to two hours will be spent by the student outside of class working on class material. This may include studying, completing assignments, reviewing notes, and/or pre-reading for the next class session.
- Unless previously agreed to by all involved, all Early College classes being taken are for both college and high school credit. That means that a grade will be recorded on both the high school transcript and the college transcript, which will follow the student through college, and each grade point average will be affected accordingly.
- Ultimately the student is responsible for his or her course selection. Many of the Early College courses, especially early in the sequence are laid out for the student. But decisions made about coursework in the second semester of year four and in year five should be made in consult with the G.C.C. advisor, with consideration given to the student's plans after graduation.
- It is the student's responsibility to be aware of and meet all timelines, including scheduling and withdrawal dates.
- Students may voluntarily withdraw from the program at the end of any semester up to the end of their senior year. Students withdrawing from the program will be placed in the traditional four year graduation track and scheduled accordingly.
- There may be some costs involved. Dollar Bay-Tamarack City Area Schools will assume financial responsibility for tuition and fees up to the amount required by dual enrollment legislation. Because the number of courses, the number of credits, the fees, and the textbooks vary, it is impossible to guarantee that all cost will be met. We will notify you as early as possible with the amount we will cover.
- Dollar Bay-Tamarack City Area Schools District will not provide transportation to the Gogebic's Houghton campus. Students will be responsible for providing their own transportation to and from class.
- Participation in the Early College program is a privilege, not a right. Students who do not maintain the minimum academic or conduct standards may be placed on probation (as outlined in the guide) or removed from the program.

Placement status – check one

\_\_\_\_\_ This student has met both the academic and independence scale criteria, and may be enrolled with no restrictions.

\_\_\_\_\_ This student has met the academic criteria, but the independence scale indicates that there are concerns about his or her ability to be successful in college level courses. Consequently, this student is being enrolled on probationary status, which will be reviewed after his or her first semester.

# DB-TC/GCC EARLY COLLEGE Program

## Release of Information and Acknowledgement of Student/Parent Responsibilities

Student Name: \_\_\_\_\_

Consent to release student information: In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and to facilitate an open working relationship among students, parents, the sponsoring school district, and administrators, faculty and staff of the Early College program. As a student and parent/guardian I agree to release student educational records as specified below.

I/we give permission for the following educational records to be released to DB-TC and GCC.

- All academic/transcript records (transcripts, enrollment and schedule, assessment data)
- Instructor/classroom records (attendance, progress reports, and final grades)
- Student account records (tuition and fees, financial aid and scholarship information, fines, etc.)
- Other (Please specify)\_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent(s)/Guardian \_\_\_\_\_ Date \_\_\_\_\_

## Expectations and Responsibilities of Student Participants:

As a student and parent/guardian of this student, I agree to support DB-TC/GCC's Early College program expectations of student participants to include:

- Academic Expectations (I will assist my study in the completion of coursework, satisfactory academic progress (GPA), academic integrity and attendance making sure they are on time to all as mentioned in the early college guide.
- Behavioral Expectations (I understand that my student is required to adhere to the DB-TC and GCC's Student Code of Conduct and behavioral policies and regulations at all times)
- Financial Expectations (I understand that I am responsible to repay any tuition, fees, books should my child make a D or F in a course, or other financial obligations not covered by other sources as listed in the Early College guide)

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent(s)/Guardian \_\_\_\_\_ Date \_\_\_\_\_