

# Pennsylvania Department of Education

## Dual Enrollment Grant Program

### Program Grant Application Guidelines

In accordance with Article XVI-B of the Public School Code, 24 P.S. §§ 1601-B-1615-B, the Pennsylvania Department of Education (PDE) will award grants to school districts and area vocational-technical schools that have students participating in dual enrollment programs that meet the requirements of the law.

#### **I. Program Background and Context**

Dual enrollment, referred to as “concurrent enrollment” in the School Code, is an effort by the Commonwealth to encourage a broader range of students to experience postsecondary coursework and its increased academic rigor, while still in the supportive environment of their local high school. The intent is to increase the number of students that go on to postsecondary education and to decrease the need for remedial coursework at postsecondary institutions. It is a locally administered program that allows a secondary student to concurrently enroll in post-secondary courses and to receive both secondary and postsecondary credit for that coursework.

Dual enrollment programs are designed to give students greater opportunities to complete high school with adequate preparation for college and careers. According to the National Center for Public Policy and Higher Education, for every 100 9<sup>th</sup> graders in Pennsylvania:

- 77 graduate on time from high school
- 47 immediately enroll in college after graduation
- 37 return for their sophomore year in college
- 28 graduate from college with an associates degree within 3 years or a bachelor’s degree within 6 years

In Pennsylvania, dual enrollment is for the capable, not just the exceptional student. Students who can demonstrate the skills that are needed to succeed in a non-remedial

college course are the target population for Pennsylvania's Dual Enrollment Grant Program. A successful local dual enrollment program will increase the rigor of the high school experience for students as well as invite a broader range of students to think of themselves as "college material." Dual enrollment will help to introduce more students to the advantages of postsecondary education and will help students have a more successful transition into the culture and expectations that are present in postsecondary institutions.

The Dual Enrollment Grant Program enables districts and area vocational-technical schools ("school entities") to receive funds to offset the cost of postsecondary coursework completed under an approved dual enrollment program. Dual enrollment grants will cover tuition, books, fees, and transportation.

Districts that send students to Early College High Schools, Middle College High Schools, and Gateway to College Programs are available for funding under this grant as well. These programs serve at-risk students who are not succeeding in traditional high school. They allow the student to earn a high school diploma and earn substantial college credit, often by taking all of their credits on a college campus.

The local programs are run through partnerships between school entities and eligible postsecondary institutions.

An eligible postsecondary institution is a nonprofit two-year or four-year public or private college or university or an eligible private license school approved to operate in Pennsylvania that is authorized to confer the degree of Associate in Specialized Technology or Associate in Specialized Business degree. The term does not include a foreign corporation. Community colleges, members of the Pennsylvania State System of Higher Education, state-related universities and private, nonprofit four-year colleges and universities are all eligible partners.

Promotional materials for this program will be published on the PDE website as they become available.

## **II. General Requirements for Participating Districts**

A school entity wishing to apply for funds under this grant program must fulfill the following requirements.

- Establish a dual enrollment committee
- Approve a Concurrent Enrollment Agreement
- Agree to submit program reports
- Apply to the Department of Education by the deadline

### **A. Grant Application deadlines**

The application is being offered through the PDE website's e-grant system. In order to qualify for a grant for the 2005-2006 school year, a school entity must submit its application by 5:00 PM on September 15, 2005 and meet all of the grant requirements. For each year thereafter, applications will be due on August 15.

### **B. Committee**

Prior to submitting its grant application, a school entity must establish a Dual Enrollment Committee. The purpose of this committee is to develop a dual enrollment program as well as to support, review, and recommend changes for this program. This committee shall include no less than six members.

- 1) At least four members shall be appointed by the board of school directors of the school entity and shall include:
  - a. A parent of an enrolled high school student
  - b. A teacher employed by the school entity and selected by the teachers of the school entity
  - c. An administrator employed by the school entity and selected by the superintendent

- d. A member of the board of school directors of the school entity, who shall be committee chairman
- 2) At least two members shall be appointed by each participating postsecondary institution
  - a. At least one shall be a faculty member in a department with approved dual enrollment courses

*Note: If the Concurrent Enrollment Agreement involves more than three postsecondary institutions, each postsecondary institution shall appoint one, rather than two, committee members.*

The number of committee members from postsecondary institutions shall not exceed the number of committee members from the school entity, and therefore, it may be necessary for a school entity to increase its number of representatives on the committee.

The duties of the committee shall include the following:

- 1) Develop a proposed Concurrent Enrollment Agreement with each postsecondary institution partner
- 2) Present and gain the approval for the Concurrent Enrollment Agreement(s) from the board of school directors
- 3) Meet no less than quarterly to review the program
- 4) Recommend programmatic changes to the board of school directors
- 5) Develop alternate criteria for students who do not qualify under the standard criteria set forth in the Concurrent Enrollment Agreement

The Department of Education recommends that the committee also:

1. Collect and evaluate programmatic information and results such as grades awarded, credits earned, and graduation rates.
2. Make recommendations for supplemental supports that are needed for students to succeed in the dual enrollment program
3. Make recommendations for supplemental supports that will encourage students to pursue a postsecondary education

4. Make recommendations for increased alignment for curriculum and assessment across secondary and postsecondary
5. Create a system to track dual enrollment students through the first 2 years of postsecondary education including remediation and retention

### **C. Concurrent Enrollment Agreements**

In order to apply for funding, a school district must have a Concurrent Enrollment Agreement in place with each postsecondary institution that will offer dual enrollment classes. This agreement must be approved by the board of school directors in the participating district, as well as the participating eligible postsecondary institution(s). A model Concurrent Enrollment Agreement is included as Appendix A. The agreement shall, at a minimum, include the following:

- 1) A ratification or modification of all existing Concurrent or Dual Enrollment Agreements
- 2) An explanation of the criteria used to determine **student qualification** for dual enrollment, which shall include all of the following
  - a. Postsecondary placement scores
  - b. Results of nationally available achievement tests or other tests included in the school entity's local assessment system
  - c. Satisfactory progress towards fulfilling applicable high school graduation requirements
  - d. Demonstrated readiness for college-level coursework
  - e. Status as a high school junior or senior
  - f. Alternate criteria used to determine student eligibility
- 3) A description and explanation of criteria used to determine eligible **dual enrollment courses**, including:
  - a. The course must be non-remedial
  - b. The course must be offered in a core academic subject as defined by the No Child Left Behind Act of 2001, which means that it can be in any of the following subjects: English, reading or language arts, mathematics,

science, foreign languages, civic and government, economics, arts, history and geography

- c. The course must be identical to that offered to postsecondary students when secondary students are not enrolled, including the use of an identical curriculum, assessments and instructional materials
  - d. The course must enforce prerequisite coursework requirements in the same manner as when secondary students are not enrolled
- 4) The number of students to be enrolled in early college high school, middle college high school, and gateway to college programs
- 5) A list of dual enrollment courses offered, including the following information for **each course**:
- a. The number of students to be enrolled
  - b. The number of low-income students to be enrolled
  - c. The total approved cost
  - d. The cost of tuition, books, and fees for which a student will be responsible
  - e. An explanation of student transportation responsibilities
- 6) A description of **minimum performance criteria** required to continue in dual enrollment courses

#### **D. Final and Mid-Year report**

Any school entity receiving grant funds must submit a mid-year report no later than February 15 of each academic year for which grant funds were received. Additionally, school entities receiving grant funds must submit a final report to PDE no later than July 1 following the academic year for which grant funds were received. School entities may find that it is necessary to collect information for the reports throughout the year. The reports will include the following information:

1. Updates of all information that is requested as part of the application including:
  - a. The eligible postsecondary institution or institutions with which the school entity has established a dual enrollment program
  - b. The number of students participating in a dual enrollment program

- c. The number of students enrolled in early college high school, middle college high school, or gateway to college programs
2. The total amount of grant funds received
3. Completion results of dual enrollment students according to disaggregated categories
4. The affect of grant funds on the size of the program
5. Promotional efforts that have been undertaken
6. Data on individual students and postsecondary institution partners

PDE may identify additional information to be included in mid-year and final reports.

### **III. Eligible Students**

**Any student** enrolled in a school entity who meets the qualifications set forth in the Concurrent Enrollment Agreement may enroll in dual enrollment courses as part of a dual enrollment program. A student may **not** enroll in more than 24 postsecondary credits in any school year.

Any student residing in Pennsylvania who is enrolled in a charter school, a nonpublic school, a private school or a home education program shall be permitted to enroll in dual enrollment courses offered by the student's school district of residence provided that the following requirements are met:

1. The student meets the qualifications set forth in the Concurrent Enrollment Agreement
2. The charter school, nonpublic school, private school or home education program agrees to award secondary credit for the successful completion of the dual enrollment course
3. The student notifies the school district of residence of the intent to enroll in the dual enrollment program

If a student is enrolled in a charter school, nonpublic school, private school or home education program and the student's school district of residence does **not** participate in a dual enrollment program, then the student is not eligible for funding under this program.

## **IV. Grants for Dual Enrollment**

Dual Enrollment Program Grants will cover:

- Allowable tuition
- Books
- Fees
- Transportation provided by the school entity

as set forth in the Concurrent Enrollment Agreement. There are **no other** eligible uses for this grant funding.

### Allowable Tuition in the Approved Cost:

The school district and postsecondary institution will agree on an approved cost for each 3-credit course in their Concurrent Enrollment Agreement including allowable tuition, fees, books, and transportation. The allowable tuition is that which is charged to the school entity for each 3-credit course, which **cannot exceed:**

1. For any two-year institution or eligible private licensed school:
  - The advertised tuition rate charged by the institution for enrolled students.
2. For any four-year public or private institution or eligible private licensed school:
  - The tuition charged by the State System of Higher Education for enrolled students.
    - For the 2005-2006 school year, this amount has been set at \$204 per credit for students enrolled in under 12 credits. Most core classes (excluding those that offer a laboratory) are 3 credit courses. For a 3-credit course, this is \$612 per course.  
Source: <http://www.passhe.edu/content/?/office/finance/budget/tuition>
3. For any higher education institution that offered dual enrollment credit prior to this program:
  - The tuition rate charged to students under the previous program.
4. For any early college high school program, middle college high school program or gateway to college program:

- The tuition charged for the program to a student’s school district of residence.

Funding Formula:

The funding to be awarded to each eligible school entity is to be determined as follows:

		School entity’s market value/income aid ratio
+	0.425	
Subtotal	-----	
X		Sum of total approved costs for each of the school entity’s dual enrollment students
		-----
<b>TOTAL ELIGIBLE GRANT AWARD</b>		
=		-----

Supplemental grants:

Supplemental grants are available to any school entity that has applied for grant funds and has at least one low-income dual enrollment student. The supplemental grant will equal the cost of tuition, books and fees for which low-income dual enrollment students are responsible in order to enroll in a dual enrollment course.

For the purpose of this program, a low-income student is a member of a household with an annual household income less than or equal to 150% of the Federal income poverty guidelines. Based on the 2005 poverty guidelines published by the U.S. Department of Health & Human Services, the following thresholds will be used to determine eligibility for supplemental grants:

Persons in family unit	Family Income	
1.....	\$14,355	For family units with more than 8 persons, add \$4,890 for each additional person.
2.....	19,245	
3.....	24,135	
4.....	29,025	
5.....	33,915	
6.....	38,805	
7.....	43,695	
8.....	48,585	

Source: <http://aspe.hhs.gov/poverty/05fedreg.htm>

Grant Limitations:

The following limitations apply to the Dual Enrollment Grant Program:

1. The grant funding for a dual enrollment course may not exceed the total approved cost for that course.
2. Grants for Early College high school, Middle College high school, and Gateway to College Programs may not exceed 4% of the total funds appropriated for all dual enrollment programs. (\$200,000 for 2005-2006)
3. Grants provided on behalf of dual enrollment students who are enrolled in charter schools, nonpublic schools, private schools or home education programs may not exceed 4% of the total funds appropriated for all dual enrollment programs. (\$200,000 for 2005-2006)
4. Supplemental grants may not exceed 8% of the total funds appropriated for all dual enrollment programs. (\$400,000 for 2005-2006) If the funds available for supplemental grants are insufficient to meet the total amounts appropriately applied for, each supplemental grant shall be reduced on a pro rata basis.
5. **Likewise, if the total funds appropriated for this program are insufficient to meet the total amounts appropriately applied for, each grant shall be reduced on a pro rata basis.**

A school entity **shall not** be responsible for the payment of any portion of the total approved costs for any dual enrollment student enrolled in a charter school, nonpublic school, private school or home education program **in excess** of grants provided from the state.

Payments of grants to school entities will be made based on the following schedule:

1. November Payment - 75% of grant award
2. March Payment - Final amount of grant after mid-year report is submitted

## **V. Early College High School, Middle College High School, and Gateway to College Programs**

These three programs offer specific groups of students the opportunity to take advantage of a more comprehensive dual enrollment opportunity.

Early College High School – A dual enrollment program offered over a five-year to six-year period, which consists of a structured sequence of secondary and postsecondary coursework. The successful completion of this program yields both a high school diploma and postsecondary credits equivalent to an associate of arts degree or sufficient to enter a bachelor of arts program as a junior.

Middle College High School – A dual enrollment program located on the campus of a postsecondary institution offering secondary and postsecondary coursework. The successful completion of the program yields a high school diploma and postsecondary credits.

Gateway to College – A dual enrollment program that offers eligible participants postsecondary coursework aligned to State academic standards that allows the student to complete a high school diploma. The successful completion of the program yields a high school diploma and postsecondary credits.

## **VI. Credit for Dual Enrollment courses**

### **Secondary Credit:**

Secondary (High School) credit shall be awarded to students for the successful completion of dual enrollment courses. These credits shall be identified as credits earned through an eligible postsecondary institution on a dual enrollment student's official secondary transcript.

1. Dual enrollment credits shall be recognized as applying towards graduation requirements when a student transfers to a new school entity
2. Dual enrollment credits may be recognized as applying towards graduation requirements when a student transfers to a charter school, a nonpublic school, a private school, or a home education program.

### **Postsecondary Credit:**

One of the goals of dual enrollment is to allow students to formally enroll in a postsecondary institution following high school graduation having already accumulated postsecondary credits.

1. If, after graduation from a secondary school a dual enrollment student enrolls in the postsecondary institution from which it earned dual credits, that institution must award postsecondary credit for any successfully completed dual enrollment courses.
2. If the student enrolls in a community college, member institution of the State System of Higher Education or a State-related institution, that institution may not refuse to recognize and award credit for a concurrent course because the credit was earned through a dual enrollment program.
3. Institutions not covered above may choose to award postsecondary credit for the concurrent coursework.

## **VII. Program Contact Information**

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