UDM High School Dual Enrollment Program

The dual enrollment program enables a current high school student to enroll in university level courses at UDM while completing high school graduation requirements. Student is expected to continue working toward completing his/her high school graduation requirements. The purpose of this program is to supplement a student’s academic plan by allowing the student to pursue college-level coursework which would not otherwise be available. *Student accepted into the Dual Enrollment Program will also benefit from a significantly reduced tuition rate.*

Admissions Requirements

1) The student must be either a high school junior or senior.
2) A senior who wishes to take university classes during the senior year of high school must have an academic GPA of 3.25 or higher. A junior who wishes to take university classes during the junior year of high school must have an academic GPA of 3.5 or higher. In instances where the University has made arrangements for the enrollment of specific high school student cohorts, the agreed upon GPA’s will be honored.
3) The student must demonstrate satisfactory completion of any course pre-requisite(s) through processes available to UDM students—e.g., CLEP (College Level Examination Program) Exam; Advanced Placement Exam; International Baccalaureate Credit; or successful completion of a UDM-accepted equivalent course at another college or university.
4) A student may be required to take a UDM placement test to determine his/her preparedness for a UDM course or courses.
5) The UDM Assessment Form completed and signed by a high school guidance counselor or official (see attached).
6) A completed UDM Parental Consent Form (see attached).

Admissions Requirements for Home-Schooled Student

The Assessment Form for such student may be completed by a high school guidance counselor or official OR a signature of a student’s parent can be substituted: (If a student’s parent signs the form a copy of the student’s home schooled transcript must also be included.

Number of Enrolled Courses

If accepted, a student may enroll in a maximum of two (2) courses each semester and may complete eight (8) courses.

Applying for Admission

Student may apply for admission online at www.udmercy.edu/apply with no application fee required. Application materials (Assessment Form and Parental Consent Form) can be mailed, delivered, faxed or scanned to:

Office of Admissions
University of Detroit Mercy
4001 W McNichols Rd
Detroit MI 48221-3038
Fax: (313) 993-3326
Email: admissions@udmercy.edu
The Office of Admissions will forward application materials to the Associate Dean or designated representative of the applicable college/school or unit. The application materials will be reviewed and a decision made concerning acceptance into the Dual Enrollment Program. Please note that not all UDM courses are necessarily appropriate for Dual Enrollment.

**Application Deadlines**
While UDM offers rolling admission, (meaning acceptance at any time) the Office of Admissions recommends that student apply for admission for the fall term by August 1, the winter term by November 15, and the summer term by April 1.

**Registering for Classes**
Once accepted for admission, a student will work closely with an Admissions Counselor and, to ensure proper course selection, an Academic Advisor. For a preview of available classes, a student can view UDM's [online course catalog](http://www.udmercy.edu/slo/office/handbook/). Registration for classes will be coordinated between the student and their Academic Advisor.

**Eligibility for Continuing Enrollment:**
A student enrolled in the Dual Enrollment program must earn a grade of C or higher in the course(s) at UDM to be eligible to register for course(s) in the next semester, unless the student plans to retake the same course(s). Any student that earns a grade of C or lower will be contacted by the Associate Dean or designated representative of the school or college in which the course is taught in order to discuss academic progress.

**Student Rights and Responsibilities**
During the semester in which a high school student is dual enrolled at UDM, s/he has the same rights and responsibilities as any other enrolled UDM student including, but not limited to, academic standards and progress and academic integrity. Please see UDM's Student Handbook ([http://www.udmercy.edu/slo/office/handbook/](http://www.udmercy.edu/slo/office/handbook/)) and Undergraduate Catalog ([http://www.udmercy.edu/catalog/](http://www.udmercy.edu/catalog/)).

**Tuition and Fees**
The 2013-14 tuition for dual-enrollment students is $100 per credit hour. Some courses may have a specific course fee above and beyond tuition. Dual enrolled students do not qualify for financial aid; however some colleges/schools within UDM may have limited scholarships available. The Admissions Counselor will provide that information to those students who are eligible.

If you have questions during the application or registration process, please contact the Office of Admissions at (800) 635-5020 or [admissions@udmercy.edu](mailto:admissions@udmercy.edu).
UNIVERSITY OF DETROIT MERCY
HIGH SCHOOL DUAL ENROLLMENT ASSESSMENT FORM

This form must be completed and submitted to the Office of Admissions for each semester for which the student seeks to enroll.

STUDENT INFORMATION:
Student Name__________________________________________________________

High School in which the student is currently enrolled: ____________________________________

Status: _______     Junior    ____Senior

GUIDANCE COUNSELOR OR SCHOOL’S OFFICIAL:
Name _________________________________
Title__________________________________
Telephone Number______________________
Fax number____________________________
E-mail________________________________

TERM AND COURSES:
___Fall  20___
___Winter  20___
___Summer  20___

UDM courses for which the student would like to be considered for enrollment:
(LIMIT TWO PER TERM)

1.__________________________________________________
   Course subject and number

2.__________________________________________________
   Course subject and number
To be completed by high school guidance counselor or faculty member in an appropriate discipline:

Please provide your assessment of the student’s preparation and ability to enroll in the requested course(s). Additional sheets may be attached as necessary.

PLEASE COMPLETE THE FOLLOWING STATEMENT AND SIGN AND DATE THIS FORM.

I attest that _____________________________ has earned a cumulative grade point average of: ______

(student’s name)

and approve their participation in the Dual Enrollment Program at the University of Detroit Mercy.

_________________________________________   ________________________
Signature of Guidance Counselor or School Official   Date
UNIVERSITY OF DETROIT MERCY
HIGH SCHOOL DUAL ENROLLMENT
PARENTAL CONSENT FORM

As the parent (or legal guardian) of _________________________________, I hereby consent to his/her enrollment as a student at the University of Detroit Mercy. In addition to such consent, I hereby acknowledge and accept the following conditions of enrollment:

1) My son/daughter will be enrolled in courses which will be conducted at a university level appropriate for adult students with academic rigor and expectations appropriate for the instructional level (e.g., 1000, 2000, 3000, etc.).

2) My son/daughter will be enrolled in courses for adult students which may, therefore, include sensitive topics and language and such topics and language will not be censored due to the presence of high school students in a course.

3) My son/daughter may be interacting with adult college students and the University is not responsible for these interactions.

4) My son/daughter will receive no special consideration because s/he is a high school student.

5) My son/daughter will be subject to the rules, regulations, and policies of the University.

6) The University and its employees, faculty, agents, students, and trustees shall not be responsible for the supervision and/or individual monitoring of my son/daughter while in attendance at the University.

Parent (or legal guardian) Signature _____________________________ Date______________

Relationship to Student: _________________________________________________________

Student’s Name (print) __________________________________________________________

Address: _____________________________________________________________________

                              (Street)                              (City)              (State/Zip)

Telephone: ______________________________________________________________________

                              (Day)                              (Evening)

Date of Birth: ________________________________

Rev 7.29.13
I, the above signed, authorize the University of Detroit Mercy to release records and information relating to grades, course performance, disciplinary proceedings, tuition and fees, schedules, and financial aid for the purpose of monitoring educational progress to:

_____________________________________________________
(Name of High School)

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF THE FAMILY EDUCATION RIGHT PRIVACY ACT (FERPA) AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS WHICH PROHIBIT DISCLOSURE OF EDUCATIONAL INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED.