Detroit Mercy High School Dual Enrollment Program

The dual enrollment program enables a current high school student to enroll in university level courses at Detroit Mercy 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

For specific high school cohorts, students must meet the dual-enrollment admission standards as determined by the College in which the course is offered. For all other students, the following apply:

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 admission requirements will be honored.**
3) The student must demonstrate satisfactory completion of any course pre-requisite(s) through processes available to Detroit Mercy students—e.g., CLEP (College Level Examination Program) Exam; Advanced Placement Exam; International Baccalaureate Credit; or successful completion of a Detroit Mercy-accepted equivalent course at another college or university.
4) A student may be required to take a Detroit Mercy placement test to determine his/her preparedness for a Detroit Mercy course or courses.
5) The Detroit Mercy Assessment Form or Cohort Assessment Form completed and signed by a high school guidance counselor or official (see attached).
6) A completed Detroit Mercy 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](http://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 Detroit Mercy courses are necessarily appropriate for Dual Enrollment.

**Application Deadlines**
While Detroit Mercy 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 Detroit Mercy’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 Detroit Mercy 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 Detroit Mercy, s/he has the same rights and responsibilities as any other enrolled Detroit Mercy student including, but not limited to, academic standards and progress and academic integrity. Please see Detroit Mercy’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 2017-18 tuition for dual-enrollment students is $150 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 Detroit Mercy 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.

DRAFT – Approved by Undergraduate Coordinators 2/17/2017
HIGH SCHOOL DUAL ENROLLMENT
APPROVED COHORT ASSESSMENT FORM

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

High School _____________________________________________________________________________

Cohort Course(s) (Note there is a limit of 2 dual-enrollment courses per term):

________________________________________________________________________________

Cohort Admission Requirements & Prerequisites

Grade (year in school): ______________________________

Prereq knowledge/courses:

________________________________________________________________________________

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.

GUIDANCE COUNSELOR OR SCHOOL’S OFFICIAL:

Name ________________________________________________________________

Title ________________________________________________________________

Address ______________________________________________________________________

Telephone Number ___________________________ E-mail _______________________

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

PLEASE COMPLETE THE FOLLOWING AND SIGN AND DATE THIS FORM.
I attest that the students listed meet the requirements for the dual-enrollment cohort program listed above and approve their participation in the Dual Enrollment Program at the University of Detroit Mercy.

___________________________________________________
Signature of Guidance Counselor or School Official     Date
Approved Cohort from

Course(s)

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Grade /Year in school</th>
<th>GPA</th>
<th>Prereq course /knowledge satisfied?</th>
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Approved 11-28-18

11-14-18 Undergraduate Standards and Enrollment Management
11-15-18 McNichols Faculty Assembly
11-28-18 Academic Leadership Team
11-28-18 Provost/VPAA