



# High School Dual Enrollment Form

**Eligibility Requirements:**

Students with a minimum cumulative grade point average of 3.0 (on a 4-point scale), and who will be at the 11<sup>th</sup> or 12<sup>th</sup> grade level are eligible to take courses at Grand Valley. Appropriate classes are numbered at the 100 and 200 level, and will not have any prerequisites listed in the catalog or course schedule. Up to two classes may be taken each semester, with the approval of the high school counselor and Grand Valley's Admissions Office. Students must earn at least a 2.0 in each dual enrollment class if they wish to continue taking dual enrollment courses at Grand Valley State University.

**Statement of Responsibility:**

As a high school dual enrollment student you are subject to all the rules and regulations applied to all students attending the University. If you voluntarily drop a class or if your eligibility for the program changes, and you have not followed proper procedures, please understand that you will be held responsible for payment. The GVSU Academic Calendar will provide you with information related to taking courses and may be found in the course schedule, the catalog, and on the web at <http://www.gvsu.edu/catalog>.

**Dual Enrollment Procedures:**

1. Complete Dual Enrollment Application through the GVSU website; [www.gvsu.edu/dualenrollment](http://www.gvsu.edu/dualenrollment)
2. Within 24 hours of completing your Dual Enrollment Application you will receive instructions to set up your GVSU Applicant Portal. Your outstanding application requirements will be listed and may be the following items:
  - a. An official high school transcript.
  - b. A completed Dual Enrollment form, with all required signatures, including a counselor signature.
3. Once all documentation is submitted, your application will be reviewed, and a decision will follow within a few days. If you are an individual applicant not part of a school partnership program, an admissions recruiter will contact you to schedule an appointment to discuss classes and registration.
4. Repeat this procedure **each** semester you wish to take courses at GVSU.

*I have read the Eligibility Requirements and the Statement of Responsibility, and understand that by signing this form, I agree to adhere to all University policies and procedures required for enrollment into courses under the high school dual enrollment program at Grand Valley State. I grant permission to GVSU to release my grades to my high school and for my progress in this class to be discussed with my parent(s) or guardian(s) in the same manner as my other high school classes.*

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Parent/Legal Guardian Signature**

*By signing you agree to pay the remainder of the balance the school does not cover*

\_\_\_\_\_  
**Printed name of signature above**

\_\_\_\_\_  
**Printed name of signature above**

\_\_\_\_\_  
**Student's E-mail Address**

\_\_\_\_\_  
**Parent/Guardian phone number:**

**Current Grade Level:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

\_\_\_\_\_  
**High School**

\_\_\_\_\_  
**Parent/Guardian Email**

**Total number of classes enrolled in high school while dual enrolled at GVSU:** \_\_\_\_\_

*I have read the Eligibility Requirements and the Statement of Responsibility and I understand that by signing this form I am giving the above student permission to enroll in the High School Dual Enrollment Program at Grand Valley State. I have also explained to the student dual enrollment billing/payment details as outlined by high school and/or school district policy.*

Effective for:  FALL, YR: \_\_\_\_\_  WINTER, YR: \_\_\_\_\_  SPRING/SUMMER, YR: \_\_\_\_\_

**Counselor's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Counselor's E-mail address:** \_\_\_\_\_

**Estimated dollar amount that school will cover (must be completed):** \_\_\_\_\_