

# Community College Guidance for Reporting Dual Enrollment Cost Data

In accordance with Sections 209(5) and 245(6) of the State of Michigan Public Act 196 of 2014, all Michigan community colleges and universities must report to the State by November 15 data relative to the prior year enrollments of high school students at the college, commonly referred to as dual enrollments.

CEPI created the attached survey, which has been formatted to fulfill the reporting requirements. It breaks down the dual enrollment data required for reporting into the following four categories (columns):

* State Approved Career and Technical Education/Tech Prep Articulated Program of Study
* Direct College Credit or Concurrent Enrollment
* Dual Enrollment
* Early College/Middle College Program

If high school students attended your community college as one of the last three postsecondary enrollment types listed above, you are required to report the total program cost to the college associated with such dual enrollments.

Before costs are estimated and allocated among these categories, however, it is important to understand when students should be reported as early middle college and when they should be reported as dual enrolled, because these two postsecondary enrollment types are often confused.

**Dual Enrollment:** The following 2 subpopulations of students should be reported here:

1. Regular, dual enrolled students.
2. Early middle college students taking courses at your college for a program that is owned and operated by their high school.

**Early College/Middle College Program:** Early middle college students taking courses at your college for a program that is owned and operated by your college should be reported here.

**Using Michigan Community College Data Inventory Data to Complete the Section 209 Survey:**

Community colleges should leverage their MCCDI Enrollment and Expenses data to average and allocate dual enrollment costs when completing their Section 209 survey. MCCDI collects enrollment and cost data for various functional areas. Because dual enrolled high school students receive the same benefits as regular college students, the assumption that dual enrollment costs are reflected in the MCCDI is warranted.

**Recommended Methods for Calculating Direct and Indirect Costs of Dual Enrolled Students:**

Two methods are provided below for community colleges that use total contact hours reported in MCCDI Enrollment as the base factor for calculating the average direct instruction costs, as well as for calculating the college’s indirect costs associated with instructional support, student services, institutional administration and physical plant operations (reported in the MCCDI Expenses).

1. **Direct Cost Method:** Calculates instructional costs per contact hour.
   1. First, add the costs\* (salaries, fringes, facility and other) reported by your college in the Expenses module for activity codes 1.1, 1.2, 1.3 and 1.4 to obtain the total instructional cost.
   2. Second, add the total contact hours (in-district and out-of-district) reported for the same activity codes (1.1, 1.2, 1.3, 1.4 and 1.6) reported by your college in the Enrollment module to obtain the total number of contact hours.
   3. Finally, divide the total instructional cost (a) by the total number of contact hours (b) to obtain the average direct cost for dual enrolled students per contact hour.
2. **Indirect Cost Method:** Calculates the costs associated with instructional support, student services, institutional administration, and physical plant operations per contact hour.
   1. First, add the costs (salaries, fringes, facility and other) reported by your colleges in the Expenses module for activity codes 4.0, 5.1, 6.0 and 7.0**\*\*** to obtain the total indirect costs.
   2. Then, divide the total indirect costs derived in (a) by the total number of contact hours reported in 1(b) for the direct cost method to obtain the average indirect cost for dual enrolled students per contact hour.

\*Costs reported in the Expenses module for activity codes 1.5 (developmental ed & basic skills) and 1.6 (personal interest & human development) are excluded from calculating the average direct (i.e., instructional) costs because these courses are ineligible for dual enrollment.

\*\*Costs reported in the ACS 3 for ACS codes 5.2 (financial aid) and 5.3 (intercollegiate athletics) are excluded from calculating the average indirect costs because these services are not made available to dual enrolled students by the college.