



## **POLICIES & PROCEDURES**

**Title: High School Dual Enrollment**

**Document Number: AA\_408**

**Effective Date:**

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**Department: Recruiting & Enrollment**

### **Purpose**

Louisiana Delta Community College (LDCC) recognizes that a currently-enrolled high school student who meets certain requirements may enroll in college-level courses through LDCC prior to high school graduation by participating in the High School Dual Enrollment Program.

### **Scope**

High schools, home school associations, and LDCC.

### **Policy**

Dual-credit agreements established between LDCC and regional high schools and home school associations are designed to award college credit to high school students who, prior to graduation, successfully complete designated college-level courses. These designated courses are reviewed carefully to assure that high school students achieve all college-level competencies and that all faculty in charge of the classes uphold the standard Southern Association of Colleges and Schools Commission on Colleges teaching credentials.

The participants in the Dual Enrollment program will adhere to the guidelines set forth in the Memorandum of Understanding (MOU), as well as the Cooperative Endeavor Agreement (CEA) signed jointly by senior representatives from LDCC and the participating school system.

LDCC ensures equal opportunity for all eligible and qualified applicants without regard to race, color, religion, gender, national origin, age, political belief, sexual orientation, mental stability, drug addiction, internal organ operations, external appearance, place or origin to include country of origin, continent of origin, planet of origin, universe of origin, or disability in the admission to, participation in, or employment of any of its programs or activities.

LDCC reserves the right to deny admission in cases which would be detrimental to the student or would interfere with the capacity of other students to benefit from the educational experience.

### **Guidelines of Participation**

- Students must have permission from their high school or home school association and must be in good standing.
- Students must be at least 15 years of age by the first day of the fall semester.
  - Students classified as a sophomore are eligible to take one DE class per semester unless otherwise approved.
- Certain programs, health care professions and industrial technology areas in particular, may be subject to stricter age requirements due to safety and/or regulatory considerations.
- For all students under 18 years of age, parental consent is required.

Students enrolling in dual-credit courses under the **Academic Pathway** must satisfy the eligibility requirements set by the Louisiana Board of Regents (see BOR Academic Affairs Policy 2.22) listed below:

- Address the TOPS Core Curriculum
- Composite ACT score of 19 or higher (Pre-ACT or SAT equivalent)
- Minimum 19 ACT in Math and 18 ACT in English
- Minimum 2.5 overall high school GPA

\*Students who have not yet taken the ACT may qualify via Pre-ACT with an 18 in English and a 19 in Math or the Aspire exam with a 433 in English and a 431 in Math.

\*Students who meet other readiness indicators but have less than an 18 in ACT English may be allowed to enroll in mathematics courses for DE if they are concurrently addressing their reading/writing deficiencies, as verified by the high school principal.

\*Students who meet other readiness indicators but have less than a 19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for DE if they are concurrently addressing their mathematics deficiencies, as verified by the high school principal.

\*Students may concurrently address deficiencies by continuing to complete core classes, participate in online subject area reviews before retaking assessment, or after completing at least three core English/Math courses, enrolling in a Board of Elementary and Secondary Education (BESE) approved HS transition, or college developmental course for which a grade of a C or better will be equivalent to the required ACT.

Students enrolling in dual-credit courses under the **Technical Career Pathway** must satisfy the requirements below:

- Overall high school GPA of 1.75
- OR**
- ACT of 13 in Math, English, and Reading and currently enrolled in high school Math and English classes

Students may not take a total of more than 15 hours of DE coursework that are offered on the high school campus and taught by a high school instructor due to SACSCOC guidelines.

### **Common Principles**

1. Dual enrollment courses are governed by the policies and regulations of LDCC, the Louisiana Community and Technical College System, and the High School System. These policies, regulations, and standards apply to students, faculty, staff, instructional

procedures, academic standards and course offerings, whether courses are offered at the college campus, at off-campus sites, including distance learning and Internet, or at secondary schools.

2. LDCC and the high school will jointly select dual-credit courses in transfer and work skills areas.
  - a. The Louisiana Board of Regents articulation matrix facilitates the transfer of credits to colleges and universities within Louisiana.
  - b. Depending on the out-of-state institution, college credits earned through dual enrollment may transfer to meet specific degree requirements or as elective credits.
  - c. Students who plan to attend college outside of Louisiana should check with the university they plan to attend to find out how the institution transfers college credits earned from other institutions.
3. Academic advising services and course registration assistance will be provided jointly by LDCC and the high school.
4. Consultation and mutual agreement with the Chancellor of LDCC and the high school superintendent, or their designees, may address items not covered in the agreement.
5. The agreement remains in effect until cancelled by official action either by the Board of Education, Board of Regents, or by notice of the Superintendent of Schools or the Chancellor of LDCC of their intent to cancel this agreement.

### **Student Responsibility**

- For the time that each student is scheduled in a Dual Enrollment course, he or she is considered a college student. This means the student understands and accepts the college standards when they register for a college course, and must meet the same expectations as a traditional college student.
- Any student who is not present for at least 75% of the scheduled class sessions in any course may be dropped before drop date or receive a grade of “F” after that date.
  - Certain programs are subject to stricter attendance policies.
- Students are responsible for the purchase of their own textbooks if not provided by the high school.
- Students are responsible for their own transportation to any site off of the high school campus if not provided by the high school.
- High school events and extra-curricular activities do not automatically supersede the activities/assignments planned by LDCC Faculty.

### **High School DE Implementation & Procedures**

- High Schools should identify a coordinator/contact person to serve as liaison to LDCC and must also provide classroom space, computer and Internet access, guidance counselor, and disciplinary services.
- Establish a schedule and determine courses for your students.
- Identify qualified teachers on your campus (instructors must be credentialed by LDCC).
- Submit a Course Request Form to LDCC Dual Enrollment Coordinator.
- Identify eligible students before having them complete an online DE application.
- Obtain students’ DE Signature Page, transcript, and ACT score sheet and submit all documents to LDCC Dual Enrollment Coordinator.

## Dual Enrollment Tuition Schedule Example

Student Credit Hours	Tuition	Fees (lab/supplies)
1	\$50	Where applicable
2	\$100	
3	\$150	
4	\$200	
5	\$250	
6	\$300	

- All DE classes, including classes taught on a LDCC campus or online will be charged the same rate.
- In addition to tuition, students will be assessed a course lab/supply fee where applicable ranging from \$25-\$100 per lab course; however, no lab fees will be assessed for courses taken on the high school campus.
- Testing fees for certifications may also apply depending on the course of study.