



## **POLICIES & PROCEDURES**

**Title: High School Dual Enrollment**

**Document Number: AA\_408**

**Effective Date:**

**Revised Date: 03/21/2023**

**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, sex, sexual orientation, national origin, age, 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 that 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 requested semester.

- Highschool affirms that the students has reading and math skills at or above the 7<sup>th</sup> grade level. Special permission may be obtained from the Vice Chancellor for Education and Student Services at LDCC for students who do not read at the 7<sup>th</sup> grade level.
- Certain programs, health care professions and industrial technology areas in particular, may be subject to the following:
  - Stricter age requirements due to safety and/or regulatory considerations.
  - Background checks prior to enrollment in the course.
- For all students under 18 years of age, parental consent is required.
- Dual enrollment students may not enroll in more than 12 credit hours in a semester unless approved by the Dual Enrollment Coordinator.

## Eligibility Criteria

The minimum requirements to enroll in dual enrollment differ based on two types of entry:

- A. Academic Dual Enrollment Courses
- B. Career and Technical Dual Enrollment Courses

A. Minimum Requirements for Academic Dual Enrollment Courses:

A student is eligible to enroll in Academic Dual Enrollment Courses if they meet ANY of the following three criteria <sup>1</sup>		
<b>1. Success in high school</b>		
A 2.5 cumulative high school GPA		
<b>AND</b>		
Subject-specific minimum scores on the assessments listed in Figure 1.	<b>OR</b>	Counselor recommendation based on overall student performance and grade trends in the subject.
<b>2. Success in subject area</b>		
A 3.0 cumulative high school subject-area GPA, as determined by the postsecondary institution.	<b>AND</b>	Counselor recommendation based on grade trends in the subject.
<b>3. Success in previous dual enrollment courses</b>		
A 2.5 cumulative <u>college</u> GPA, as demonstrated in prior dual enrollment participation.		

<sup>1</sup>In addition to the requirements listed in the table, some courses have additional prerequisite requirements (Ex. English, Math, etc). Please reach out to Louisiana Delta Community College's Dual Enrollment Coordinator to ensure the student meets all eligibility requirements.

B. Minimum Requirements for Career and Technical Dual Enrollment Courses:

A student is eligible to enroll in Career and Technical Dual Enrollment Courses if they meet ANY of the following three criteria <sup>2</sup>		
<b>1. Success in high school</b>		
A 2.0 cumulative high school GPA		
<b>2. Success in high school performance</b>		
Counselor recommendation based on relevant high school performance.		
<b>3. Success in previous dual enrollment courses</b>		
A 2.0 cumulative <u>college</u> GPA, as demonstrated in prior dual enrollment participation.		

<sup>2</sup>In addition to the requirements listed in the table, some courses have additional safety requirements, and some programs have

minimum age requirements set by regulatory agencies. Please reach out to Louisiana Delta Community College's Dual Enrollment Coordinator to ensure the student meets any regulatory requirements and that any safety compliance prerequisites are met.

## **Academic Affairs Policy 2.22 Figure 1 Placement Scores<sup>1</sup>**

Together with the GPA requirements, if a student has a score in the Humanities and Social Science placement score column, the student is eligible to enroll in a Humanity or Social Science dual enrollment course. If the student has both the GPA and a score in the Science and Mathematics placement score column, the student is eligible to enroll in a Science or Math dual enrollment course.

<b>Assessment</b>	<b>Placement Scores for Humanities and Social Sciences</b>	<b>Placement Scores for Science or Mathematics</b>
ACCUPLACER Next Generation	250 Writing	250 QRAS
ACT	18 (ACT English Subscore)	19 (ACT Math Subscore)
SAT	500 ERW	510 Math

<sup>1</sup>Placement scores are based on the Board of Regents updated Academic Affairs Policy 2.22 Figure 1. Louisiana Delta Community College accepts the assessments shown in the table above.

### **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. For out-of-state institutions, college credits earned through dual enrollment may transfer to meet specific degree requirements or as elective credits at the discretion of the receiving institution.
  - 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. The student shall understand and accept the college standards when they register for a college course and must meet the same expectations as all other LDCC students.
- Students are expected to meet expectations and attendance in the course syllabus.
- Students are responsible for the purchase of their own textbooks and learning resources if not provided by the high school.
- Students are responsible for their own transportation to any site off the high school campus if not provided by the high school.
- High school events and extra-curricular activities shall not supersede the dual enrollment course's lesson plan.
- Students must have a form of photo ID prior to the first day of class.
  - Photo ID can include driver's license, high school ID, or LDCC ID.

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

- High schools are expected to 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.
- High school contact person is expected to establish a schedule and determine courses for dual enrollment students.
- Identify qualified teachers on the high school campus (instructors must be credentialed by LDCC).
- Submit specific course requests to the LDCC Dual Enrollment Coordinator.
- Identify eligible students before having them complete an online DE application.
- Obtain students' DE Signature Page, transcript, and subject specific placement scores and submit all documents to LDCC Dual Enrollment Coordinator.

### **Home Study Implementation & Procedures**

- Home Study dual enrollment students are required to submit the following:
  1. **Letter of Home Study Approval** from LDOE confirming the student is participating in an approved home study program.
    - a. ***Please note:*** The submission of the similar process "*Nonpublic Schools Not Seeking State Approval*" does not meet the above criteria.
  2. **Home Study Transcript-**
    - a. Requirements for Home Study Transcripts

- i. Student's full name
  - ii. Date of birth
  - iii. Social security number
  - iv. Name and grade of courses taken
  - v. Issue date
  - vi. Signature by the school administrator
- 3. **Submit additional documents-**
  - a. Online application
  - b. DE Signature Page
  - c. Subject specific placement scores
- 4. **Must meet or exceed the "Eligibility Criteria" listed above**

## Dual Enrollment Tuition and Fees

Effective Academic Year 2023-2024 all twelve LCTCS colleges establish a baseline tuition price for the administration of dual enrollment programs constituting the following:

1. **\$50.00 per credit hour** for courses taught at high schools by high school faculty as qualified by the college.
2. **Regular Tuition & Fees<sup>1</sup>** for in-person courses taught by college faculty whether at the high school or college.
3. **Regular Tuition & Fees<sup>2</sup>** for online courses taught by college faculty.

<sup>1</sup>*Fees consist of: Student Services Fee, Student Enterprise Resource Fee, and Operational Fee. Additional course specific fees may be required.*

*The following fees have been waived: SGA Fee, Student Life Fee, Student Technology Fee, Academic Excellence Fee, Building Use Fee.*

<sup>2</sup>*Fees consist of: Student Services Fee, Student Enterprise Resource Fee, Operational Fee, and Honorlock Fee. Additional course specific fees may be required.*

*The following fees have been waived: SGA Fee, Student Life Fee, Student Technology Fee, Academic Excellence Fee, Building Use Fee.*