



Q&A

BoR Academic Affairs Policy 2.22

Student Eligibility Requirements for Dual Enrollment

On December 11, 2017, the Louisiana Board of Regents approved and released a Statewide Dual Enrollment Policy for public higher education institutions in Louisiana. The policy will be in effect beginning Fall 2018.

Defining Dual Enrollment

1. What are the advantages/benefits of dual enrollment?

Dual Enrollment (DE) courses are college courses for which students earn both HS and college credit. DE introduces students to college-level courses while still in high school, which could result in helping students better prepare for college and potentially decrease their time to college graduation. Participating in DE allows students to experience what college-level coursework is like and may pique their interest in attending college.

DE can allow high school students to explore technical work skills, and they could potentially graduate with work skills certifications or even an associate's degree along with their high school diploma.

Courses taken through dual enrollment frequently cost less in tuition and fees.

2. What skills are necessary to become a successful Dual Enrollment student?

Because DE courses are college courses, students must be able to handle college-level reading/writing and mathematics concepts: students must be college ready, focused, and seriously engaged in the course. Enrollment in a DE course marks the beginning of a student's permanent college transcript, which could impact admission and scholarship eligibility at any college or university to which the student applies: regardless of the grades earned, each and every DE enrollment semester must be acknowledged and listed on any college/university application for admission after high school.

3. What is the difference between school-based and campus-based dual enrollment?

A school-based DE class is offered at the high school and taught by either a college faculty member traveling to the school, or a high school teacher delivering the college course. In a campus-based DE class, the high school student travels to the college campus to participate in a regular college course with college students. Regardless of whether the course is school-based or campus-based, the course content must be at the collegiate level. The course may be offered in a variety of formats (face-to-face, hybrid, or online).

4. What is the difference between DE and an Advanced Placement (AP) course?

A DE class is a college course taught by a qualified, college-level faculty member or a trained high school teacher. Regardless of whether the course is taught by a college faculty member or a high school teacher, all DE instructors must meet the minimum standards as defined by the college/university and SACSCOC. Upon successful completion of the dual enrollment course, the student will have both the college credit on the permanent college transcript, and the high school credit on the high school transcript.

AP classes are comprehensive high school courses that give students the chance to tackle college-level work while they're still in high school and earn college credit and placement, but without automatically impacting the permanent college record. College credit is awarded only if the student scores 3 or higher on the national AP exam and submits the score report when later enrolling in college. Check out [The College Board](https://apstudent.collegeboard.org) (<https://apstudent.collegeboard.org>) for more information about AP courses and exams.

Eligibility, Access, Application and Enrollment

5. What are the criteria for admission into a dual enrollment course?

Students must have at least a 2.5 overall HS GPA¹, 19 ACT Composite score,² 18 ACT English subscore, *and* 19 ACT Math subscore to take an academic course (e.g., a course that is listed on the Master Articulation Matrix or counts as General Education credit or academic degree credit). Before a HS student may enroll in an academic DE course in the spring semester of the senior year, s/he *must* be college ready in both English and Math – no exceptions. College or universities may adopt additional, more specific or rigorous requirements: students should check with the specific institution for additional information.

For a technical/work skills course (like automotive, electrical, HVAC, or welding), a student must be able to demonstrate an ability to benefit, as defined by the college campus offering the course. Technical/work skills courses are not transferrable General Education courses or listed on the Master Course Articulation Matrix. HS students should check with the specific institution for additional information about how the Management Board (e.g., LCTCS) and campus define ability to benefit.

6. Are students eligible to take dual enrollment if they do not have a standardized test score?

No. The standardized test score indicates a level of skill in reading/writing or mathematics. Examples of standardized tests include ACT, ASPIRE, SAT, Pre-ACT, Pre-SAT and end-of-course exams. (Not all placement exams are used by all institutions for eligibility, students should check with their HS guidance counselor for more details on which placement exams are used.)

7. If students do not meet the admission requirements, are there exceptions?

The Board of Regents has established minimum requirements (addressed in Q5) that must be met to enroll in academic courses. An individual campus may have additional requirements – for enrollment at that campus, or in a particular course, or in a particular content area.

For students who do not meet the language arts or mathematics skills requirements (English or Math ACT sub-scores), the college/university may allow limited access to DE courses as long as the student concurrently works on improving his/her reading/writing/mathematics skills. Before a HS student may enroll in an academic DE course in the spring semester of the senior year, s/he *must* be college ready in both English and Math – no exceptions.

8. When can students take dual enrollment courses?

DE students are usually HS juniors or seniors, particularly in academic courses; however, interested students may enroll when the student, the high school, and the college/university *all* agree that the student is ready and eligible to enroll.

9. Where can students take DE courses? Do all postsecondary institutions in Louisiana participate?

Not all postsecondary campuses can or will offer DE courses at the high school, but all are open to enrolling eligible HS students into regular freshman courses. Interested HS students should contact their HS guidance counselor or the college/university admissions office (e.g., search for “Admissions” on the campus web site) for more detailed information.

10. What is career-technical dual enrollment?

Career-technical dual enrollment is a college course in a technical/workskills area that is directly related to a particular job or work skill (like automotive, electrical, HVAC, or welding), usually offered by a community or technical college, and usually not transferrable to a university.

¹ By fall 2019, the HSGPA requirement will increase to 2.75.

² Students who have not yet taken the ACT in high school may qualify via posted Minimum Admission/Placement Score Guides, e.g., Pre-ACT (18E, 19M), Aspire (433E, 431M) or EOC (740 E-II, 760 A-1, or 750G).

11. What are the progression requirements to continue taking dual enrollment courses?

Students must maintain a 2.5 HS GPA (rising to 2.75 in 2019-20), including DE courses taken. Students who make <C grade on a DE course are urged to seriously reconsider their commitment to and readiness for dual enrollment, as college grades are permanent whether the class takes place in high school or as regular college students. Universities may adopt additional, more specific or rigorous requirements for continued enrollment: students should check with the specific institution for additional information.

12. Where can students get an application for dual enrollment?

Students should ask their high school guidance counselor or contact the college Admissions Office.

13. What is the application deadline to sign up for dual enrollment courses?

High schools may have specific deadlines. Every postsecondary institution publishes a calendar of deadlines (for application, enrollment, adding or dropping courses, etc.); students should contact the college Admissions Office or their HS counselor.

14. What permission is needed in order to take dual enrollment courses?

The DE application often requires that the HS verifies eligibility and that parental consent has been given, indicating that parents are aware of the responsibility associated with their HS student participating in DE courses and the impact the student's performance may have on eligibility for future college/university admission or scholarships.

15. What is the grading policy for dual enrollment courses?

Grading policies are described in the college course syllabus. Students often receive two grades (college & HS) for a DE course. The DE college grade will be calculated based on the same grading policy used in regular college courses. The HS grade may be calculated differently, especially for classes taught on the HS campus: students should consult with their HS for specific information regarding HS course grading.

16. How many credits can a student take per term in the dual enrollment program?

There is no statewide limit – it will depend on HS and postsecondary campus rules, and on course availability.

17. Can dual enrollment students take a full-time load?

There is no Board of Regents rule prohibiting DE students from taking a full-time load, but the HS student must also be accumulating the courses s/he needs to graduate from high school.

18. What if a student changes his/her mind after enrollment in a DE course, can the student's schedule be changed?

It depends. Students should pay attention to the rules of the HS and college/university, and to the campus' academic calendar, which will include deadlines for adding, dropping, and withdrawing (with a permanent "W" grade) from courses. The Board of Regents does *not* recommend that a DE student add (begin) a course after classes have begun.

19. Do students have to take a placement test?

Yes. (See question 5.) A DE student must have a qualifying English (reading/writing) and Mathematics score to demonstrate basic eligibility, as well as a 19 ACT composite score (or equivalent). The college campus may require additional measures.

20. Can home-schooled students take dual enrollment courses?

Home-schooled students may enroll in DE courses if they meet the basic eligibility requirements as well as any additional requirements the college/university may have for DE or for a particular course.

21. Do course pre-requisites apply to dual enrollment students?

Yes. DE students must meet the same course pre-requisites as regular college students, plus any additional pre-requisites the HS or campus may require.

22. Can a student receive both high school and college credit through dual enrollment?

Yes. (See question 4.) By definition, a DE course leads to dual credit, i.e., both HS and college credit. If you enroll in a college course without going through a DE program process, HS credit is not guaranteed.

23. Do dual enrollment courses count towards high school graduation?

A DE course generates a HS grade and HS course credit. Before enrollment, the HS counselor will help determine the matching HS course credit and its place in HS graduation requirements.

24. How does dual enrollment affect one's high school GPA?

A DE course leads to a grade and credit for a high school course; its effect on the HS GPA will be the same as any other HS course, unless the school happens to follow a 5-point scale for DE.

25. How are dual enrollment courses weighted?

The TOPS Weighted GPA Grid is posted and maintained by the LA Dept. of Education on its www.louisianabelieves.com website under "Graduation Requirements" —"Course Equivalents, Course Codes, and Weighted GPA Designation" – "TOPS Weighted GPA Grid".

26. What dual enrollment courses count toward fulfilling TOPS?

TOPS course equivalencies for DE are posted by the LA Dept of Education on its www.louisianabelieves.com website under "Graduation Requirements" —"Course Equivalents, Course Codes, and Weighted GPA Designation" – "TOPS University Diploma Requirements".

27. What dual enrollment courses count towards fulfilling the TOPS TECH program?

TOPS Tech course equivalencies for DE are posted by the LA Dept of Education on its www.louisianabelieves.com website under "Graduation Requirements"—"Course Equivalents, Course Codes, and Weighted GPA Designation" – "Jump Start TOPS Tech (Career Diploma) Requirements".

28. Can a student take dual enrollment courses beyond his or her high school graduation date?

No – once a student has graduated from high school, s/he is no longer a HS student and cannot receive additional HS credit. The HS graduate could enroll in college as a regular freshman student.

29. Will DE courses affect college admission?

Yes. (See Question 2.) DE courses certainly can affect one's college admission. Each DE course is reflected on a college transcript, even if a student enrolls in DE through several colleges – and all college transcripts must be acknowledged and submitted with any application for admission. A strong DE record tells an admission committee a lot about a prospective student...as does a weak DE record.

30. Will dual enrollment courses transfer to other LA colleges and universities?

Transfer to other LA colleges and universities depends on the type of DE course. If it is an academic course listed on the Master Articulation Matrix for both campuses, it will transfer. Most career/technical courses will only transfer among community or technical colleges.

31. Is a student who completes DE credits considered a freshman for university admission?

Yes. The first time a student applies for admission after completing high school, s/he is considered for admission as an "Entering Freshman" ... even though the "student level" upon enrollment may be higher, depending on the number of DE courses attempted and completed.

32. Do dual enrollment courses count towards scholarship eligibility?

It depends on the scholarship criteria; most will consider the student's whole academic record, which would include DE courses, but some do not.

33. Do dual enrollment courses count toward the student's college GPA?

Yes. (See Question 2.) DE courses count toward the Cumulative college GPA, which is the average of all college course grades. Most college/university campuses track several GPAs, including the

Cumulative GPA, Semester GPA, and Campus GPA (which includes only courses taken at that campus or within that campus' System).

34. Can dual enrollment courses be repeated in college?

One's ability to repeat a course (including DE) depends on the campus policy; most will allow repeats of courses with grades below "C".

35. Can students drop a dual enrollment course?

Dropping courses depends on the college/university's drop or withdrawal policy. Some campuses may have special processes set up with the participating high school, but it is always the student's responsibility to ensure that the drop is received and processed by the college/university and within the campus' drop/withdrawal deadline.

36. How does failing a DE course impact a student's college transcript?

A failed DE course is reflected as an "F" on the student's permanent postsecondary record.

37. Will dual enrollment courses appear on my high school transcript and/or my college transcript?

Both – by definition, a DE course is taken for both HS and college credit, which is why they are called *dual enrollment*. (See Question 4.)

38. Do all Louisiana colleges and universities accept dual enrollment courses?

All public universities in Louisiana accept dual enrollment courses from Louisiana institutions, if the course is transferrable (e.g., if it is a DE course from the [Master Articulation Matrix](#)). Not all private universities accept DE courses. Students should consult the Admissions Office.

39. Can dual enrollment be earned in the summer?

A HS student could enroll in a college course for college credit over the summer term. That student would have to make arrangements with the high school about whether HS credit would also be awarded, which would make it a DE course.

40. How do I request a transcript?

College/university transcripts are issued by the Office of the Registrar. Students should refer to the postsecondary institution's website for more information about the process.

Funding

41. How much does it cost to take Dual Enrollment courses?

College course costs can vary by course and campus. Students should consult with their HS guidance counselor or college/university's Admissions Office for information about tuition and fees.

42. Do students have to complete a FAFSA for dual enrollment?

Students must complete a FAFSA if that is a requirement at the high school for dual enrollment. It is not a standard requirement for enrollment at a college/university.

43. Can students use Federal Financial Aid to pay for high school dual enrollment costs?

A student enrolled in elementary or secondary school is usually not eligible for Federal Student Aid programs, even if s/he is simultaneously enrolled in an eligible college program.

44. Do students have to purchase textbooks?

Students must secure the required textbooks and course materials to fully participate in the dual enrollment class. Some high schools have programs to assist with textbook costs for particular DE courses. The course syllabus and HS counselor or DE liaison would have information about course materials.

45. What type of student aid is available to help pay tuition for dual enrollment courses?

Students should consult with their HS guidance counselor. There is no standard or universal student aid available to help pay DE tuition, but schools, campuses, or communities may have assistance programs for HS students.

Accountability

46. Who is responsible for the content of a course offered for dual credit?

The College/University is responsible for the content of the college course and assessment of the Student Learning Outcomes for which the student earns college credit. Sometimes a high school may add material to meet the requirements for the HS portion of the DE credit, or to assist in student learning/performance success.

47. Is it necessary for Dual Enrollment faculty to use the college syllabus?

DE faculty must cover all of the standards of the college course or syllabus. If appropriate, faculty may add to it or rearrange the order, as long as the learning objectives and standards are met.

48. Can schools place dual enrollment students in a classroom with regular HS students?

Schools *may* mix DE and regular HS students in a classroom, but the class must be taught at the collegiate level, regardless of whether or not all students are seeking college credit.

49. Is there a student course evaluation process for dual enrollment?

There should be a course evaluation process for DE just as there is for regular college courses on campus. If there is not, the DE student has every right to request a way to submit course evaluation feedback.