

SECTION: 5. Student Policies

SUBJECT: Dual Credit High School Enrollment

Background: This policy defines who can enroll in Dual Credit (DC) courses, the application, and registration process for these students as well as the fee charged. It defines how DC students may drop or withdraw from classes. The policy defines who will instruct these courses and how the courses will be evaluated.

Point of Contact: Director, Summer School & Special Programs (SS&SP)

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Dean for Academic Programs; Assistant Director, New Student Recruitment; Office of the Registrar/Admission; Vice President for Student Affairs; Dean for Community Programs

Date of approval by LCSC authority: March, 23 2015

Date of State Board Approval: N/A

Date of Most Recent Review: N/A

Summary of Major Changes incorporated in this revision to the policy: N/A

Dual Credit allows high school students to simultaneously earn credit toward a high school diploma and a postsecondary degree or certificate. LCSC's Dual Credit policy aligns with the Idaho State Board of Education Policy III.Y Advanced Opportunities.

Eligibility

1. Students should be 16 years old at the time of registration, *or a junior or senior who has successfully completed at least one-half of the high school graduation requirements as certified by the local school district) to enroll in college courses.* Home schooled students must provide official state documentation.

Application/ Registration

2. To apply for Dual Credit courses:
 - A. Students complete the "Dual Credit Admission and Registration Form."
 - B. The Office of Admission/Registrar will admit the students as non-degree seeking, pre-college students.

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3. All Dual Credit students must have approval from those listed below before Registration occurs:
 - A. High school counselor
 - B. Parent/guardian
 - C. Assistant Director in New Student Recruitment
4. Dual Credit students may register for no more than 7 credits per semester.
 - A. Exceptions may be made on a case-by-case basis by the Assistant Director in New Student Recruitment or the Registrar/Director of Admission.
 - B. Dual Credit students choosing to enroll in English or math courses must place into the courses based on ACT, SAT, or COMPASS test scores. Dual Credit students taking classes at the high school may request a waiver, which will be evaluated by the designated office on campus.
 - C. Registration forms will be accepted through the 10th day of an LCSC term. After 10th day, exceptions will be made for extenuating circumstances, on a case-by-case basis. If a student wishes to register after 10th day, he/she must contact the Assistant Director in New Student Recruitment for approval.

Fees & Expenses

5. Dual Credit students enrolling in courses *at the high school* are charged per Idaho State Board of Education Policy V.R.
 - A. Fees for the fall semester are due by the last working day in September.
 - B. Fees for the spring semester are due by the last working day in February.
6. Dual credit students from public and private high schools enrolling in *on-campus* and online courses, will be billed based on the current Academic Year tuition and fee schedule. Students are responsible for any special course fees for all classes.
 - A. Home schooled students must show documentation that they are participating in a home school program.
 - B. Students follow the on-campus deadlines for registration and payment.
 - C. Purchase of all textbooks and materials are the responsibility of the student.

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7. Dual Credit students enrolling in *online* courses will be charged the same per credit fee as the Dual Credit student taking on-campus courses, including special course and online fees.
 - A. Written approval from the High School Principal and/or Counselor is required, indicating the student is capable of succeeding in an online course.
 - B. Purchase of all textbooks and materials are the responsibility of the student.
 - C. Students follow the on-campus deadlines for registration and payment.

Student Benefits

Students taking Dual Credit classes on campus, online and/or at the high school will be issued a Student Identification Card. This will provide access to computer lab facilities, tutoring centers, and free admission to campus and athletic events. Students will have access to the Fitness Center if they sign a waiver.

Drop/Withdraw Policy

1. At the time of registration and payment, a permanent college record (transcript) is created. Each class in which a student enrolls is listed on the transcript.
2. At the time of registration, a financial obligation is created.
3. When a student needs to drop/withdraw, the LCSC Drop/Total Withdrawal Policy guidelines must be followed. This policy can be found at <http://www.lcsc.edu/registrar/petitioning-withdrawing/>.
4. A signed Total Withdrawal form must be submitted to the Registrar's Office in person or faxed to 208-792-2429. Failure to do so will leave the class on the student's permanent college record with a failing grade.
5. The 10th day of the LCSC term is the last day to drop/add a class. The first day of the 10th week of the LCSC term is the last day to withdraw.

Approval Process for High School Faculty

1. All inquiries are recorded on the **Dual Credit Inquiry Form**. The Director of SS & SP will distribute the Inquiry Form to the Dean for Academic Programs and the appropriate Division Chair.
2. The Director of SS & SP will provide the following information to the Division Chair, Dean for Academic Programs and/or the Administrative Assistant:

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- A. Name and number of the course
 - B. Resume
 - C. Names and contact information for professional references
 - D. Letter of support from the principal
 - E. Unofficial transcripts
3. The Division Chair and faculty review the Inquiry Form and other materials. Within two weeks of receiving the Inquiry, if interested in pursuing the Dual Credit opportunity, the Division Chair will correspond to the applicant with a copy to the Director of SS & SP and Dean for Academic Programs.
 4. When an applicant has a Master's Degree in the content area, or 18 credits of graduate work in the content area, the faculty and Division Chair evaluate and determine if the course and instructor are appropriate. When the applicant does not possess a Master's Degree, an Instructor of Record may be assigned.
 5. The first time a course is approved from LCSC the following information must be on file in the division office, with copies to the Director of SS & SP and to the Dean for Academic Programs.
 - A. The name of the course instructor (and Instructor of Record, if applicable).
 - B. Number of hours/week the course meets.
 - C. Required textbook and course materials, which should be the same as the college course or approved by the college faculty in that discipline.
 - D. Course syllabus that matches the LCSC course, including college policies, course goals and objectives, the number and types of assignments, methods of assessment, grading scale, etc. **A Final Assessment evaluating the agreed upon course competencies is required.**
 - E. The method and frequencies with which the course instructor will interact with the LCSC faculty on campus.
 - F. Any other descriptors that the division faculty and chair deem important to maintain the integrity of the course as college level.

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6. **Instructor of Record**: High School faculty must possess a Master's degree or 18 credits of graduate work in the content area to be approved as the instructor for a Dual Credit course. When a high school teacher does not possess a Master's degree in the content area he or she is required to work with an Instructor of Record from LCSC. This may only occur under the following conditions:
 - A. The division chair and faculty determine that the high school teacher is able to teach the course content at an appropriate level with some supervision.
 - B. The Instructor of Record is able to communicate with the high school teacher on a regular weekly basis.
 - C. An agreement is written that addresses all points in section 5A-5F and stipulates that all course content and assessment will be developed in consultation between the high school teacher and the Instructor of Record.
 - D. An LCSC faculty is willing to serve as the Instructor of Record.

7. **Dual Credit Course Evaluation**: All Dual Credit courses should be evaluated by the Division Chair, a peer evaluator, and the students taking the class. This evaluation, as well as the outcome of the common final, should be submitted to the Division Chair and a copy forwarded to the Director of SS & SP no later than June 15 each spring.