

SECTION 5: Student Policies

SUBJECT: Dual Credit High School Enrollment

---

**Background:** Dual Credit enables high school students to earn college credit while simultaneously fulfilling high school graduation requirements. This cooperative partnership between the college and regional high schools gives students the opportunity to take courses at 1) their high school, 2) online, or 3) on the LCSC campus. LCSC's Dual Credit policy aligns with the Idaho State Board of Education Policy III.Y Advanced Opportunities.

**Point of Contact:** Director, Early College Programs

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Admissions; Registrar & Records; Controller's Office; Budget Office; Vice President for Finance and Administration; Vice President for Student Affairs; Instructional Deans; Instructional Divisions

**Date of approval by LCSC authority:** October 3, 2018

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 10/2018

**Summary of Major Changes incorporated in this revision to the policy:** This policy revision reflects updates to organizational changes and deletion of procedural information.

---

**Eligibility**

1. To participate in the program, students must be in grades 7-12 or have completed half of their high school requirements. Students who do not meet these requirements must obtain special recommendation from a school official verifying the student's readiness for college-level coursework.
2. Home schooled students must show documentation acknowledging that they are participating in a home school program.

**Application/Registration**

1. Dual Credit students are admitted as non-degree seeking, pre-college students.
2. All Dual Credit students must have approval from their high school counselor, parent/guardian, and Dual Credit Coordinator prior to registering for courses.
3. Dual Credit students may register for no more than 15 total credits per semester regardless of location or modality (e.g. high school, on-campus, online).
  - A. Exceptions may be made on a case-by-case basis by the Director of Early College Programs.
  - B. Dual Credit students choosing to enroll in English or Math courses must place into the courses based on ACT, SAT, or other applicable test scores. Dual Credit students taking

## SECTION 5: Student Policies

### SUBJECT: Dual Credit High School Enrollment

classes at the high school may request a placement waiver, which will be approved/denied by the Chair of the associated LCSC Instructional Division.

#### **Fees and Expenses**

1. Courses Offered in the High School
  - A. Idaho students pay a per credit amount as authorized in State Board of Education policy V.R.
  - B. Washington students (Asotin, Clarkston, Colfax, & Pomeroy) pay 25% of the current part-time per credit fee.
2. Courses Offered On-campus or Online
  - A. All Idaho and Washington high school students (Asotin, Clarkston, Colfax & Pomeroy) pay 25% of the current part-time per credit fee plus applicable course or technology fees.
3. Summer Courses
  - A. Students taking on-campus and online summer courses pay 25% of the current part-time per credit fee plus applicable course or technology fees.
  - B. The discounted fee for courses offered on-campus or online is limited to six (6) credits in the summer term.
  - C. Discounted summer fees may not be applied to courses taken by seniors following high school graduation.
4. Conditions
  - A. Fees for fall semester courses are due by the last working day in October.
  - B. Fees for year-long courses are due by the last working day in November.
  - C. Fees for spring semester courses are due by the last working day in March.
  - D. Students taking courses on-campus or online follow the general campus deadlines for registration and payment and are responsible for the purchase of all textbooks and materials.
  - E. All non-payment or collection of unpaid Dual Credit student accounts will be handled by the Controller's Office, in accordance with regular college processes.

#### **Drop/Withdrawal Policy**

1. Courses Offered in the High School: Students follow the drop/withdrawal guidelines outlined on the Early College Programs/Dual Credit web site - [www.lcsc.edu/dual-credit](http://www.lcsc.edu/dual-credit)

SECTION 5: Student Policies

SUBJECT: Dual Credit High School Enrollment

2. Courses Offered On-campus or Online: Students follow the general campus drop/withdrawal guidelines outlined on the Registrar & Records web site - [www.lcsc.edu/registrar/petitioning-withdrawing](http://www.lcsc.edu/registrar/petitioning-withdrawing)