

SECTION: 5.0 Student Policies

SUBJECT: Dual Credit

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 LC State campus.

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

Date of approval by LC State authority: October 3, 2018

Date of State Board Approval: N/A

Date of Most Recent Review: November 2021

Summary of Major Changes incorporated in this revision to the policy: This policy revision reflects 1) the elimination of credit limits and 2) prerequisite clarification.

1. Eligibility

- A. 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.
- B. Homeschooled students who have not earned a high school diploma or completed a GED are eligible to participate.

2. Application/Registration

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

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- iii. Dual Credit students taking classes at the high school must take required prerequisite courses (or equivalent courses). The Chair of the applicable LC State Instructional Division may make exceptions.

3. Fees and Expenses

- A. Courses Offered in the High School
 - i. Idaho students pay a per credit amount as authorized in State Board of Education policy V.R.
 - ii. Washington students (Asotin, Clarkston, Colfax, & Pomeroy) pay 25% of the current part-time per credit fee.
- B. Courses Offered On-campus or Online
 - i. 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.
- C. Conditions
 - i. Fees for fall semester courses are due by the last working day in October.
 - ii. Fees for year-long courses are due by the last working day in November.
 - iii. Fees for spring semester courses are due by the last working day in March.
 - iv. Fees for summer semester courses are due by the last working day in June.
 - a) Discounted summer fees are not applied to courses taken by seniors following high school graduation.
 - v. 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.
 - vi. All non-payment or collection of unpaid Dual Credit student accounts will be handled Student Accounts, in accordance with regular college processes.

4. Drop/Withdrawal Policy

- A. Courses Offered in the High School: Students follow the drop/withdrawal guidelines outlined on the [Early College Programs/Dual Credit site](http://www.lcsc.edu/early-college-programs) (www.lcsc.edu/early-college-programs).
- B. Courses Offered On-campus or Online: Students follow the general campus drop/withdrawal guidelines outlined on the [Registrar & Records site](http://www.lcsc.edu/registrar/student-information/grades/withdrawing) (www.lcsc.edu/registrar/student-information/grades/withdrawing).