



Policy No. SA1930.253  
Northwest Louisiana Technical College

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**Admission of Dual Enrolled High School Students**

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Original Adoption: September 13, 2007  
Effective Date: September 13, 2007  
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**Scope:**

The purpose of this policy is to identify college admission requirements, program admission requirements and procedures, and specific limitations of dual enrolled high school students.

High school students must understand that if accepted for dual enrolled college admission, they can be dropped immediately from the college if any disciplinary problems arise.

**256.1 Eligibility for College Admission of Dual Enrolled High School Students**

256.1.1 College admission of high school students enrolled **on-site** at LTC campuses will be limited to those high school students at least 16 years of age or at the Junior or Senior level in high school.

- The total number of admissions on-site will be determined by specific program capacities.

256.1.2 Dual Enrolled high school students must, each semester, have the approval of the high school principal or counselor and parent or guardian prior to college admission.

256.1.3 High school students must meet college admission requirements defined below for their program status of choice: Certificate/Technical Diploma Seeking or Non-Degree seeking.

256.1.4 High school students must meet any special requirements for the programs in which they are seeking admission.

**256.2 Limitations of concurrently/dual enrolled high school students**

256.2.1 Dual enrolled high school students are not eligible for Title IV funds.

256.2.2 Dual enrolled high school students are not eligible for admission into associate degree programs.

256.2.3 Dual enrolled high school students who are receiving instruction in LTC courses at the high school site cannot be concurrently enrolled with adults at that same high school site unless the high school site is an approved COE instructional service center.

### **256.3 Admission as Certificate or Technical Diploma Seeking Students**

256.3.1 Dual enrolled high school students are limited to college admission in Certificate or Technical Diploma programs that do not require a high school diploma or GED for admission or programs that have any special requirements set by regulatory and/or accrediting agencies.

256.3.2 Prior to initial college admission *and* with any break in a regular semester of enrollment (excluding summer), dual enrolled high school students must submit a completed LTC Application for Admission along with a completed NWLTC High School Student Dual Enrollment form. The application must be accompanied by applicable non-refundable application fee.

256.3.3 Prior to initial college admission to a Certificate of Technical Studies (CTS) or Technical Diploma (TD) program, dual enrolled high school students must demonstrate an ability to benefit.

- For admission purposes, LTC defines “ability to benefit” as the ability to benefit scores **defined by the U.S. Department of Education**.
- For admission purposes, LTC accepts scores on any of the tests that are approved as an LTC placement exam (SAT, ACT, ACT ASSET, ACT COMPASS) taken within the last three (3) years.
- Applicants to programs with the terminal exit of Technical Competency Area are not required to prove an ability to benefit.

256.3.4 Applicants must provide proof of state required immunizations if born after 1956.

### **256.4 Admission as Non-Degree Seeking Students**

256.4.1 Non-degree seeking students cannot earn a credential from LTC.

256.4.2 Non-degree seeking students do not have to demonstrate ability to benefit for admission.

256.4.3 Prior to initial college admission *and* with any break in a regular semester of enrollment (excluding summer), dual enrolled high school students seeking enrollment as non-degree seekers must submit a completed LTC Application for Admission along with a completed NWLTC High School Student Dual Enrollment form. The application must be accompanied by applicable non-refundable application fee.

256.4.4 Applicants must provide proof of state required immunizations if born after 1956.

256.4.5 Though not required, it is recommended that non-degree seeking students declare a program status as certificate or technical diploma seeking after earning 11 credit hours.

- Students changing from a non-degree seeking status to a certificate or technical diploma seeking status must meet, at the time of program change, all requirements for the program in which they are seeking admission.

#### **256.5 Continuing Status of Dual Enrolled High School Students**

256.5.1 Dual enrolled high school students who continue enrollment in the same program without a break in a regular semester of enrollment (excluding summers) must submit a completed LTC High School Student Dual Enrollment form prior to the beginning of subsequent semesters of enrollment.

256.5.2 Dual enrolled high school students who continue enrollment without a break in a regular semester of enrollment (excluding summers) but who wish to change programs must submit a completed LTC High School Student Dual Enrollment form **and** an approved LTC Request for Program Change form prior to the beginning of the subsequent semester of enrollment.

- Students changing programs must meet all requirements for the program in which they are seeking admission.

256.5.3 Dual enrolled high school students who have previously attended the campus of original enrollment of a Louisiana Technical College **and** who have at least one regular semester break in enrollment must meet re-admission requirements below. Note: summers are not considered as a regular semester.

#### **Provisions of Re-Admission:**

- Prior to college re-admission, dual enrolled high school students must submit a completed LTC Application for Admission along with a completed LTC High School Student Dual Enrollment form before the beginning of the semester for

which re-admission is sought.

The application must be accompanied by applicable non-refundable application fee.

- Certificate and Technical Diploma seeking dual enrolled high school students who do not attend for one regular semester (Fall or Spring) will be re-admitted under the curriculum in effect at the time of re-admission.
- Dual enrolled high school students being re-admitted under a different program/major from their initial college admission must meet all program requirements for admission to that program.
- To be eligible for unconditional re-admission, dual enrolled high school students must have earned at least a 2.000 cumulative grade point average on all work attempted, both at the LTC and at all other colleges and universities attended. If this condition is not satisfied, applicants for re-admission will be re-admitted on academic probation.
- Dual enrolled high school students admitted on academic probation must earn a semester grade point average of 2.000 or higher during the incoming semester of enrollment in order to enroll in subsequent college semesters

*Policy Reference:* Louisiana Revised Statute 17:170  
Louisiana Revised Statute 17:3151  
LTC Policy #IS 1930.102 Academic  
Status LTC Policy #IS 1930.173  
Placement Testing

Approved:



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