



Policy Name:	Admission of Dual Enrolled High School Students
Policy Number:	1.004c
Effective Date:	September 13, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

Admission of Dual Enrolled High School Students

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 NLTC 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 who are receiving instruction in NLTC 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 NLTC Application for Admission along with a completed NLTC High School Student Dual Enrollment form.

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, NLTCO defines "ability to benefit" as the ability to benefit scores defined by the U.S. Department of Education.
- For admission purposes, NLTCO accepts scores on any of the tests that are approved as an NLTCO placement exam (SAT, ACT, ACT ASSET, ACT COMPASS).

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 NLTCO.

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 nondegree seekers must submit a completed NLTCO Application for Admission along with a completed NLTCO Dual Enrollment form.

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.
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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 NLTCO 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 NLTCO High School Student Dual Enrollment form and an approved NLTCO 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 and Community 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:

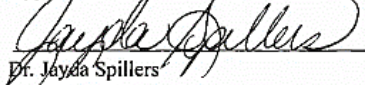
- Prior to college re-admission, dual enrolled high school students must submit a completed NLTCO Application for Admission along with a completed NLTCO High School Student Dual Enrollment form before the beginning of the semester for which re-admission is sought.

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 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 NLTC 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 semesters.

Policy Reference: LCT SA1930.253 Admission of Dual Enrolled High School Students
Louisiana Revised Statute 17:170
Louisiana Revised Statute 17:3151
LTC Policy #IS 1930.102 Academic Status
LTC Policy 1930.173 Placement Testing

Approved:



Dr. Jeyda Spillers

Chancellor

