

DUAL ENROLLMENT PROGRAM

Purpose: Dual Enrollment for Dual Credit permits eligible high school students to enroll in college courses concurrently with high school classes, either at one of the college campuses or at the student's high school, earning college and high school credit simultaneously.

Goals: The goals of the Dual Enrollment for Dual Credit Program are to: (a) provide students with greater options in meeting rigorous educational and career objectives; (b) enable students who attend high schools that have limited curriculum offerings and/or are geographically isolated to experience equal learning opportunities; and (c) provide flexibility for administrators.

Basic Eligibility Requirements for Enrollment and Continuation

Students must meet several requirements to be eligible for the dual enrollment program.

- Be rising 10th, 11th, or 12th graders. Note: certain health programs may have age requirements that render younger students ineligible.
- Have a minimum unweighted GPA of 2.5 on a 4.0 scale. Exception: students with a 2.0-2.49 GPA may enroll in Automotive Mechanics, Welding, Diesel Technology, Building Construction, Forestry, and Salon and Spa Management.
- Have the social maturity and academic readiness for college-level coursework.
- Have written approval from the high school counselor.
- Maintain a "C" or better in all attempted courses at the college; students who fail this requirement or withdraw from a course will be suspended for one term before they can reenroll and must pay for subsequent course attempts out of pocket.

Admissions Process

Students should submit the following documents to apply for dual enrollment. All documents must be received by LBWCC before students can be registered for classes.

- Application for Admission
- High school transcripts
- ACT or placement assessment scores if taking English or math classes

Course Scheduling and Registration

- Dual enrollment students may not take developmental courses; all courses must be college-level.
- Students should work with their guidance counselors to select appropriate courses.
- Courses may be taken on one of LBW's campuses; online via Canvas, the College's Learning Management System; or at the high school, depending on scheduling needs and the availability of instructors.

Funding

Dual enrollment scholarship funding through the Alabama Community College System is currently available for students enrolling in academic courses, as well as for students taking technical courses in the following programs:

- Automotive Mechanics
- Building Construction

- Child Development
- Diesel Technology
- Emergency Medical Services
- Forestry Technology
- Industrial Electronics
- Medical Office Administration
- Salon and Spa Management
- Welding

Funding is not guaranteed each year, and the College reserves the right to restrict the number or type of courses covered. Students in Dual Enrollment courses are responsible for the cost of tuition, fees, textbooks, materials, and supplies, as required in the syllabus of each course and institutional policy, unless covered by the Dual Enrollment Scholarship or alternative funding sources.

Student Records

All dual credit becomes part of a student's permanent college transcript and must be reported to any college attended in the future. Failing or withdrawing from a course may impact a student's Satisfactory Academic Progress (SAP) and the availability of future financial aid. Detailed information about SAP and financial aid requirements can be found in the "Financial Aid Satisfactory Academic Progress Policy" section of the *College Catalog and Student Handbook*.

Privacy Rights

Parents may access student records regarding Dual Credit through the secondary educational entity according to the regulations set forth in the Family Education Rights and Privacy Act (FERPA) regarding college students. ACCS institutions and LEAs may share student records under FERPA under the conditions outlined in 20 U.S.C. § 1232g; 34 CFR § 99.31. Students may complete an "Authorization for the Release of Records" form through the Admissions Office if they wish to release their academic records, financial information, and/or disciplinary information to parents, guardians, or others. Additional information about privacy rights can be found in the "Federal Family Educational Rights and Privacy Act" section of the *College Catalog and Student Handbook*.

Student Responsibilities

Dually enrolled students are responsible for the following:

- Checking their LBW email regularly
- Corresponding directly with their instructors about course content or concerns
- Logging into their student portal regularly to access, update, and verify information
- Regularly checking Canvas
- Having reliable technology and internet access if taking online courses
- Having an acceptable form of identification for proctored exams taken in online courses

Parent Responsibilities

- Paying any outstanding tuition and fees and buying books and supplies not covered by scholarship funding