



Dual Enrollment Handbook

NONDISCRIMINATION POLICY

It is the policy of Lurleen B. Wallace Community College that no individual shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

CAMPUS LOCATIONS

Lurleen B. Wallace Community College (LBWCC) has three campuses and one instructional site. From our campuses, we serve the populations of Butler, Covington, Crenshaw, Coffee, and Geneva Counties. Campus contact information is included below. In addition, an [Employee Directory](#) is available online. Campus maps are included in Appendix A.

Andalusia Campus

1000 Dannelly Boulevard
P. O. Box 1418
Andalusia, AL 36420
334-222-6591
334-881-2300 FAX

Greenville Campus

750 Greenville By-Pass
Greenville, AL 36037
334-382-2133
334-382-2215 FAX

Luverne Center

886 Glenwood Road
Luverne, AL 36049
334-335-2187

MacArthur Campus

1708 N. Main Street
P. O. Drawer 910
Opp, AL 36467
334-493-3573
334-493-7003 FAX

CONTACT INFORMATION

Dual Enrollment Liaison for Covington County, Coffee County, and Geneva County
Denise Sauls: denises@lbwcc.edu or 334-493-5328

Dual Enrollment Liaison for Butler County, Crenshaw County, or other areas
DeAndra Pyron: dpyron@lbwcc.edu or 334-881-2247

Instructional Services Assistant

Joseph Longmire: jlongmire@lbwcc.edu or 334-881-2279

Dean of Instruction

Shannon Levitzke: slevitzke@lbwcc.edu or 334-881-2277

NOTICE OF CHANGES

This handbook contains information and policies relevant to dual enrollment. All policies are subject to change by Lurleen B. Wallace Community College or the Alabama Community College System without notice. Although every effort has been made to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistakes. This publication should not be considered a contract between the College and any student or prospective student.

PRESIDENT'S WELCOME

LBW Community College is pleased to welcome you to the Saints Family. You have taken the first steps in your collegiate career, and our faculty and staff are here to help you throughout your journey. During this process, you will face challenges, but I know you will persevere and succeed.

LBW's Dual Enrollment Program offers high-quality education from qualified instructors and helps establish a career pathway for all participants. No matter if you choose to dual enroll in our academic or career technical courses, we understand you will have questions along the way.

We have created this handbook to serve as a resource for you while participating in the Dual Enrollment Program. We hope this information gives insight and helps provide a smooth transition into your college career.

Again, we are here to help you build a strong foundation for your future, and we are thankful you have chosen LBW as the first step in your higher education journey.

Sincerely,

A handwritten signature in black ink that reads "Brock Kelley". The signature is written in a cursive, flowing style.

Brock Kelley, Ph.D.
President



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ACCREDITATION

Lurleen B. Wallace Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lurleen B. Wallace Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

PROGRAM ACCREDITATION

Associate Degree Nursing is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, www.acenursing.org/accreditedprograms/programsearch.htm

Automotive Mechanics is accredited by the ASE Education Foundation, 1503 Edwards Ferry Rd., NE, Suite 401, Leesburg, VA 20176 (www.aseeducation.org).

Diagnostic Medical Sonography is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS),

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Emergency Medical Services Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Commission on Accreditation of Allied Health Education Programs
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

Emergency Medical Services EMT Certificate and AEMT Certificate are approved by the Alabama Department of Public Health, Office of EMS and Trauma.

The **Practical Nursing Program** at Lurleen B. Wallace Community College at the MacArthur Campus located in Opp, Alabama is accredited by the : Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000.

Physical Therapist Assistant

Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria VA

22305-3085; phone 703.706.3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

The Physical Therapist Assistant Program at Lurleen B. Wallace Community College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia, 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. The program's current status is probationary accreditation; for more information, see <https://www.capteonline.org/about-capte/recent-actions-and-updates/recent-actions>. If needing to contact the program/institution directly, please call 334-382-2133 Ext. 3212 or email tdougherty@lbwcc.edu.

Commission on Accreditation in Physical Therapy
Education APTA Headquarters
Accreditation Department
3030 Potomac Ave., Suite 100
Alexandria, Virginia 22305-3085
<http://www.capteonline.org>

COLLEGE MISSION

Teaching. Learning. Growing. Enriching. Lurleen B. Wallace Community College offers opportunities for learning and growth by providing academic and technical instruction, workforce development, adult and continuing education, and cultural enrichment.

GOALS AND BENEFITS

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. College courses count toward high school graduation credits, and the courses remain as a part of the student's regular transcript. Dual enrollment provides many benefits for students. Tuition and fee costs at LBWCC are significantly lower than those at four-year colleges, and students earn academic credit for both high school graduation and a college degree. In addition, dual enrollment students get a jump start on their college career while easing the transition from high school to college.

COURSES AND PROGRAMS

LBWCC Dual Enrollment courses are offered at the postsecondary level. Students may be exposed to and be involved in discussions of mature subject matter. Course curricula will not be modified. Courses may be offered at approved locations on or off the institution's campus(es) and through various methods of delivery. Courses may be canceled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty. Courses offered by LBWCC are drawn from the institution's academic inventory of credit courses. While developmental courses below 100 are not eligible for Dual Credit, co-requisite courses above 100 are eligible. Dually enrolled students may not audit courses.

Dually enrolled and non-dually enrolled secondary students may be concurrently taught in the same course. LBWCC ensures that the instruction is taught at the collegiate level, is in compliance with the

syllabus of the college course, and that such compliance is documented and monitored on a regular basis. Prior coordination between the college and the secondary educational entity is properly conducted to eliminate any issues with this type of course delivery. Students interested in taking Dual Enrollment courses at their high school should contact their counselor to discuss scheduling and availability.

Students may enroll in courses that are approved by their high school and for which they meet all pre-requisites, which are outlined in the [College Catalog and Student Handbook](#). The list below is not comprehensive but includes commonly requested academic courses in the Associate in Arts/Associate in Science Program:

- ART100: Art Appreciation
- PSY200: General Psychology
- ENG101: English Composition I
- ENG102: English Composition II
- CIS146: Microcomputer Applications
- MUS101: Music Appreciation
- HIS201: United States History I
- HIS202: United States History II
- MTH110: Finite Mathematics
- MTH112: Precalculus Algebra
- MTH1113: Precalculus Trigonometry
- BIO103: Principles of Biology
- SPH106: Fundamentals of Oral Communication

Dual enrollment students may also enroll in one of several technical programs offered by the College and can complete 50% or more of a credential at the sites below:

Program	Location
Associate in Arts/Associate in Science	Andalusia Campus, Greenville Campus, MacArthur Campus, online
Automotive Technology	MacArthur Campus
Building Construction	Andalusia Campus
Child Development	Andalusia Campus, online
Diesel and Heavy Equipment Mechanics	MacArthur Campus, Elba High School
Emergency Medical Services	Andalusia Campus
Forestry Technology	Andalusia Campus
Industrial Electronics	Greenville Campus, MacArthur Campus
Medical Office Administration	MacArthur Campus, online
Salon and Spa Management	MacArthur Campus, Elba High School
Welding	MacArthur Campus, Luverne Center, Elba High School

Students who intend to transfer to a four-year college or university after attending LBWCC should choose their courses carefully. The Alabama Transfers website guides students through the transfer process, outlining multiple academic pathways for students intending to transfer to public colleges and universities in Alabama. This initiative is overseen by the Alabama Articulation and General Studies Committee to facilitate transfer between institutions and prevent loss of credit. For more information,

visit [Alabama Transfers](#). The Alabama Community College System's 2-to-4 Transfer Program facilitates the seamless transfer of credit from community colleges to private colleges and universities in Alabama. For more information, visit [2-to-4 Transfer](#) and click on your intended transfer institution.

ELIGIBILITY

All Dual Enrollment classes are collegiate courses. Students interested in Dual Enrollment should have the social maturity and academic readiness for college-level coursework. Students who are most successful in the Dual Enrollment Program are self-motivated, hard-working, and able to communicate effectively. Dual Enrollment students must meet the following eligibility criteria:

- Be a rising high school sophomore, junior, or senior.
- Have a minimum unweighted GPA of 2.5 on a 4.0 scale. (Students in Automotive Technology, Building Construction, Diesel Technology, Forestry, Salon and Spa Management, and Welding must have a minimum unweighted GPA of 2.0 or higher.)
- Have written approval from their high school.
- Maintain a “C” or better in all attempted courses at LBWCC.

CONTINUATION POLICY

Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will maintain continuous eligibility so long as they earn a grade of “C” or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum 2.5 unweighted grade point average requirement. No student will be allowed to re-enroll as a dual enrollment student after his or her second suspension. Dual enrollment funding will not cover repeated attempts at courses.

Students with extenuating circumstances who wish to appeal their suspension under this policy may submit a “Continuous Eligibility Appeal Form” to the Dean of Instruction. (See Appendix B.) All appeals will be reviewed by the Dual Enrollment Appeals Committee and should be submitted no later than 10 days before the first day of the term in which the student is requesting to re-enroll.

ADMISSION AND REGISTRATION

Students interested in Dual Enrollment should

- 1) Speak to their parent(s) or guardian(s) about whether they are prepared for Dual Enrollment coursework and whether they can pay for tuition, fees, books, and supplies in the event that scholarship funding is not available.
- 2) Speak to their high school counselor to determine whether they are eligible for Dual Enrollment and what classes should be taken.
- 3) Complete the [Application for Admission](#). A new application should be completed if a student has not taken Dual Enrollment classes for two or more consecutive terms.
- 4) Complete the [Dual Enrollment Interest and Eligibility Form](#). A separate eligibility form should be completed for each semester a student plans to be enrolled in Dual Enrollment classes.
- 5) Submit a high school transcript documenting grade level and required GPA.

- 6) Take the [placement assessment](#) for English or math, or provide ACT scores exempting them from placement.
- 7) Monitor the application dashboard to ensure that all documentation has been received.
- 8) Check the personal email used to complete their application for 1) a welcome message from Admissions that includes their student number and 2) an email from Rapid Identity that contains information about setting up their new institutional email address. (Note: This college email address is the official method of communication at LBW and should be checked regularly.)
- 9) Log in to their [student portal](#) to confirm that they are registered for courses. (LBWCC personnel will register students for the appropriate section based on counselor recommendations, but it is the student's responsibility to confirm that all course registrations are accurate.)
- 10) Pay any outstanding tuition and fees.
- 11) Buy books and supplies. All books and supplies being covered through Dual Enrollment funding should be purchased at the [LBWCC Bookstore](#) within the first three weeks of the semester.
- 12) View the Dual Enrollment Orientation Presentation and complete the [Dual Enrollment Orientation Course](#) to learn more about important policies and expectations.
- 13) Attend an on-campus orientation session.
- 14) Log in to [Canvas](#) on the first day of class to ensure access to each course.
- 15) Attend class regularly, stay current on coursework, and communicate with their instructors throughout the semester.

Dual Enrollment scholarship funds are contingent upon allocations by the Alabama Legislature. To plan courses and budget for the following academic year, students should complete the admission process by May 1. Applications received after that date are subject to availability of funds and space.

Please note that the College will honor any internal deadlines for the submission of dual enrollment forms or other school-specific requirements set by individual high schools.

PLACEMENT

The College uses a multi-tiered placement model to ensure that students are placed into the appropriate math and English courses. (See Appendix C: Placement Guidelines.) Students not meeting the ACT or high school GPA requirements for a course will be required to complete an ACCUPLACER assessment. Additional information about placement assessment, including test dates, contact information, and assistance with preparation, can be found on the [Testing and Assessment](#) page of the College website.

SCHEDULE CHANGES AND WITHDRAWAL

Students may request to drop or add a course during the Drop/Add period published in the academic calendar. All course changes must be approved by the high school counselor. After the Drop/Add period, students wishing to drop a course must notify their counselor of their intent to withdraw, then submit a withdrawal request, via Saints' Email, to the Director of Admissions and Records. Students who withdraw from a course will serve a one-term suspension from the Dual Enrollment Program in accordance with the continuation policy. The full withdrawal policy can be found in the [College Catalog and Student Handbook](#).

PAYMENTS, SCHOLARSHIPS, AND REFUND POLICIES

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. Tuition and fees must be paid before the tuition due date specified in the Academic Calendar. Students may pay any outstanding balances in the Business Office on each campus or online through myLBWCC. Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls. The tuition and fee chart, refund policies, and payment schedule can be found on the [Business Office webpage](#), and full policies are available in the [College Catalog and Student Handbook](#).

BOOKS AND SUPPLIES

Students are responsible for purchasing any books and supplies required for their courses if they are not covered by scholarship funding. All books and supplies being covered through Dual Enrollment funding should be purchased at the [LBWCC Bookstore](#) within the first three weeks of the semester. Books issued through Dual Enrollment funding must be returned to the College upon completion of the course.

ATTENDANCE AND GRADING

Full attendance and grading policies are available in the [College Catalog and Student Handbook](#). Class attendance is considered an essential part of the educational process at LBWCC. Students are expected to punctually attend all classes for which they are registered. Excessive absences, regardless of the reason or circumstance, may interfere with a student's ability to successfully complete the requirements of a course. Students will follow the College schedule of classes, to include holidays and breaks, unless agreements have been made between the College and high schools that dictate otherwise. (See Appendix D: College Calendar.)

Students are expected to attend each class session, to arrive on time, and to remain for the entire class session. Students should notify the instructor of absences, in advance if possible; absences that occur because of medical emergencies or school-related functions may be excused with proper notification to the instructor. When a student is absent from class, he or she is responsible for all material covered in the class and for any assignments made in class. The instructor is not required to review any material missed as a result of the student being absent, nor is the instructor required to provide an opportunity for makeup work.

Letter grades are assigned according to the following system for all courses:

A – Excellent (90-100)	D – Poor (60-69)	I – Incomplete
B – Good (80-89)	F – Failure (below 60)	AU – Audit
C – Average (70-79)	W – Withdrawal	

(Note: Allied Health and Nursing courses have a different grading scale.) Satisfactory grades are A, B, and C. Senior colleges and universities may or may not grant credit for a course in which a student has made a grade of D.

The Local Educational Agency (LEA) will be notified by the College of any enrollment status change, including, but not limited to, drops for non-attendance, withdrawals, and drops for non-payment, and

will receive student midterm and final grades. The LEA may request an update on student performance at any point in the semester by contacting the College’s Dual Enrollment Liaisons or the Dean of Instruction.

ADHERENCE TO COLLEGE POLICIES AND ACADEMIC CALENDAR

Dual Enrollment for Dual Credit programs must operate on LBWCC’s schedule, which may vary greatly from the secondary school schedule. Students must follow the institution’s schedule for Dual Enrollment for Dual Credit courses. LBWCC is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

The College expects the conduct of each student to be in conformity with standards of common decency and decorum, with recognition of and respect for the personal and property rights of others and the educational mission of the College. Students must adhere to all institutional policies and requirements including, but not limited to, those outlined in course syllabi, the [Academic Calendar](#), the [College Catalog and Student Handbook](#), and the Student Code of Conduct. LBWCC reserves the right to refuse readmission to any student who violates institutional policies.

IMPACT ON ACADEMIC RECORD

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](#).

FERPA

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 their student portal 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](#).

ADA

Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Requirements under the IDEA do not apply to the postsecondary level. Therefore, services described in the Individual Education Plan (IEP) will not be honored by the College for Dual Enrollment for Dual Credit courses. (See Appendix E: Disability Services.)

The College will, however, comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified." Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the college. Decisions regarding accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course, unless required to do so by applicable law. Accommodations available at the LEA may not be provided by the postsecondary institution. For more information, contact Latrece Hall, Compliance Officer, at lhall@lbwcc.edu or 334-881-2271.

ID CARDS

Dual Enrollment students may have their LBWCC student ID made by visiting the Andalusia Campus Library Monday-Thursday from 8:00 a.m. to 3:00 p.m. or by contacting Hugh Carter, Director of Learning Resources, at 334-881-2266 or hcarter@lbwcc.edu.

ONLINE COURSES

Dual Enrollment students planning to take online courses should consider carefully whether they are prepared for distance learning. Successful online students must be organized, highly motivated, self-directed, and able to manage their time appropriately. More information about distance education, including a self-assessment, technology requirements, and proctor guidelines, can be found on the [Distance Education](#) webpage.

Dual Enrollment students should also review the "Proctored Exam Policy" section of the [College Catalog and Student Handbook](#). The policy outlines several expectations for remote proctoring, including the requirement that a photo ID be shown prior to a proctored examination.

STUDENT ACCOUNTS

CANVAS: Canvas is the learning management system used for courses at LBWCC. Access instructions, technology requirements, and help desk links can be found on the [Canvas Information](#) webpage. Students will have access to their Canvas courses on the first day of class.

EMAIL: All students are issued an email address during the admissions process. Email is the official method of communication at the College, and students are expected to check their email regularly for important correspondence.

MYLBWCC: Students can use [myLBWCC](#) to view their course schedule, access grades, set up direct deposit, pay tuition and fees, or update their contact information.

ALERTUS: Alertus is the College's emergency notification system. Students can register for notifications and access instructions for downloading the app on the [Alertus](#) webpage.

Students needing technical assistance with their accounts may contact Mary Ann Hudson at mhudson@lbwcc.edu or 334-595-9045.

LIBRARY AND LEARNING RESOURCES

Dual Enrollment students can access learning resources through the [Library](#) webpage. This site contains contact information for library staff, as well as links to the catalog, databases, interlibrary loan requests, and laptop loan requests. A library link is also included in the Canvas shell for each course. Students needing assistance can come to any campus library location, contact a librarian by phone or email, or request an on-site visit by library staff.

STUDENT SERVICES AND IT ASSISTANCE

Students in the Dual Enrollment Program have access to the same support services as traditional students, including counseling, technology assistance, tutoring, and the bookstore. Students can access these services by visiting the [LBWCC Website](#), by calling the applicable department, or by setting up an in-person appointment at their high school or one of the College's campus locations. (See the [Employee Directory](#) for contact information.) Links to important services are included below:

- [Admissions](#): admissions requirements, transcript request form, and application link
- [Bookstore](#): contact information, store hours, and links to order textbooks online
- [Counseling](#): contact information for counselors on each campus
- [Disability Services](#): contact information for the College's Compliance Officer
- [FERPA](#): privacy information and records release policies
- [Financial Aid](#): Satisfactory Academic Progress and other important financial aid policies
- [Student Success](#): success webinars and information about advising and registration
- [Student Life](#): information about student events and activities

For technical assistance with Canvas, myLBWCC, or email, students may contact Mary Ann Hudson at mhudson@lbwcc.edu or 334-595-9045. For assistance with instructional technology, students may contact Alan Cobb (agcobb@lbwcc.edu or 334-493-5340) or Chuck White (cwhite@lbwcc.edu or 334-881-2222).

TRANSITIONING FROM DUAL ENROLLMENT

Dual Enrollment students who are interested in continuing at LBWCC after high school graduation should do the following:

- 1) Complete the [Application for Admission](#)
- 2) Apply for [Institutional and Foundation Scholarships](#)
- 3) Complete [the Free Application for Federal Student Aid \(FAFSA\)](#)
- 4) Request official high school transcripts

- 5) Submit updated ACT scores
- 6) Take ACCUPLACER placement assessment, if applicable
- 7) Register for freshman orientation, [The LBW Experience](#)

INFORMATION FOR PARENTS AND GUARDIANS

Students in the Dual Enrollment Program will be enrolled in college courses. Consider whether your student is academically ready for postsecondary coursework and has the organizational and time-management skills to be successful. All Dual Enrollment courses become part of your student's permanent college transcript, so poor performance can impact admissions, academic standing, and financial aid eligibility in the future.

Dual Enrollment students are protected under the FERPA guidelines detailed above, so LBWCC faculty and staff cannot disclose any information about a student's records without his or her written consent. Parents should not contact instructors or staff at the College about course-related issues on behalf of their student. Students are expected to communicate directly with their instructors if they have questions about course content or need assistance. Students may complete an "Authorization for the Release of Records" form through their student portal if they wish to release their academic records, financial information, and/or disciplinary information to parents, guardians, or others.

INFORMATION FOR HIGH SCHOOL PERSONNEL

AGREEMENTS: The participating LEA and LBWCC will develop a Dual Enrollment for Dual Credit Agreement. (See Appendix F.) Agreements will be renewed every three years, unless changes are required, and kept on file in the President's Office.

ON-SITE COURSES: High schools interested in offering a Dual Enrollment class on their campus should contact the Dean of Instruction. The point of contact at the high school should complete and submit a course proposal form (Appendix G) for the upcoming academic year by **May 1**. Submission of a request does not guarantee approval. Courses offered are traditional college-level academic or CTE courses and may not include developmental or physical education (PED) courses.

Minimum enrollment for a Dual Enrollment class is eight students. If a proposed class does not meet the minimum enrollment, the class may proceed if the instructor is willing to teach on a prorated basis. The current rate of payment is \$470 per credit hour. The College reserves the right to cancel courses when the minimum enrollment requirements are not met or when qualified faculty are not available. Questions about faculty qualifications for each course should be directed to the Dean of Instruction.

Courses offered on the high school campus will require a site visit by the division chairperson or faculty member to ensure that the facilities and/or equipment, including computer labs, are adequate to support the course. All science classes will require lab evaluation through a site visit.

All Dual Enrollment courses will be taught at the collegiate level. Instructors are required to

follow ACCS Plans of Instruction and/or the prescribed course syllabus while meeting all course objectives. Instructors will adhere to the syllabus regarding student evaluation and should use appropriate assessment measures to determine student performance; these may include quizzes, exams, essays, research projects, presentations, labs, or portfolios. All Dual Enrollment instructors must administer a final examination. The instructor should follow the college policy regarding grading procedures. Grades awarded for Dual Enrollment students should be aligned with grades awarded in the traditional college setting. Dual Enrollment instructors should work closely with their assigned college mentor concerning grades, expected outcomes and the difficulty level of evaluation instruments.

Course content will be monitored by site visits. The appropriate division chair or a faculty mentor will visit each class to observe instruction. All courses will be evaluated by students each term.

APPENDICES

Appendix A: Campus Maps

Appendix B: Continuous Eligibility Appeal Form

Appendix C: Placement Guidelines

Appendix D: Calendar

Appendix E: Disability Services

Appendix F: Dual Enrollment Agreement

Appendix G: Course Proposal Form



1000 Dannelly Blvd.
 P.O. Drawer 1418
 Andalusia, AL 36420
 334.222.6591
 FAX 334.881.2300
 www.lbwcc.edu

Andalusia Campus Map

1. George C. Wallace Administration Building (ADM)
 Renovations in Progress

2. William H. McWhorter Learning Resource Center (LRC)
 Adult Education & Workforce Development
 Art Gallery
 Classrooms/Labs
 Faculty Offices
 Library
 Marketing/PR
 Memorial Room
 Payroll & Employee Benefits Office

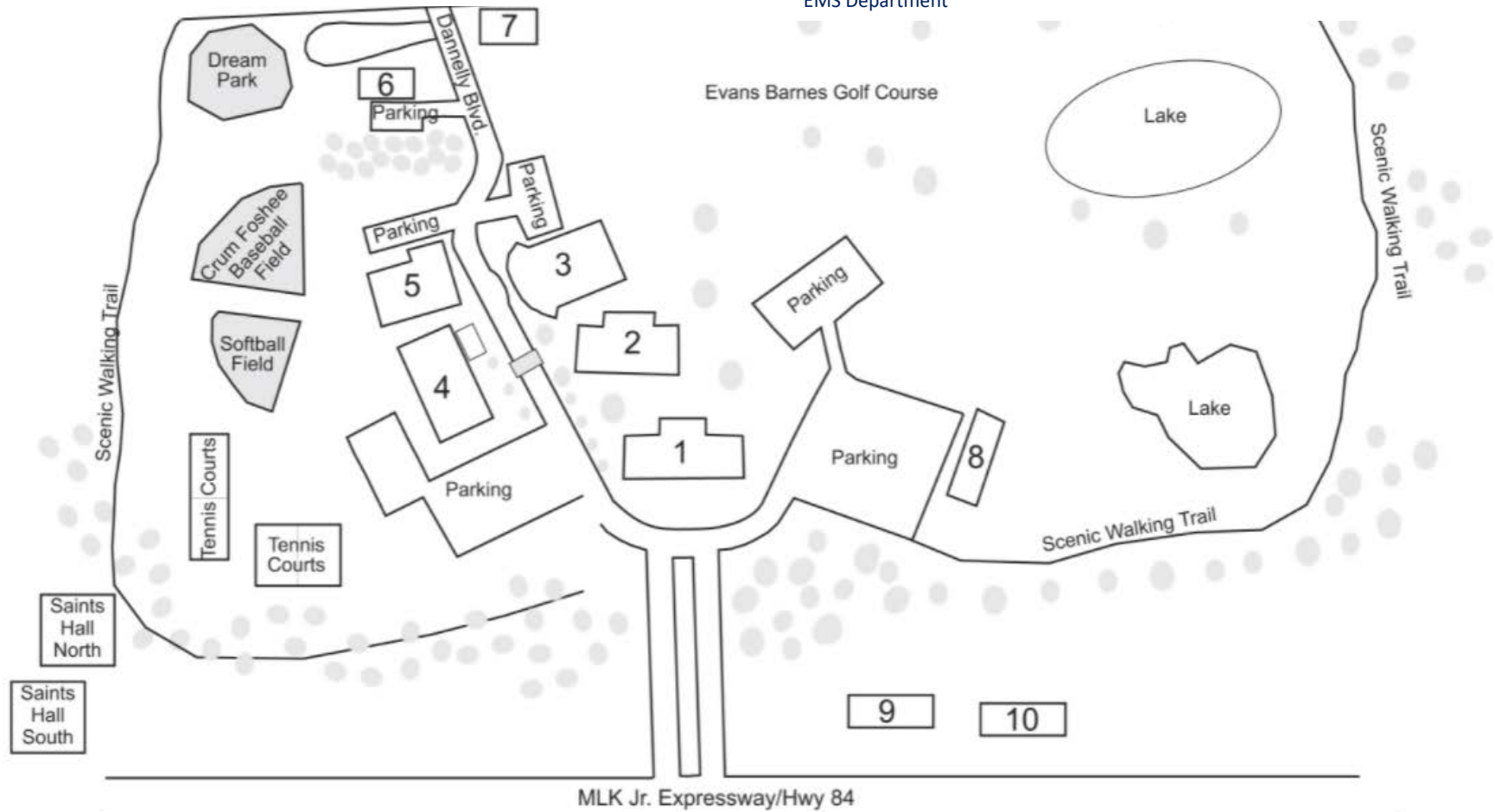
3. Martha & Solon Dixon Center of Performing Arts/Conference Center
 Dean of Instruction
 Conference Center Classroom
 Music Department
 Theater

4. Jeff Bishop Student Center
 President's Office
 Chief Financial Officer
 Dean of Student Affairs/ Campus Director
 Admissions
 Bookstore
 Business Office
 Director of Student and Community Engagement

5. Seth Hammett Gymnasium
 Coaches Offices
 Fitness Center

6. Child Development Center
 7. Evans Barnes Golf Shop & Driving Range
 8. Maintenance Building
 9. Forest Technology Building
 10. John M. Weed Building
 EMS Department

Financial Aid
 Human Resources
 Recruitment
 Student Services





750 Greenville By-Pass
Greenville, AL 36037
334.382.2133
FAX 334.382.2215
www.lbwcc.edu

Greenville Campus Map

Student Services Building (SS)

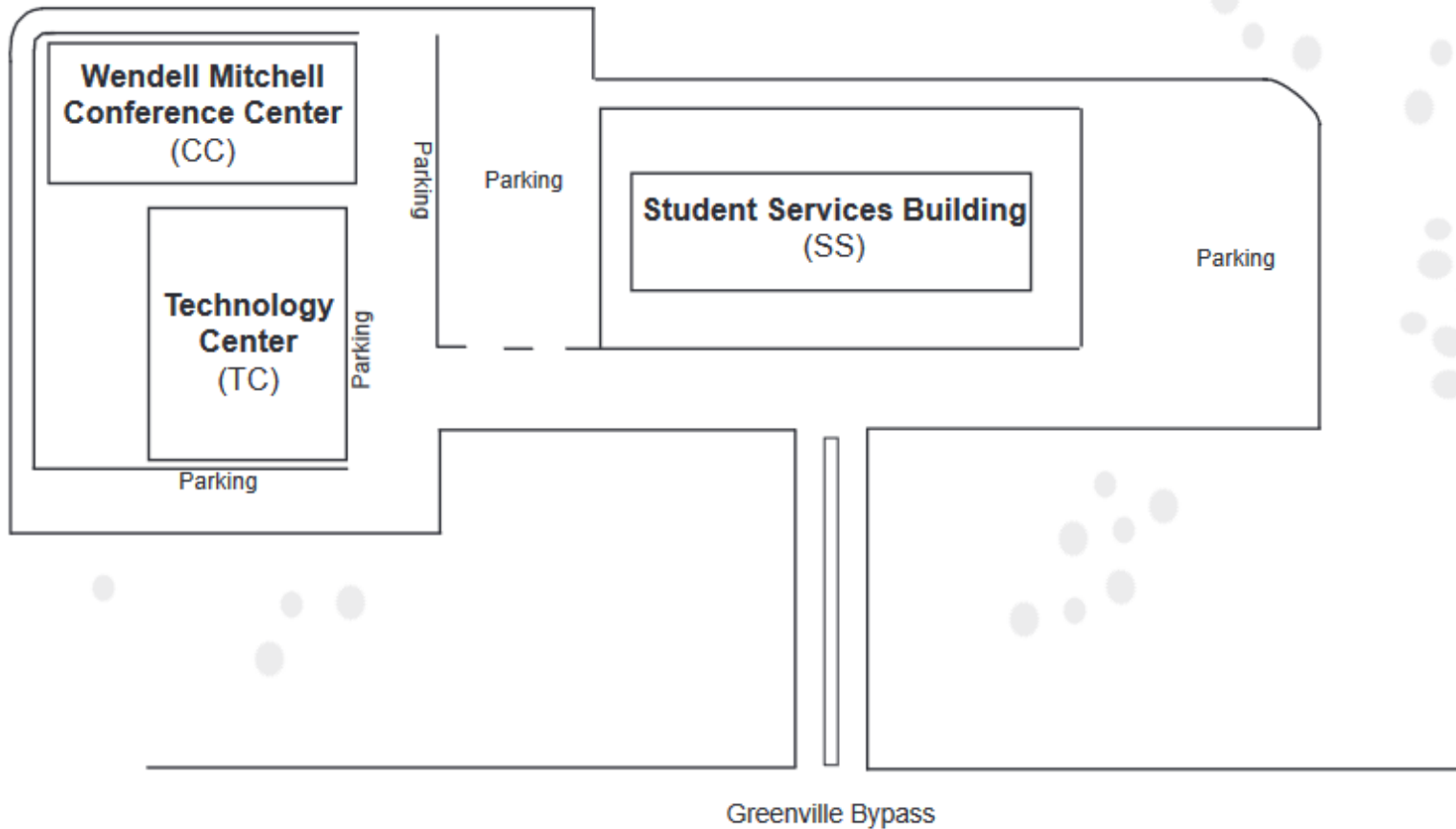
- Business Office
- Classrooms/Labs
- Financial Aid
- Library
- Student Services

Technology Center (TC)

- Adult Education
- Campus Director
- Classrooms/Labs
- Industrial Electronics
- Nursing
- Physical Therapist Assistant
- Butler County Commission for Economic Development

Conference Center (CC)

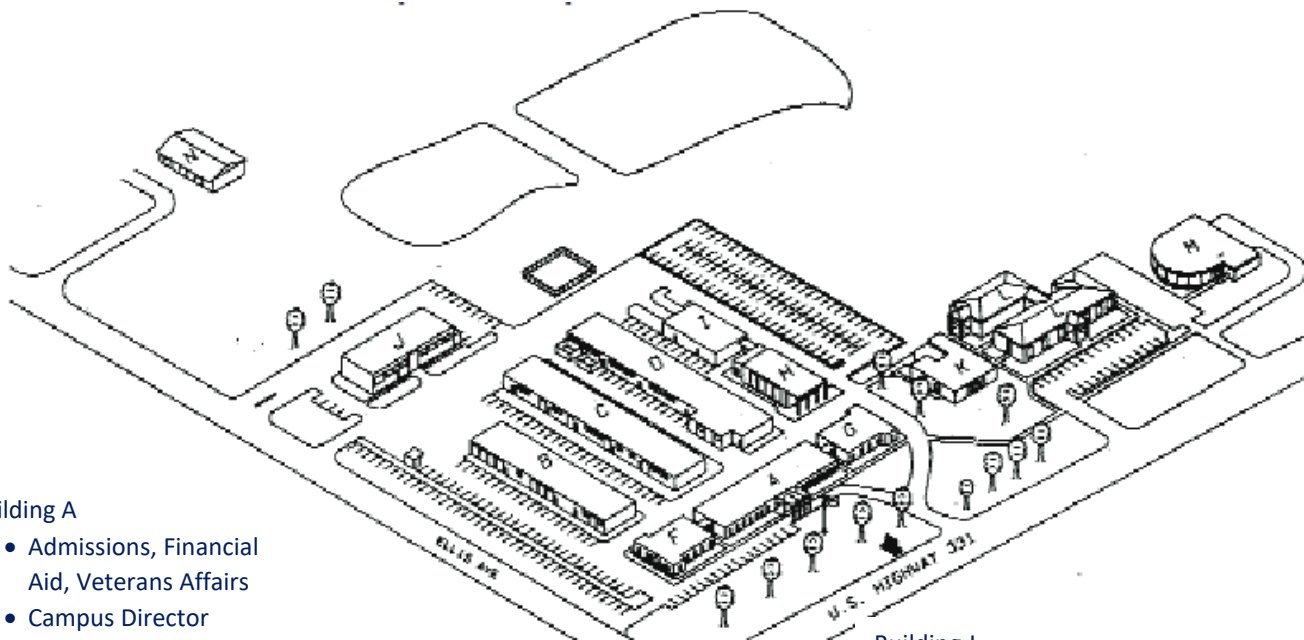
- Industrial Electronics
- Student Activity Area





Community College
 1708 N. Main St., P.O. Box 910
 Opp, AL 36467
 334.493.3573
 FAX 334.493.7003

MacArthur Campus Map



Technical Programs of Study

- Associate Degree Nursing
- Automotive Mechanics
- Computer Science
- Cosmetology
- Diagnostic Medical Sonography
- Diesel/Heavy Equipment Mechanics
- Esthetics Technology
- Industrial Electronics
- Nail Technology
- Office Administration
- Welding

Building A

- Admissions, Financial Aid, Veterans Affairs
- Campus Director
- Campus Police
- Math Emporium/ Computer Lab
- Office Administration
- Dual Enrollment Liaison
- IT Office
- Diagnostic Medical Sonography

Building B

- Automotive Technology
- Cosmetology
- Esthetics
- Nail Technology
- Industrial Electronics

Building C

- Industrial Electronics
- Maintenance Warehouse

Building D

- Welding

Building F

- Adult Education
- GED Testing
- Youth Enrichment Services (YES)

Building G

- Computer Science
- Computer Lab

Building H

- Bookstore
- Business Office
- Student Area

Building I

- Industrial Electronics
- Associate Dean of Institutional Effectiveness

Building J

- Diesel Mechanics

Building K

- Biology/ Biology Lab
- Computer Lab
- English

Building L

- Computer Lab
- Health Science Classroom/Labs
- Conference Center
- Director of Facilities

Building M

- Opp Public Library/ LBW MacArthur Library

Building O

- Maintenance Warehouse

Continuous Eligibility Appeal Form

Students with extenuating circumstances who wish to appeal their suspension under the Continuous Eligibility policy may submit a "Continuous Eligibility Appeal Form" to the Dean of Instruction. All appeals will be reviewed by the Dual Enrollment Appeals Committee and should be submitted no later than 10 days before the first day of the term in which the student is requesting to re-enroll. Signed forms may be sent to slevitzke@lbwcc.edu or mailed to Dean of Instruction, LBWCC, P.O. Drawer 1418, Andalusia, AL 36420.

Student Name:

A Number:

LBWCC Email
Address:

Phone Number:

Date:

High School:

Counselor Name:

Counselor Contact
Information

Courses in which
student did not
earn a grade of C
or higher:

Academic term of
courses listed
above:

Desired Re-
enrollment Term:

Please describe in detail the extenuating circumstances that affected your performance in the course(s) specified above. Examples may include, but are not limited to, serious illness or injury, the death or serious illness of an immediate family member, or significant trauma that impaired your emotional and/or physical health. Alternately, you may describe the undue hardship that would result from a one-term suspension from the Dual Enrollment Program. Additional documentation may be attached separately.

Explanation:

Student Signature:

Counselor
Signature:

This section is to be completed by LBWCC administration after review.

Review Results: Approved to reenroll Not approved to reenroll

Date of Review:

Dean of Instruction
Signature:

Dean of Student
Affairs Signature:

Math Placement Guidelines

Screening Level 1: ACT		Screening Level 2: HS GPA and Math Grade		Screening Level 3: ACCUPLACER	
Score*	Placement	GPA/Math Grade*	Placement	Score*	Placement
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	QAS 200-242	MTH 098
= 17	MTH 100 with MTH 099 MTH 110 with support	≥ 2.75 GPA and “C” in Math	MTH 100 with MTH 099; MTH 110 with support	QAS 243-252	MTH 100 with MTH 099; MTH 110 with support
18-19	MTH 100; MTH 110; MTH 112 with support	≥ 2.75 GPA and “A” or “B” in Math	MTH 100; MTH 110; MTH 112 with support	QAS 253-266	MTH 100; MTH 110; MTH 112 with support
	HS Math Completed	Course Placement Possibilities		QAS 267-300	MTH 110 MTH 112
≥ 20	Algebra I	MTH 100 MTH 110 MTH 112 with support			
	Algebra II	MTH 100 MTH 115 MTH 110 MTH 231 MTH 112 MTH 232 MTH 113 MTH 265			
	Pre-Calculus or Calculus	MTH 100 MTH 120 MTH 110 MTH 125 MTH 112 MTH 231 MTH 113 MTH 232 MTH 115 MTH 265			

*Scores may be used for placement up to five years from the date of the test. Math grade and GPA may be used for placement up to five years from the high school graduation date. Math grade must be from Algebra II, Elements of College Math, Precalculus, or Calculus.

English Placement Guidelines

Screening Level 1: ACT		Screening Level 2: HS GPA and Math Grade		Screening Level 3: ACCUPLACER	
Score*	Placement	GPA/English IV Grade*	Placement	Score*	Placement
≤ 16	See SCREENING LEVEL 2	< 2.75 GPA	See SCREENING LEVEL 3	0-3	ENR 098
= 17	ENG 101 with ENG 099	≥ 2.75 GPA and “C” in English IV	ENG 101 with ENG 099	4	ENG 101 with ENG 099
≥ 18	ENG 101	≥ 2.75 GPA and “A” or “B” English IV	ENG 101	5	ENG 101

*Scores may be used for placement up to five years from the date of the test. English IV grade (including Elements of College English) and GPA may be used for placement up to five years from the high school graduation date.



2025-2026 Academic Calendar

FALL SEMESTER 2025

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	AUGUST 13
FACULTY WORK DAYS	AUGUST 14-15
LAST REGISTRATION DAY/TUITION DUE	AUGUST 17
CLASSES BEGIN	AUGUST 18
LABOR DAY HOLIDAY (COLLEGE CLOSED)	SEPTEMBER 1*
SPRING REGISTRATION FOR STUDENTS WITH ≥ 30 CREDIT HOURS	OCTOBER 20
SPRING REGISTRATION FOR STUDENTS WITH ≤ 29 CREDIT HOURS	OCTOBER 27
VETERANS DAY HOLIDAY (COLLEGE CLOSED)	NOVEMBER 11*
THANKSGIVING BREAK, STUDENTS	NOVEMBER 22-30*
PROFESSIONAL DEVELOPMENT	NOVEMBER 24-25
THANKSGIVING BREAK, EMPLOYEES (COLLEGE CLOSED)	NOVEMBER 27-28
FACULTY WORKDAYS	DECEMBER 15-22
CHRISTMAS HOLIDAYS (COLLEGE CLOSED)	DECEMBER 24-JANUARY 1
FULL SESSION (AUGUST 18-DECEMBER 12)	
CLASSES BEGIN	AUGUST 18
DROP/ADD AND LATE REGISTRATION	AUGUST 21
MID-TERM	OCTOBER 10
STUDENTS HAVE EARNED 100% PELL	OCTOBER 21
LAST DAY TO WITHDRAW	NOVEMBER 10
FINAL EXAMS	DECEMBER 8-12
GRADES DUE	DECEMBER 16 BY 5:00 PM
MINI-TERM 1 (AUGUST 18-OCTOBER 10)	
CLASSES BEGIN	AUGUST 18
DROP/ADD AND LATE REGISTRATION	AUGUST 19
STUDENTS HAVE EARNED 100% PELL	SEPTEMBER 19
LAST DAY TO WITHDRAW	OCTOBER 1
FINAL EXAMS	OCTOBER 10
GRADES DUE	OCTOBER 14 BY 5:00 PM
MINI-TERM 2 (OCTOBER 13-DECEMBER 12)	
CLASSES BEGIN	OCTOBER 13
DROP/ADD AND LATE REGISTRATION	OCTOBER 14
STUDENTS HAVE EARNED 100% PELL	NOVEMBER 13
LAST DAY TO WITHDRAW	DECEMBER 3
FINAL EXAMS	DECEMBER 12
GRADES DUE	DECEMBER 16 BY 5:00 PM
MINI-TERM 3 (DECEMBER 1-DECEMBER 12)	
CLASSES BEGIN	DECEMBER 1
DROP/ADD AND LATE REGISTRATION	DECEMBER 2
STUDENTS HAVE EARNED 100% PELL	DECEMBER 8
LAST DAY TO WITHDRAW	DECEMBER 10
FINAL EXAMS	DECEMBER 12
GRADES DUE	DECEMBER 16 BY 5:00 PM



2025-2026 Academic Calendar

SPRING SEMESTER 2026

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	JANUARY 2
FACULTY WORK DAYS	JANUARY 2-6
LAST REGISTRATION DAY/TUITION DUE	JANUARY 6
CLASSES BEGIN	JANUARY 7
MARTIN LUTHER KING, JR. HOLIDAY (COLLEGE CLOSED)	JANUARY 19*
SPRING BREAK	MARCH 21-MARCH 29*
SUMMER/FALL REGISTRATION FOR STUDENTS WITH ≥ 30 CREDIT HOURS	APRIL 13
SUMMER/FALL REGISTRATION FOR STUDENTS WITH ≤ 29 CREDIT HOURS	APRIL 20
FACULTY WORK DAYS	MAY 6-11
GRADUATION	MAY 8
FULL SESSION (JANUARY 7-MAY 5)	
CLASSES BEGIN	JANUARY 7
DROP/ADD AND LATE REGISTRATION	JANUARY 12
MID-TERM	MARCH 3
STUDENTS HAVE EARNED 100% PELL	MARCH 14
LAST DAY TO WITHDRAW	APRIL 9
FINAL EXAMS	APRIL 29-MAY 5
GRADES DUE	MAY 6 AT NOON
MINI-TERM 1 (JANUARY 7-MARCH 3)	
CLASSES BEGIN	JANUARY 7
DROP/ADD AND LATE REGISTRATION	JANUARY 8
STUDENTS HAVE EARNED 100% PELL	FEBRUARY 9
LAST DAY TO WITHDRAW	FEBRUARY 20
FINAL EXAMS	MARCH 3
GRADES DUE	MARCH 5 BY 5:00 PM
MINI-TERM 2 (MARCH 4-MAY 5)	
CLASSES BEGIN	MARCH 4
DROP/ADD AND LATE REGISTRATION	MARCH 5
STUDENTS HAVE EARNED 100% PELL	APRIL 14
LAST DAY TO WITHDRAW	APRIL 24
FINAL EXAMS	MAY 5
GRADES DUE	MAY 6 AT NOON

SUMMER SEMESTER 2026

FIRST DAY STUDENTS MAY APPLY FINANCIAL AID AT BOOKSTORE	MAY 15
FACULTY WORK DAYS	MAY 19
LAST REGISTRATION DAY/TUITION DUE	MAY 19
CLASSES BEGIN	MAY 20
MEMORIAL DAY (COLLEGE CLOSED)	MAY 25*
LBW EXPERIENCE, GREENVILLE (NO CLASSES IN GREENVILLE, LUVERNE)	JUNE 16*
LBW EXPERIENCE, MACARTHUR (NO CLASSES IN MACARTHUR)	JUNE 17*
LBW EXPERIENCE ANDALUSIA (NO CLASSES IN ANDALUSIA)	JUNE 18*
JUNETEENTH HOLIDAY (COLLEGE CLOSED)	JUNE 19*
INDEPENDENCE DAY HOLIDAY (COLLEGE CLOSED)	JULY 3*
FACULTY WORKDAYS	AUGUST 4-5



2025-2026 Academic Calendar

FULL SESSION (MAY 20-AUGUST 3)	
CLASSES BEGIN	MAY 20
DROP/ADD AND LATE REGISTRATION	MAY 21
MID-TERM	JUNE 26
STUDENTS HAVE EARNED 100% PELL	JULY 4
LAST DAY TO WITHDRAW	JULY 20
FINAL EXAMS	JULY 31-AUGUST 3
GRADES DUE	AUGUST 4 BY 5:00 PM
MINI-TERM 1 (MAY 20-JUNE 26)	
CLASSES BEGIN	MAY 20
DROP/ADD AND LATE REGISTRATION	MAY 21
STUDENTS HAVE EARNED 100% PELL	JUNE 11
LAST DAY TO WITHDRAW	JUNE 22
FINAL EXAMS	JUNE 26
GRADES DUE	JUNE 30 BY NOON
MINI-TERM 2 (JUNE 29-AUGUST 3)	
CLASSES BEGIN	JUNE 29
DROP/ADD AND LATE REGISTRATION	JUNE 30
STUDENTS HAVE EARNED 100% PELL	JULY 20
LAST DAY TO WITHDRAW	JULY 28
FINAL EXAMS	AUGUST 3
GRADES DUE	AUGUST 4 BY 5:00 PM

*Students do not attend class on these dates during the semester, which may vary by campus during the summer. If classes are cancelled due to inclement weather, faculty workdays or exam days may be designated as make-up days.



DISABILITY SERVICES

Differences Between High School and College Disability Services

HIGH SCHOOL	COLLEGE/UNIVERSITY
APPLICABLE LAWS	
I.D.E.A. Individuals with Disabilities Education Act, Section 504, Rehabilitation Act of 1973	ADA Americans with Disabilities Act of 1990, Title 11, ADA Amendments Act of 2008, Section 504, Rehabilitation Act of 1973
REQUIRED DOCUMENTATION	
IEP (Individual Educational Plan)	Varies depending on the disability; high school IEP and 504 may not be sufficient; the testing on which the accommodations are based should be included.
The school provides evaluation at no cost to student.	The student must be evaluated at own expense.
The school conducts evaluations at prescribed intervals.	The student must provide approved documentation, no more than three years old.
IDENTIFICATION OF DISABILITY	
The student is identified by the school and is supported by parents and teachers.	The student MUST self-identify with the Office of Disability Services.
Primary responsibility for arranging accommodations belongs to the school.	Primary responsibility for self-advocacy and arranging accommodations belongs to the student.
TRANSPORTATION	
The school provides transportation at no cost.	The student must arrange transportation. Transportation service is available through Covington Area Transit System (334) 428-2667.
PARENTAL ROLE	
The parent has access to student records and can participate in the accommodation process.	The parent does not have access to student's records without student's written consent. Student must initiate and complete accommodations process.
The parent advocates for the student.	Student advocates for self and must have frequent contact with the counselor.

INSTRUCTION	
Teachers may alter curriculum and/or alter pace of assignments.	Professors and instructors are not required to modify curriculum design.
Frequent use of multi-sensory tools.	Tends to be lecture style; may or may not use multi-sensory approach; labs required for some courses.
Weekly testing, mid-term, final, and graded assignments.	Testing and assignment frequency varies.
Attendance is taken and reported.	Attendance is taken and absences are limited to a specific number of hours; if the number of hours is exceeded, a lower grade may be received.
GRADES AND TESTS	
Grades may be modified based on curriculum.	Grades reflect the quality of work submitted; the student should request testing accommodations at the beginning of the semester. Accommodations are not retroactive.
CONDUCT	
Disruptive conduct may be accepted.	Disruptive behavior and the inability to abide by the institutions code of conduct are deemed "not qualified" and the student may be dismissed.
SUMMARY OF MOST IMPORTANT DIFFERENCES	
IDEA is about success.	ADA is about access.
High school is mandatory and free.	Post-secondary is voluntary and the student is responsible for the cost.

Lurleen B. Wallace Community College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have a disability that might require special materials, services, or assistance, or if you have any questions relating to accessibility, please contact the ADA Coordinator for your campus. For TTD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2456.

All materials related to compliance with the Americans with Disabilities Act are maintained by the Compliance Officer, Latrece Hall, ada@lbwcc.edu or 334-881-2271.



DUAL ENROLLMENT FOR DUAL CREDIT AGREEMENT

This Agreement is entered into by and between Lurleen B. Wallace Community College, hereinafter referred to as the "College," and _____ the Local Educational Agency hereinafter referred to as the "LEA." The purpose of this Agreement is to establish a Dual Enrollment for Dual Credit program, which enables eligible high school students to enroll in college-level courses through the College to dually earn credits for a high school diploma and a postsecondary educational credential.

The parties hereto believe that this Agreement will provide essential enhanced learning opportunities for qualified students during and after normal high school class hours through the effective use of the College programs and resources. At no time will the College or the LEA apply unethical pressure upon students or educational personnel to participate in Dual Enrollment for Dual Credit courses or programs.

I. STUDENT ELIGIBILITY

The College and the LEA do hereby agree as follows:

- A. Students must satisfy the requirements prescribed in Alabama Community College System (ACCS) Board of Trustees Policy 801.01: Admission: General, with the exception of proof of high school graduation or GED completion.
- B. Students must be rising 10th, 11th, or 12th graders as defined by the LEA's promotion/retention policy. Exceptions may be granted through ACCS waiver requests including but not limited to students documented as gifted under Alabama Administrative Code §290-8-9.12.
- C. Students seeking enrollment in courses leading to Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale. Exceptions may be granted per program through ACCS waiver requests.
- D. Students must have written approval of a secondary school official. Dual Enrollment for Dual Credit eligibility for students enrolled in private, home school/private tutor, parochial, or church/religious secondary educational entities must be documented in writing by an appropriate school official. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.
- E. Students who meet the criteria for initial admission to a Dual Enrollment for Dual Credit Program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses. Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term.

The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum 2.5 unweighted grade point average requirement. No student will be allowed to re-enroll as a dual enrollment student after his or her second suspension.

Students with extenuating circumstances who wish to appeal their suspension under this policy may submit a "Continuous Eligibility Appeal Form" to the Dean of Instruction. All appeals will be reviewed by the Dual Enrollment Appeals Committee and should be submitted no later than 10 days before the first day of the term in which the student is requesting to re-enroll.

Students must meet the established college placement criteria before enrolling in Dual Enrollment for Dual Credit coursework.

II. ELIGIBLE COURSES AND COURSE/CREDIT EQUIVALENCIES

Dual Enrollment for Dual Credit courses offered by the College shall be of postsecondary/ college level. Students may be exposed to and be involved in discussions of mature subject matter. Course curriculum will not be modified. Courses may be offered at approved locations and through various methods of delivery. Courses may be canceled at the discretion of the College for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Dual Enrollment for Dual Credit courses offered by the College shall be drawn from the College's existing academic inventory of credit courses. Courses numbered below 100 are not eligible for Dual Credit. Co-requisite courses above 100 are eligible. Students may not audit courses under the terms of this agreement.

III. FACULTY QUALIFICATION AND REQUIREMENTS

Dual Enrollment for Dual Credit instructors shall be faculty of the College. Faculty must be under the ultimate control and supervision of the College. The College will provide faculty orientation, supervision, and evaluation. A high school teacher assigned to teach Dual Enrollment for Dual Credit courses will be employed as an adjunct faculty member of the College and must meet the credentialing requirements of the Alabama Community College System and applicable accrediting agencies. Documentation of appropriate faculty credentials which meet or exceed accrediting agencies' requirements must be on file at the College. Faculty credentials shall be provided to the appropriate secondary officials as needed to meet credentialing standards of appropriate accrediting agencies. Faculty qualifications are reviewed by the appropriate division chair, the Dean of Instruction, and the Associate Director of Human Resources. Questions about faculty qualifications may be directed to Shannon Levitzke, Dean of Instruction, at 334-881-2277 or slevitzke@lbwcc.edu.

IV. FACULTY AND STAFF COMPENSATION

New consortia arrangements and/or contractual agreements whereby the institution pays the secondary system or high school to provide the instruction for Dual Enrollment for Dual Credit classes are prohibited between the parties as they may lessen the institution's ability to exercise control and

supervision of the instructor and increase the complexity of compliance with accreditation standards related to educational programs.

The College shall be responsible for the compensation of dual enrollment faculty in accordance with ACCS and institutional policy.

Full-time high school instructors who teach any College dual enrollment course *before or after K-12 school hours* will be treated as part-time dual enrollment instructors for the College and they will receive compensation for instructional time.

Full-time high school instructors who teach any College dual enrollment course *during regular K-12 school hours* will be treated as K-12 part-time dual enrollment instructors for the College and they will not receive compensation for instructional time. Rather, they will be compensated for the following duties:

- Maintain consistent communication with the College personnel including, but not limited to, dual enrollment staff, departmental division chair, and instructional and student deans' offices. Official communications must be sent through the College's email account.
- Assist in registering dual enrollment students for their dual enrollment courses.
- Assist dual enrollment students with completing the College Admission Application.
- Verify class rosters and maintain up-to-date enrollment records.
- Provide the College dual enrollment staff with appropriate student progress reports, student attendance such as no-show reports, and other pertinent college information.
- Provide grade analysis and appropriate college-level data.
- Participate in dual enrollment faculty professional development.
- Provide current curriculum vitae and maintain credentialing.
- Entering grades in Banner.
- Follow all College faculty policies.
- Publicize the College's dual enrollment opportunities.
- Publicize the College's dual enrollment events.
- Publicize the College's Scholarships opportunities, Preview Days, and Registration events for graduating seniors.
- Publicize and participate in Dual Enrollment Recognition Days, taking group pictures of College dual students for the College's dual enrollment newsletter, and dual enrollment field trips to the College.

This is done to specifically ensure that dual compensation for instructional time is not paid.

V. CREDIT AWARDED

Secondary schools follow guidelines established by the State Department of Education (SDE) when assigning credit for Dual Enrollment courses that satisfy requirements for graduation as outlined in AAC Rule 290-3-1-.02(8)(a). Partial/full credit agreements shall be developed by the local board of education and the College for courses that are excluded from the SDE guidelines for assigning credit. The Dual Enrollment- High School Graduation Requirement Equivalency List developed by the SDE identifies dual enrollment courses taken through the ACCS that may satisfy one or more Alabama High School Diploma graduation requirements.

VI. TRANSCRIPTS

Courses approved for dual credit shall be posted on both the College and LEA transcripts. It shall be the responsibility of the College to report grades (in numerical format) to LEA officials.

VII. ANNUAL EVALUATION PLAN

Dual Enrollment instructors will be evaluated by the college according to its own institutional policy for standard faculty evaluation. It is not necessary for Dual Enrollment courses to be evaluated by the SDE.

VIII. STUDENT ISSUES AND INFORMATION

The Dual Enrollment for Dual Credit program shall operate on the College schedule, which may vary greatly from the LEA schedule. Students must follow the College schedule for Dual Enrollment for Dual Credit courses. The College is not responsible for the supervision of Dual Enrollment for Dual Credit students during non-class times or periods of absence.

The LEA must honor ACCS and College policies and procedures including, but not limited to, attendance and instructional dates, drop/add and withdrawal policies, student code of conduct, and grading policies for dually enrolled students. Students must adhere to all College policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the Student

Code of Conduct. The College reserves the right to refuse re-admission to any student who violates College policies.

The LEA will be notified by the College of any enrollment status change, including, but not limited to, non-attendance, withdrawals, and non-payment, and will receive student midterm and final grades. The LEA may request an update on student performance at any point in the semester by contacting the College's Dual Enrollment Liaisons or the Dean of Instruction.

IX. PROVISIONS FOR DISABILITY SERVICES AND ACCOMMODATIONS

Participation in a Dual Enrollment for Dual Credit program is considered to be a choice on the part of the student. Therefore, the Individuals with Disabilities Education Act (IDEA) requirements concerning a Free Appropriate Public Education (FAPE) do not apply in a postsecondary educational setting. Requirements under the IDEA do not apply to the postsecondary level. Therefore, services described in the Individual Education Plan (IEP) will not be honored by the College for Dual Enrollment for Dual Credit courses.

The College will, however, comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which guarantees that "no qualified individual with a disability may be excluded from participation in, denied benefits of, or otherwise be subjected to discrimination if otherwise qualified". Students with disabilities who meet the prerequisites for the College courses may be provided reasonable accommodations that allow equal access.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the college. Decisions regarding

accommodations provided in postsecondary courses will be made by the institution upon submission of appropriate documentation. Institutions will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course, unless required to do so by applicable law. Accommodations available at the LEA may not be provided by the postsecondary institution. Contact information for the College’s ADA coordinators is included below:

Location	Contact
Andalusia Campus and General Questions	Latrece Hall, Counselor for Student Services lhall@lbwcc.edu or 334-881-2271
Greenville Campus	Natalie Darden-Ray, Assistant Director of Financial Aid ndarden-ray@lbwcc.edu or 334-881-2341
MacArthur Campus and Luverne Center	Wendy Johnson, Student Services Coordinator/Advisor wjohnson@lbwcc.edu or 334-493-5333

X. TRANSPORTATION RESPONSIBILITY

Transportation is the responsibility of the parent/guardian of such student unless otherwise negotiated between the College and the LEA.

XI. COMMUNICATION TO PARENTS AND STUDENTS

The College will notify parents and students of the educational and economic benefits of the Dual Enrollment for Dual Credit program as well as requirements for participation and enrollment procedures. The institution will communicate the confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students. This information is included on the “Dual Enrollment” page of the College’s website and in the *College Catalog and Student Handbook*.

The college will advise students that Dual Credit becomes part of their permanent college transcript and must be reported to any college attended in the future. The college will advise students of the consequences of failure or withdrawal on future financial aid availability and Satisfactory Academic Progress (SAP).

Parents may access student records regarding Dual Credit through the LEA 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.

XII. FINANCIAL ARRANGEMENTS

Students in Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required by the College unless covered by alternative funding sources. Students must adhere to institutional financial policies and deadlines to avoid being automatically dropped from course rolls. The LEA will be notified of such action.

As funds are available, the College will apply for Alabama Community College Workforce grant funds to pay tuition and fees for approved career-technical, health, and academic courses. Funds may be available for course-related equipment and supply needs. Proposal requests for eligible courses, equipment, and supplies for the next calendar year should be made by April 1 each year. There will be no funding guarantee for untimely requested courses, equipment, and supplies, though the College will prioritize any late requests to assist the LEA.

XIII. OTHER UNDERSTANDINGS AND/OR RESPONSIBILITIES

The College has the right to restrict a student's enrollment on the basis of academic readiness, social maturity, health and safety concerns, course availability, and/or local College policy. Student enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as determined by the College and the LEA.

XV. TERMS OF AGREEMENT

The terms of this Agreement shall be effective for the current academic year for which it is signed and shall renew automatically from year to year. However, this Agreement shall be reviewed annually and should be re-entered at least once every three years. Either party may request a change or termination of the agreement, which must be submitted in writing at least 90 days before such change or termination.

IN WITNESS WHEREOF, the parties have executed this Agreement on this day of _____,
20__.

President

Superintendent/Chief Administrative Officer

Please complete the form below for any new dual enrollment courses that have not previously been offered at your high school or for any new instructors who have not taught for LBW. Completed forms should be emailed to Debra Hudson (dhudson@lbwcc.edu) or Shannon Levitzke (slevitzke@lbwcc.edu).

Date:

High School:

Counselor/
Contact Person:

COURSE 1

Course:

Semester
Offered :

Instructor Name:

Instructor
Contact
Information:

Instructor
Credentials:

COURSE 2

Course:

Semester
Offered:

Instructor
Name::

Instructor
Contact
Information:

Instructor
Credentials:

COURSE 3

Course:

Semester
Offered:

Instructor
Name::

Instructor
Contact
Information:

Instructor
Credentials:

Division Chair
Approval:

Date:

Dean of
Instruction
Approval:

Date: