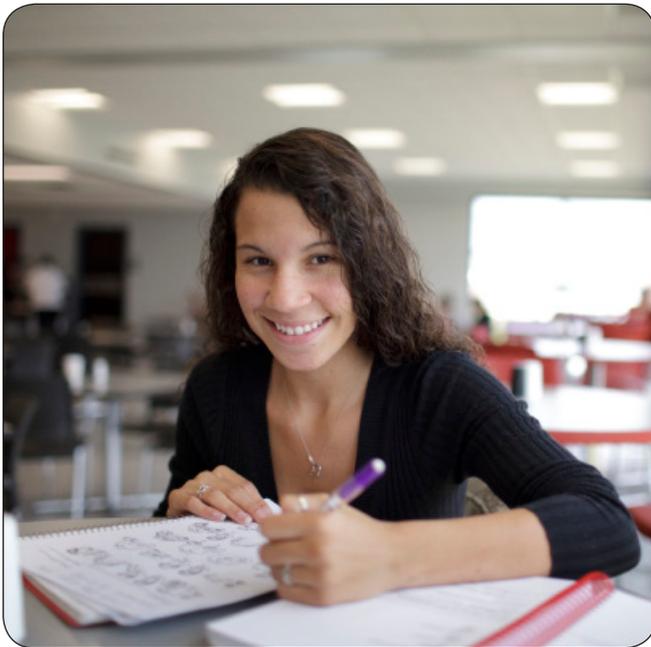




Lehigh Carbon
COMMUNITY COLLEGE

Dual Enrollment Handbook

2010/2011 Academic Year



Definition of Dual Enrollment

Dual enrollment is a general term to describe an enrichment opportunity that allows high school and home schooled students to earn college credits for courses taken through a post-secondary institution while still enrolled in high school. Students are enrolled in both a high school (or home schooled) and a post-secondary institution.

Enrollment Eligibility

According to LCCC policy, all dual enrollment students must be high school juniors or seniors, or the home school equivalent.

Exceptions to the grade-level policy may be considered for freshman and sophomore students who are able to demonstrate readiness for college-level coursework.

Because admitting freshman and sophomore students is considered exceptional, each freshman and sophomore student will be treated on a case-by-case basis and require formal approval initially by high school administration followed by formal approval from the Dean of Student Development or designee.

- Students must apply for admission to LCCC and meet all course prerequisites as outlined in the catalog. This may require students to complete assessment testing. COMPASS assessment testing is offered at all LCCC sites.
- **School districts may set additional requirements for student eligibility.**
- Dual enrollment students that wish to take more than 11 credits per semester are required to provide a high school transcript, complete COMPASS assessment test and submit a letter of recommendation from a teacher or guidance counselor.

Course Selection and Transferability

Dual enrollment students may **not** take developmental, remedial, or physical education courses. Dual enrollment courses are not offered in the Summer sessions.

Students who wish to receive high school and college credit should work with a high school guidance counselor or other high school administrator to select courses that will meet high school graduation requirements. LCCC does not determine what credits are accepted at their secondary institute.

Dual enrollment courses are commonly used toward the completion of a baccalaureate degree at four-year colleges and universities. Normally, academic courses intended for transfer with a grade of “C” or above should transfer to four-year colleges and universities. However, LCCC cannot guarantee transferability to all colleges and universities. Students are strongly advised to consult with the institution of their choice to determine if the institution accepts dual enrollment courses for transfer.

NOTE: Dual enrollment students cannot declare a major or be program placed.

Rigor of Coursework

Regardless of where the course is taught, all dual enrollment students should expect the courses to be academically rigorous. Content is not altered to accommodate high school students, so students should expect to participate in college-level content and discussions appropriate for adult learners.

NOTE: Dual enrollment students may not audit courses. Auditing a course occurs when a student reschedules a completed course in order to refresh their skills, not for a change of grade.

Dual Enrollment Class Scheduling

Classes Taught at the High School

Classes taught in the high schools may have a different start and end date than classes taught at the college. This is due to the establishment of academic calendars with each of the school systems in the LCCC service region. The date for enrolling dual enrollment students who take classes in the high schools is established by LCCC. The dates for adding, dropping and withdrawing from a class may be different from LCCC on-campus classes. Please check with your district's dual enrollment coordinator for dates.

Classes Taught at LCCC

Students who take classes at LCCC or alternative sites must follow the academic semester calendar as established by the college for on-campus enrollment. This includes dates for adding, dropping or withdrawing from a class.

Confidentiality of Dual Enrollment Student Records

According to the U.S. Department of Education, the Family Educational Rights and Privacy Act (FERPA) is a federal law that protects student education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student.

There are several exceptions to FERPA's general prior consent rule. One exception is the disclosure of "directory information." The following is considered "directory information" at LCCC and may, in accordance with FERPA, be disclosed at the discretion of the college unless the student specifically makes a request to withhold such information by completing LCCC form: *Student Record Disclosure*:

- Student's name
- Address
- Telephone listing
- E-mail address
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Degree, honors and awards received
- Major field of study
- Dates of attendance
- Grade level
- Most recent educational agency or institution attended
- Number of credit hours enrolled

The rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a post-secondary institution at any age. However, although the rights under FERPA have now transferred to the student, a school may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent **if the student is a dependent for tax purposes**. The parent must provide a copy of the latest federal income tax form stating the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. However, if the student is not a dependent, then the student must provide written consent for the school to disclose the information to the parents.

Tuition Rates for Dual Enrollment Students

Classes in the LCCC/School District Agreement

All students enrolled in dual enrollment classes in the dual enrollment agreement will be charged tuition and fees at the rate established in the dual enrollment agreement.

All dual enrollment payment is due at time of registration, unless the district has made alternate arrangements with LCCC. Refer to district policies on payment.

Classes not in the LCCC/School District Agreement

Dual enrollment students who come to campus for courses not in the dual enrollment agreement are subject to the same tuition and fees rates as other on campus students.

All refunds are in accordance with LCCC's refund policy, which can be found at www.lccc.edu.



LCCC Email

Dual enrollment students are issued an LCCC email address. All LCCC correspondence is transmitted through the student's email address. It is the responsibility of students to check their email for communication.

LCCC Student ID Number

LCCC assigns a 9-digit student ID number beginning with the letter "L" at the time students apply for admission. This number is used for login to the student information system, Bannerweb and for online classes. The College will use your Social Security number as identification for record keeping, financial aid and billing purposes

Financial Aid

According to federal guidelines, dual enrollment students are not eligible for financial aid administered by the college.

Students with Disabilities and/or Special Needs

LCCC is committed to serving persons with documented disabilities. If dual enrollment students require any special services or accommodations, they should contact Disability Support Services at the campus they plan to attend. Requests should be made at least four weeks prior to the beginning of classes. To qualify for these services, students must provide clear and specific evidence of an established disability from a qualified professional. More information regarding documentation can be found at www.lccc.edu/disability

Except in certain cases, the documentation cannot be older than three (3) years.

Student Conduct

Classes Taught at the High School

The policies and procedures of the school system apply.

Classes Taught at LCCC

LCCC is a learning community with specific expectations concerning the conduct of its students. LCCC's approach to student learning and student conduct is to provide a safe and healthy learning environment that facilitates LCCC's mission. When a student's conduct adversely affects LCCC's pursuit of its educational objectives, actions will be taken to remedy the situation. LCCC's approach will be both to resolve the problem and to help students learn from their mistakes.

All students should familiarize themselves with LCCC's *Academic Honesty Policy* and *The Rights, Freedoms and Responsibilities of Students Policy*. Both policies can be found in the College Catalog, the Student Handbook, and on the College Website.

Textbooks

Classes Taught at the High School

LCCC will determine textbooks for use in all dual enrollment courses. Students may be responsible for purchasing the textbooks for the dual enrollment course.

Classes Taught at LCCC or online through LCCC

Students are responsible for purchasing textbooks and other supplies.

Textbooks can be purchased anywhere, but it is important to purchase the correct textbook required for the course. To find out textbook information, please log on to www.lccc.edu and choose bookstore. You will need the course information, including department, course number and section number (for example: ENG105, section 91). As of July 1, 2010, you will be

provided with the textbook title and isbn identifier. You can purchase textbooks online through LCCC's website, in person at LCCC's campus bookstore or you may choose to purchase from an outside source. You will need the isbn identifier to purchase the textbook from sources other than LCCC. It is highly recommended that students purchase and bring textbooks to the first day of the class.

Attendance/Student Participation

Classes Taught at the High School

In consultation with high school administrators, LCCC will determine the attendance/student participation policies. Faculty will identify specific class attendance policies and other requirements of the class and state these in the class syllabus that is distributed at the beginning of each term.

It is the student's responsibility to inform the instructor prior to an absence from class if this is requested by the instructor in the class syllabus. Students are responsible for making up all coursework missed during an absence.

Classes Taught at LCCC

Education is a cooperative endeavor between the student and the instructor. Instructors plan a variety of learning activities to help their students master the course content. Students must participate in these activities within the framework established in the class syllabus. Faculty will identify specific class attendance policies and other requirements of the class in the class syllabus that is distributed at the beginning of each term. Successful learning requires good communication between students and instructors; therefore, in most cases, regular classroom attendance is essential.

It is the student's responsibility to inform the instructor prior to an absence from class if this is requested by the instructor in the class syllabus. Students are responsible for making up all coursework missed during an absence.

Credit and Grading System

A credit is equivalent to one collegiate semester hour credit. Each semester hour of credit given for a course is based on approximately one academic hour (50 minutes) of formalized structured instructional time in a particular course weekly for 15 weeks (or equivalent) plus one week for final examinations by each student.

Unless it is a year-long course, students will receive a final grade each semester for the coursework taken during the semester.

The grading scale for a course is determined by each instructor. Students should consult with the instructor, seek a tutor or consider withdrawing if they experience difficulty with coursework.

IMPORTANT: When students take a dual enrollment class, they are establishing a college transcript and the dual enrollment courses become a part of the student's permanent college transcript. This academic information is transferred to colleges or universities they wish to attend in the future. In addition, grades received in dual enrollment classes that also count toward the requirements of high school graduation may impact the student's high school GPA.

As defined in the credit catalog, the grades of "A," "B," "C," "D" are passing grades. A grade of "F" is a failing grade.

The quality of performance in any academic course is reported by a letter grade, the assignment of which is the responsibility of the instructor. These grades denote the character of study and are assigned quality points as follows:

A = 4 quality points per credit	Excellent
B = 3 quality points per credit	Good
C = 2 quality points per credit	Average
D = 1 quality point per credit	Poor
F = 0 quality points	Failing

Incomplete Grade

An “I” grade may be issued only under these general guidelines:

The incomplete work had been assigned in the last 20% of the semester/session.

Work remaining should not require formal assistance from the instructor; for example the student should be able to fulfill the outstanding obligations on his or her own.

The student is expected to notify his or her instructor prior to the final examination to explain the reason that additional time is needed to complete the course requirements.

An “I” grade must be removed before the end of the ninth week of classes in the next semester or a failing grade will be recorded for the course. An exception will be made if a lab course requires a special set up.

Report of Grades

The grade report at the end of the semester is assumed correct as posted unless a question is raised within one year of its recording. It is the responsibility of the student to check their final grade and notify LCCC of any concerns.

Withdrawal from Class

Official withdrawal requires a written request from the student and will be effective only when received in the office of Enrollment Services. Failure to officially withdraw from a course(s) may result in a failing grade. The schedule for withdrawal is as follows:

From any or all credit classes:

Weeks 1 through 5:

Automatic “W”

Weeks 6 through 10:

“W” or “Y” to be assigned by instructor

Weeks 11 to end of semester:

No student initiated course withdrawals for individual courses. Grades “W”, “Y”, “F” or I will be assigned by instructor.

Please refer to our college catalog for complete information on college withdrawal policies.

LCCC Student Transcripts

Transcripts can be requested in one of four ways. To request a transcript:

1. **Online.** Go to www.lccc.edu, log into “Bannerweb” and select “Student Records.”
2. **By mail with signature:** LCCC Enrollment Services, 4525 Education Park Dr. Schnecksville, PA 18078
3. **By Fax with signature:** 610-799-1173
4. **In person with photo ID** (no exceptions)

Transcripts are used in order to request credit at another institution for completed coursework.

The College will not discriminate on the basis of race, color, sex, religion, ancestry, national origin, age, disabilities, veteran status, or sexual orientation in its educational programs, activities, admissions, or employment practices as required by applicable laws and regulations. For information regarding civil rights or grievance procedures or for information regarding services, activities, and facilities that are accessible to and useable by persons with disabilities, contact the Office of Human Resources. Students may contact the Office of Disability Support Services, LCCC, 4525 Education Park Drive, Schnecksville, PA 18078-2598, 610-799-2121. PERM1D-ff.ind (5/10/10)