



# **A Counselor's Guide to LSUE Dual Enrollment and the Academy**





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## **LSUE Dual Enrollment Vision**

The LSUE Dual Enrollment exists to provide high school students with an early start in their post-secondary education.

## **LSUE Dual Enrollment Mission**

The LSUE Dual Enrollment exists to partner with local high schools to provide high school students opportunity to earn an associate degree before high school graduation that embeds career development activities and enhances students' career readiness skills.

## **DUAL ENROLLMENT**

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Dual Enrollment allows high school students to take college courses and receive college credit at while in a high school through a variety of methods:

- With a qualified high school teacher on their school campus
- Through LSUE by enrolling in an online course that is facilitated on the high school campus
- In a face-to-face setting on the LSUE campus

The college credits can be used simultaneously for a high school diploma and a college degree.

## **LSUE ACADEMY**

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The LSUE Academy is an innovative approach to secondary education that enables high school students to potentially earn an associate degree while earning their high school diploma by taking dual enrollment courses. Academy students will take dual enrollment courses that will simultaneously earn them credit towards their high school diploma and fulfill course requirements for a chosen degree path. To be a part of the Academy students should:

- Begin coursework as a high school junior
- Be considered a fulltime student based on credit hours they are carrying for a minimum of four semesters.
- Declare a major and follow that degree plan

## **BENEFITS OF DUAL ENROLLMENT AND THE ACADEMY**

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- Saves families money. – LSUE offers DE courses at a lower rate per credit hour than regular admission students pay.
- Earn college credit that is transferrable to all Louisiana public colleges and universities, and most other private and out of state colleges and universities.
- Explore potential college majors and learn more about the college experience
- Grades earned become a permanent part of the student's high school and college transcript.
- Enriches college and scholarship applications
- Students gain confidence in their ability to succeed in college

## Important Contact Information

### **Director of Academy**

Office # - 337-457-6130

Email – [afonten1@lsue.edu](mailto:afonten1@lsue.edu)

### **Financial Aid Office**

Office # - 337-550-1215

Speak to Jackie Lachapelle or Shelly Papillion

### **Tutoring Services**

Office # - 337-550-1254

\*\*\*\* Tutoring is available free of charge to all students.

### **Disability Services**

Office # - 337-550-1204

### **Admissions (Geaux Center)**

Office # - 337-550-1305

### **Bookstore (Geaux Center)**

Office # - 337-550-1281

### **Registrar Geaux Center)**

Office # - 337-550-1302

### **Business Office (Science Building)**

Office # - 337-550-1262

### **Student Affairs (Acadian Center)**

Office # - 337-550-1218

### **Library (Arnold Ledoux Library)**

Office # - 337-550-1380

## Important Webpages at LSUE

### **LSUE Resources:**

Final Exam Schedule - [www.lsue.edu/exams](http://www.lsue.edu/exams)

Academic Calendar – [www.lsue.edu/calendar](http://www.lsue.edu/calendar)

Transcript request – [www.lsue.edu/transcript](http://www.lsue.edu/transcript)

### **Course Resources:**

Mylsue – <http://my.lsue.edu>

Mycourses – <http://mycourses.lsue.edu/>

### **Tutoring Resources:**

Smartthinking – <https://services.smarthinking.com/login/login.php>

Khan Academy - <https://www.khanacademy.org/>

## Applying for LSUE Academy or Dual Enrollment

1. Meet with students interested in DE classes or the Academy. Schedule a visit from LSUE with students, if possible, to answer questions about the programs.
2. Determine if a student meets eligibility requirements for Dual Enrollment/ Academy (**see eligibility requirements section**) and discuss with student options for qualifying for Dual Enrollment (upcoming LEAP2025 exams, Scheduling Accuplacer Exam or ACT).
3. If eligible, student should decide where they would like to take their DE courses:
  - a. High school
  - b. Online only
  - c. LSUE Campus

Counselors should guide students through this process by informing students of the courses offered on their campus and the discipline needed for online coursework.

4. Ensure parents and students understand the costs of DE based on your parish's guidelines.
5. New DE/Academy students should complete LSUE online DE application following the instructions included online and in this manual. Returning students will complete a DE Renewal form in Spring. Renewal forms will be emailed to counselors for DE students – Academy students will receive the form during their advising meeting with the Academy Director. **If a student was enrolled with LSUE as a DE student when they were a high school junior, they will need to reapply to LSUE for their senior year of high school – this ONLY applies to those registered with LSUE as a DE student their junior year, Academy students DO NOT need to reapply their junior year.**
6. Once admitted, students will receive an Admission notification through the email they used to set up their account for the application. This notification will include their LSUE Username and Password.
7. Provide your students with a copy of test scores and high school transcript to upload to their [Application Self-Service Center](#) account (online application portal).
8. A Course Registration form will be emailed to counselors for scheduling DE students.

9. Dual Enrollment students should meet with their school counselor to schedule DE courses with a course registration form. Academy students will schedule advising meetings with the Director of LSUE Academy and then will bring Course Registration forms to their school counselor for approval.
10. Course registration forms for DE and Academy students should be returned to the Academy director once all signatures are obtained.
11. In May, August, and January, you will receive a list of applicants to Dual Enrollment and Academy for approval.
12. Prior to the start of the semester, 3 days into each semester, and 3 weeks into the semester, you will receive a list of enrolled courses for Dual Enrollment and Academy students.

## **DE and Academy Application Checklist**

**(In student guidebook – for your reference)**

### **Prior to Applying**

- Meet with your school counselor to determine eligibility and best option (Academy or DE)

### **Applying for Admission**

- Complete the online application for Dual Enrollment or the Academy based on counselor recommendation.
- Receive application submission confirmation email from LSUE Admissions
- Request your current high school transcript from your counselor
- Request your current high school schedule from your counselor
- Request your high school test scores from your counselor, including any ACT, AP, and CLEP scores if available.

### **After Admission to DE/Academy**

- Receive acceptance letter from LSUE Admissions (this will have your LSUE ID and password on it – don't lose this!)
- Receive Next Steps email from the Director of DE and Academy
- Upload your documents (transcript, test scores, etc.)
- Setup your LSUE accounts (LSUE email, myCourses, myLSUE)
- Complete online LSUE DE Orientation (Academy and DE students)
- Take LSUE ID picture – required for on campus students – DE students are encouraged to get an ID
- Buy a parking tag – required for on campus driving students only

### **Registering for Courses**

- Meet with your counselor if DE or the Academy Director if you are an Academy student to complete a course registration form
- Pay tuition (if applicable, check with your counselor)
- Review each course syllabi on myCourses
- Purchase/Rent required textbooks
- Check your LSUE email DAILY!

**LSUE Interim DE and Academy Eligibility Guidelines:**  
**2022 - 2023**

**Eligibility based on Standardized Tests Scores:**

1. Engl II LEAP 2025 – Mastery or Advanced – May enroll in English, History, sociology, psychology, and Art courses
2. Geometry LEAP 2025 – Mastery or Advanced and Alg II C or better – May enroll in Math or Science courses
3. Both Engl II and Geometry LEAP 2025 – Mastery or Advanced on both exams and Alg II C or better – all DE course, except where otherwise noted
4. ACT Math score of 19 and ENGL II LEAP 2025 Mastery or advanced – any DE course, except where otherwise noted
5. ACT English score of 18 and Geometry LEAP 2025 -Mastery or Advanced on LEAP 2025 Geometry and Alg II C or better – any DE course, except where otherwise noted
6. ACT Math 19 and English 18 – Any DE course, except where otherwise noted

**To be eligible to qualify for all DE courses students may take Accuplacer Exam (except where otherwise noted):**

1. ACT Math 19 or Geometry LEAP 2025 Advanced or Mastery but no English qualifying score – take Accuplacer English (Writing exam only) - score 250 or higher.
2. ACT English 18 or English II LEAP 2025 Mastery or Advanced but no qualifying Math score – take Accuplacer Math exam (QRAS exam only) – score 250 or higher.
3. Counselor Recommendation – Counselor must complete LSUE Counselor Recommendation form and must justify recommendation based on previous performance in equal academic courses as requesting for DE.

## Instructions for dual enrollment students to schedule an Accuplacer Test in the LSUE Testing Center:

Go to the LSUE Testing Center Website <http://www.lsue.edu/testing-center/> at least 24 hours in advance to schedule.

**Note: Your FIRST attempt on the ACCUPLACER Assessment is free, but you must pay for additional attempts.**

Under “TESTING” choose “SCHEDULE AN EXAM”

This will bring you to the RegisterBlast Website where you will choose:

1. Choose a Group: LSUE Student
2. Choose a Group: ACCUPLACER
3. Choose a Group: FIRST Attempt or Additional Attempts
4. Choose an Exam: Select from 7 options (Math, Reading, English, or a combination of these)
5. Date (only available days will be displayed)
6. Time (only available times will be displayed)
7. Name, Email
8. Agree to the Exam Guideline Acknowledgement
9. Phone Number, LSUE Student ID

**Note: If you do not have an LSUE Student ID yet, please use a capital “D” followed by the last 4 digits of your social security number for your student id number.**

ADD TO CART

You will now have the option to Check Out or Schedule another exam.

Pricing for LSUE Student for **Additional ACCUPLACER attempts** is as follows:  
(pricing subject to change)

1 test \$20

2 test \$30

3 tests \$35

Next-Generation sample questions in Quantitative Reasoning, Algebra, and Statistics (Math), Reading, and Writing (English) can be found at:

<https://accuplacer.collegeboard.org/student/practice>

In addition, the College Board has developed the Web-Based Study App. It's available for free at <https://accuplacerpractice.collegeboard.org>

Be sure to use the “**Next-Generation Questions**” and not the Classic.

# Steps for Completing Online Application for LSUE Dual Enrollment

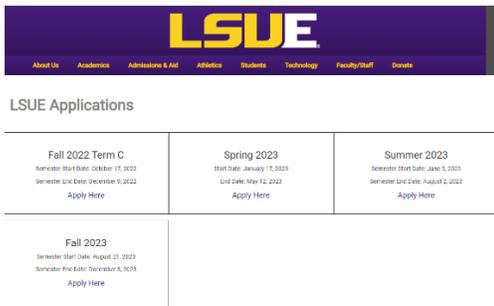
1. Go to [www.lsue.edu](http://www.lsue.edu)



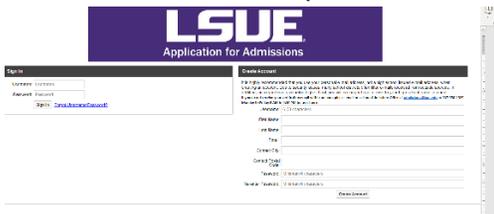
2. On the top of the home page, click **Apply**.
3. Click **Campus (even if you only take online courses)**.



4. Click **Dual Enrollment/Academy**.
5. Click **Apply Here** to select the semester you are applying for: Summer or Fall or Spring

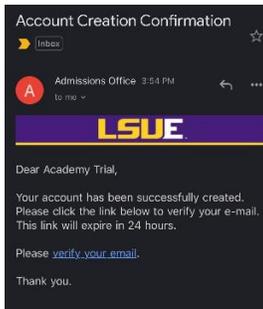


6. Create an Account. (Write down your username and password and save it.)

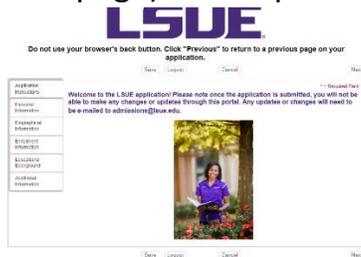


- a. Choose a Username.
- b. Type your First Name
- c. Type your Last Name

- d. Type your Personal Email (**DO NOT USE YOUR HIGH SCHOOL EMAIL ADDRESS!!!!**)
  - e. Type your City
  - f. Type your Zip code
  - g. Create a Password
  - h. Retype your Password
7. Verify your email address using the email sent to your personal email address.



8. Log onto the Application Self-Service Center (click Apply on the LSUE homepage) to complete your LSUE DE application. (Bookmark this page)



9. Click on **Personal Information** and complete all information. (Click SAVE after)

10. Click on **Biographical Information** and complete all information. (Click SAVE after)

11. Click on **Enrollment Information** and complete all information. (Click SAVE after)

- a. Application Type – **Regular**
- b. Campus applying:
  - i. Dual Enrollment – **High School Dual Enrollment**
  - ii. LSUE Academy – **High School Dual Enrollment**
- c. Major
  - i. Dual Enrollment – **High School Dual Enrolled**
  - ii. LSUE Academy – **Choose your major**
- d. Student Type
  - i. **High School Dual Enrollment** (only taking classes on high school campus or online DE only) (LAVCA and U View students select LSUE Academy not DE)
  - ii. **LSUE Academy** (take classes on the LSUE Campus only or with online courses)
- e. Certification
  - i. Click the box for Student approval
  - ii. Type Parent full name and Last 4 of social security number.
  - iii. Click the box for Parent approval

## 12. Click on **Educational Background** (Click SAVE after)

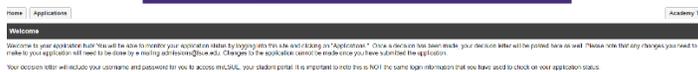
The screenshot shows the 'High School History' section of an application form. It includes a search box for 'High School Name', a dropdown for 'Diploma Type', and a date field for 'Graduation Date'. Below these are fields for 'Unlisted High School Name', 'School City', and 'School State'. There is also a section for 'Higher Education' with a dropdown for 'Have you attended or received college credits?' and a text field for 'Did you take college courses while in high school...'. Navigation buttons 'Previous', 'Save', 'Logout', 'Cancel', and 'Next' are at the bottom.

- High School – type the name of your school to search then click the school name.
- Diploma Type – **High School Diploma**
- Graduation Date – **6/1/year of graduation** (please use this format)
- Higher Education – Have you taken DE courses previously? **Click No.**

## 13. Click on **Additional Information** and complete information. (Click SAVE after)

The screenshot shows the 'Additional Information' section of the application form. It includes a dropdown for 'Placement Testing' with the question 'Have you taken the ACT or SAT within the last 5 years?'. Below is a section for 'Other Information' with a dropdown for 'Disciplinary Action' and a text field for 'Have you ever been suspended or dismissed for disciplinary reasons...'. There is also a section for 'Immunizations' with a dropdown for 'Immunization Waiver' and a text field for 'What is the highest level of education that your parents have completed?'. Navigation buttons 'Previous', 'Save', 'Logout', 'Cancel', and 'Next' are at the bottom.

## 14. Click **Submit** after completing the entire application.



## 15. Check your personal email for a confirmation email from LSUE Admissions.



## Scheduling Dual Enrollment Courses

1. LSUE DE will email you a Course Registration form for scheduling all DE students.
2. Dual Enrollment students will meet with you to schedule their DE courses. Academy students will schedule advising meetings with the Academy Director and will bring Course Registration forms to you for approval.
3. Counselors should use the LSUE DE advising guide to assist with advising students for courses.
4. Below is a chart of common DE courses by semester.
5. Students may take any LSUE course – See [Academics - Schedule of Classes](#) for courses and times.
6. In May, August, and January, you will receive a list of applicants to Dual Enrollment and Academy for approval.
7. Prior to the start of the semester, 3 days into each semester, and 3 weeks into the semester, you will receive a list of enrolled courses for Dual Enrollment and Academy students.
8. All high school students can take summer semester DE courses at the Dual Enrollment tuition rate. The Dual Enrollment office will schedule all students for summer session.

Fall	Spring
MATH 1021	MATH1022
ENGL1001	ENGL1002
ENGL1002	HIST1003
HIST1001	HIST2057
HIST2055	ART 1441
ART 1440	ENGL LITERATURE (VARIES)

## Transferability of LSUE Courses

LSUE Course Transfer Guide – [LSUE Transfer Evaluation System](#)

[Louisiana Board of Regents Course Transfer Guide](#) – See Louisiana Articulation Matrix

## Earning Course Credit from CLEP Exam, AP Exam, or ACT Test

### Instructions for receiving course credit from Standardized Exams:

1. Complete a Course Credit form (download the form online from the DE website and email the form to the correct Dean at LSUE as indicated on the form and email a copy to the Director of Dual Enrollment at LSUE.
2. The Dean's office and/or the Director of Dual Enrollment will acquire the necessary signatures on the form.
3. The Dean will forward the form to the Business Office who will contact the student through the student's LSUE email requesting payment for the credit.
4. Once the student pays for the course credit, the Business Office will send the form to Admissions requesting that the Registrar's Office place the credit on student's transcript.

- **Click here for link to online [Credit Form](https://www.lsu.edu/registrar/documents/Credit%20Form.pdf)**  
(<https://www.lsu.edu/registrar/documents/Credit%20Form.pdf>)
- **Link to list of CLEP Exams/AP Exams and LSUE Course credit earned ([Academic Catalog – Campus Regulations – Advanced Standing Program](http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing_Program))**  
([http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing\\_Program](http://lsue.catalog.acalog.com/content.php?catoid=14&navoid=818#Advanced-Standing_Program))

## HOW TO APPLY FOR DISABILITY ACCOMODATIONS

**\*\*\* Note – High School 504 plans and IEP accommodations do not follow a DE student to college and do not automatically apply to a Dual Enrollment course. A student must submit an application for Disability Accommodations to the Office of Disability Services.**

1. Go to [www.lsue.edu](http://www.lsue.edu). Select **Students** and then select **Disability Accommodations**.
2. Select the form required for your disability (ADHD, Learning Disability, Physical and Systemic Disability, Psychological Disability).
3. Print the form.
4. Complete, sign, and date the **Request for Accommodations** section of the form.
5. Submit the completed **Request for Accommodations** form to the Office of Disability Services
6. Complete the top half of the **Documentation Request** form for the qualified professional who is treating your disability.
7. Provide the qualified professional with the remaining pages of the downloaded disability paperwork. The qualified professional must complete and submit this paperwork **directly** to Disability Services, along with any supporting documentation.
8. Disability Services will email you to set up a meeting once they receive and review all documentation. Check your myLSUE email often.
9. If approved, you will receive an accommodation letter for your professors.
10. You must provide a copy of this letter to each of your professors. (Disability Services will not alert your professors of your accommodations for you.)
11. Note – You must submit a copy of the **Request for Accommodations** each semester in order to continue receiving your accommodations. Submit pg. 3 only of the form **Request for Accommodations** to the Office of Disability Services each semester for renewal.

## I-Clicker Attendance Policy

There is a direct correlation between student attendance in college courses and student success in these courses. LSUE Dual Enrollment strives to improve our efforts in ensuring all our students receive the best support and education possible from LSUE.

To better monitor high school student attendance in their LSUE campus classes, Academy students are required to sign in daily at LSUE. **All LSUE Academy students taking classes on the LSUE campus will be required to be on campus on the days they are scheduled for classes at LSUE.** Academy students will be required to sign in daily using the **I Clicker or Reef app** on their phone or laptop. The app is location sensitive and will require students to have their location services on and be within 500 feet of the LSUE clock in the center of the campus in order to check-in for attendance.

Failure to activate an account by the start of the semester will result in referral to your school administration for consideration for removal from the LSUE Academy.

Please follow the instructions you receive in an email to set up your **I Clicker account**. You can also download the **Reef app** to your smart phone once you have your account set up. You must turn on your location services on your phone for this app. You can check in from the library, Science building, Manuel Hall, by Starbucks, at the end of Community Education closest to the statue by the quad, or anywhere within the quad. Instructions are included in the email on how to check in daily. Search for Sondra Cormier or LSUE Academy.

Any time you will not be in attendance for your classes at LSUE or an instructor cancels class, you are required to email me. **Once a student reaches 5 unexcused absences for the semester, the high school will be notified of the student's absences and the student will not be allowed to return to the LSUE Academy the following semester.** Attendance begins the first day of the semester.

Students should choose the appropriate section based on the days they have classes scheduled on the LSUE campus:

- LSUE Academy every day
- LSUE Academy MWF
- LSUE Academy T TH
- LSUE Academy M W F Tues. Lab
- LSUE Academy M W F Thurs. Lab

## **Transfer Course Agreements**

LSUE has written transfer agreements with Northwestern State University, the University of Louisiana at Lafayette, and McNeese State University specifying which LSUE course are equivalent to courses at those institutions. Students should check with their advisor for details. Most LSUE course numbers parallel the course numbers in the catalog of LSU A&M.

## **Grade Appeal Procedure**

If a student believes they received a different grade than the grade earned as outlined by the grading system in the course syllabus and the established grading system, they can file an appeal of that final grade. Grade appeals must be initiated by the student within 30 days after the beginning of the next regular semester. For support and guidance on how to file a grade appeal, contact the Office of Student Affairs

## **Ranking in High School**

Each district has its own policies on ranking so please check with your district.

## **Sports and Dual Enrollment**

LHSAA Regulation on Required Class Hours – <http://lhsaa.org/schools/students-and-parent/basic-eligibility-guidelines>

Students should check each semester with the coach to ensure full eligibility requirements are being met.

## Withdrawing from LSUE DE Courses

1. Prior to the 1<sup>st</sup> day of classes, a counselor or student may drop a course by emailing the Director of Dual Enrollment. **Emails must come from a counselor's school email address or from a student's LSUE email address.**
2. After the first day of class until the final date to add courses and/or change sections (see Academic Calendar), a student may withdraw from a course using a **DE Course Withdrawal or Resignation Request form (See Dual Enrollment Course Withdrawal or Resignation Request form).**
3. After the final date to add courses and/or change sections until the last day to withdraw without a "W" (see Academic Calendar), a student can withdraw from a course by submitting a **DE Course Withdrawal or Resignation Request form and an Exception to University Policy form** (completed online using the instructions below):
  - a. Instructions for completing Exception to University Policy Form (see form link below):
    - i. Request for: **(semester enrolled)**
    - ii. Division: **Undecided**
    - iii. I request to: **Drop a class after the last day to withdraw.**  
In the first box:
    - iv. Drop (**List all course names wanting to drop**), Credits 3, Section # (this can be found on their fee statement if they do not know it or their myLSUE).
    - v. In the student narrative box: **State reason why they are dropping classes after the deadline to drop or add.**
    - vi. Also write in the narrative box: **Request to backdate withdrawal to before the start of the semester due to being a Dual Enrollment student.**
4. After the last day to withdraw without a "W" (see Academic Calendar), a student can withdraw from a course by submitting a DE Course Withdrawal or Resignation Request form.
5. Students may not withdraw from a course after the last day to withdraw without a "W" (See Academic Calendar).

Use this link for the [Exception to University Policy form](#) -

<https://www.lsue.edu/registrar/documents/exception-reg.pdf>

Click here for [Academic Calendar](#) - <https://www.lsue.edu/calendar/index.php>

## **Dropping a Course Can Have Long Term Impacts for DE students**

### **Standards of Academic Progress**

To be eligible to participate in the Federal Student Aid Programs, a student must meet all the following minimum Standards of Academic Progress (SAP). The policy below applies to ALL students applying for financial aid.

#### **STANDARDS**

##### **➤ 70% Rule**

- Students must earn a minimum of 70% of cumulative attempted hours (i.e., all attempted hours on the transcript regardless of grade received).
- Attempted hours are defined as the hours for which a student is enrolled as of the last day to drop classes without a “W”.

\*All courses on the transcript count toward the total attempted hours.

Ex. 1 - If they take 1 DE course and drop 1 course, they are at 0% completion.

Ex. 2 - If they take 2 DE courses, and drop 1 DE course, they are at 50% completion

**\*\*\*\*Dropping a DE course counts against the 70% rule and, if they go below 70%, a student is placed on Academic Probation with financial aid at whichever college they apply to after high school and WILL NOT be eligible for any financial aid (grants, loans, etc).**

#### **APPEAL PROCESS**

A student who becomes ineligible for aid because they have failed to meet the standards will continue to be ineligible until they reestablish eligibility.

Students below 70% completion should be advised to submit a **financial aid appeal** with financial aid at the University they apply to after graduation.

## SCA Portal

1. Before the semester begins, counselors will receive an emailed list of all students registered in DE courses and all registered courses for each student for the semester.
2. After the third day of class, counselors will receive an updated list of all students registered in DE courses and all registered courses for each student for the semester.
3. After LSUE’s census date (after the last day to drop without a “W” - see the [Academic Calendar](#)), counselors will receive a finalized list of all students registered in DE courses and all registered courses for each student for the semester. This finalized list is the one used for student input into the SCA portal.
4. The updated list will be organized by course, by delivery type, tuition, and by student with a chart included showing the following for verification of totals in the SCA portal: **LSUE Course title, total students enrolled in course, tuition, Delivery type (web or face to face)**
5. LSUE will check the SCA portal before billing the district to verify that the total for each course for your school matches what LSUE will bill the district for the semester. LSUE will assist counselors with ensuring the portal matches district billing.

Sample Student Course Verification list:

Last Name	First Name	School	Course	Section	Cr Hrs	Cost	DELIVERY
Doe	Jane		ENGL1001	D1	3	\$200	web

Sample chart for SCA portal course total counts:

Course	Delivery	Total #	Tuition
ENGL1002	web	6	\$1200

## BILLING

1. High School Point of Contacts will send in Course Registration forms for all interested students for DE courses prior to the 1<sup>st</sup> day of class at LSUE.
2. LSUE will register all students in respective courses and tuition will be charged to each student's LSUE account.
3. A student will not receive a tuition charge for a course if they drop a course prior to the deadline to drop a course without a "W".
4. After the 14<sup>th</sup> day of class, the LSUE Dual Enrollment administration will compile a spreadsheet that includes the following information for all courses taken by students in their district that will be charged to the district in accordance with the MoU:
  - a) Student name
  - b) School name
  - c) Course name
  - d) Section number
  - e) Location of course
  - f) Tuition charge
5. The spreadsheet will be emailed to the district, as well as each high school Point of Contact, for final verification.
6. Once approved by each Point of Contact, a final copy of the spreadsheet, along with an invoice with a total tuition amount, will be mailed to the school district billing department.
7. When LSUE receives district payment, the business office will credit each student's account for tuition for each course taken that semester that will be paid for by the district.

**\*\*\* Note - Student textbooks and access codes downloaded through Bengal Access will be added to the tuition statement after the 14th class day. If a district covers the cost of course materials, then the district will be billed for these textbooks and access codes. If a district does not cover this cost, then students must remember to pay the textbook charges prior to the end of the semester.**

## **Dual Enrollment Midterm Grades**

### **Midterm Progress Report**

1. Midterm grades for all courses taken by students at your school will be reported within one week of the final midterm being administered.
2. Grades will be reported as A, B, C, D, or F.
3. Midterm grades are in progress grades and should not be used as 9-weeks grades.

### **Midterm Academic Intervention - Academy**

1. Any Academy student with a D or F in a course at midterm will be placed on academic intervention.
2. A form will be sent to parents and counselors advising them of the unsatisfactory midterm grade.
3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.

### **Midterm Academic Probation - Academy**

1. Any Academy student with a D or F in a course at midterm of the Spring semester will be placed on academic probation in the Spring if the student was previously on academic intervention for the Fall semester.
2. A form will be sent to parents and counselors advising them of the unsatisfactory midterm grade.
3. The student will be required to attend weekly tutoring, complete a Tutoring Log Sheet and submit the sheet to the Director of Academy weekly.
4. Students will also be required to submit a weekly grade log to the Director.

## **Dual Enrollment Final Grades**

### **Final Grade Report**

1. Final grades for all courses taken by students at your school will be reported within one week of the last final exam being administered.
2. Grades will be reported as A, B, C, D, or F.
3. Counselors must record the students' final grades in the district grading system for all DE courses according to district policy.
4. Students can print unofficial transcripts to be placed in their cumulative folders.
5. Official transcripts can be requested through the Registrar's office for a fee.

### **Requirements for Continuing in the LSUE Dual Enrollment**

In order to remain in LSUE DE the following semester, students must meet the following requirements:

1. Student must have maintained a 2.5 High School GPA and college GPA.
2. Students must have cleared all financial fees.
3. Students must meet all district DE guidelines for continuing.

## WHAT IF I HAVE EXTENUATING CIRCUMSTANCES AND CAN NOT COMPLETE THE SEMESTER BUT I AM PASSING A COURSE?

1. Log onto [www.lisue.edu](http://www.lisue.edu). Select **Academics** and then select **Registrar**.
2. Select the **I Grade Request** form.
3. Complete the form.
4. Submit the form and all supporting documentation (medical records, accident reports, legal documents, receipts) to the Vice Chancellor of Academic Affairs – M102D.
5. The Vice Chancellor of Academic Affairs will review the documentation and make a determination.
6. You will receive a letter stating the decision and your professors will receive a letter if it was determined that you will receive an “I” grade.

### **Important Information:**

- You must have completed 75% of the course material in the course at the time of the request.
- Request must be made prior to the final examination date for the course(s) you are requesting an “I” grade.
- If approved, you must complete all missed work in the course before the last day to add classes the following semester. Failure to do so will result in an “F” in the course(s).

### **Link to I Grade request form -**

<https://www.lisue.edu/registrar/documents/I%20Grade%20Request%20Form.pdf>

## Requesting an Official College Transcript

If your students need an official LSUE transcript, please provide them with the following link from the LSUE Registrar's page.

Click here to request an official LSUE transcript – [LSUE Registrar's Page](#)

<https://www.lsue.edu/registrar/requesttranscript.php>

The LSUE Dual Enrollment Office **CANNOT** send an official transcript to a college or to a high school for students. The student or high school must request official transcripts from the LSUE Office of the Registrar.

Students can print an **unofficial transcript** from their myLSUE to bring to a counselor or to send to a college for advising purposes.

## **List of LSUE DE Associate degrees 100% online**

LSUE offers DE students the following Associates degrees 100% online:

Associates of Arts, LT – Humanities

Associates of Arts, LT – Social Sciences

Associates of Arts, LT – Criminal Justice

Associate of General Studies

Associate of Applied Science – Fire and Emergency Services

## **LSUE Requirements for Associate Degree**

To be eligible for an Associate degree with LSUE, students must complete at least 20% of a degree with LSUE (**15 credit hours**). 45 articulated credit hours within the degree plan can be transferred to LSUE from other approved universities.

## HOW TO APPLY FOR LSUE GRADUATION

1. Meet with your advisor or division head the semester before graduation to complete a degree audit to ensure you are on track to complete your degree the next semester.
2. By the third week of your final semester, complete the following steps:
  - a. Print and fill out the Application for Degree/Certification found at <https://www.lsue.edu/registrar/documents/Graduation%20Application.pdf>
  - b. Check with your advisor to ensure the correct associate degree is selected on the degree application.
  - c. Bring the completed form and the graduation payment fee to the Business Office by the deadline listed in the most recent Registration Guide -<http://www.lsue.edu/academics/registrationguide.php>
3. Important commencement information will be emailed to your LSUE Student email. (Be sure to monitor your email daily.)
4. Remember to order your cap and gown if you want to participate in the graduation ceremony.

