

POLICY & PROCEDURES MEMORANDUM

TITLE:	ADMISSION REQUIREMENTS FOR STUDENTS IN HIGH SCHOOL
EFFECTIVE DATE:	June 15, 2010* <i>(*Procedural Update 7/10/14; Banner Procedural Update 10/26/12)</i>
CANCELLATION:	none
CATEGORY:	Student (SA)

POLICY STATEMENT

High school junior and senior students who are at least 15 years of age may be admitted to Delgado Community College in accordance with the requirements contained in this memorandum. High school juniors and seniors may be admitted as dual enrollment, concurrent enrollment, or summer enrollment.

Any high school student entering Delgado Community College as a dual enrollment, concurrent enrollment, or summer enrollment student is required to meet the eligibility and admission requirements contained in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the admission requirements for students in high school enrolling in Delgado Community College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all high school students applying for admission to Delgado Community College for dual, concurrent, and summer enrollment.

3. **Definitions/Eligibility for College Admission**

High school students may meet requirements for college admission if they fall into one of the following categories:

A. **Dual Enrollment**

A *dual enrollment* student is a high school junior or senior who has been admitted to Delgado while still in high school to earn college credits and Carnegie units. Sophomores may be considered for dual enrollment in special circumstances. In accordance with Louisiana Department of Education provisions, the high school *agrees* that the dual enrollment student will also earn Carnegie units.

B. **Concurrent Enrollment**

A *concurrent enrollment* student is a high school junior or senior who has been admitted to Delgado while still in high school to earn college credits and may also earn Carnegie units. Sophomores may be considered for dual enrollment in special circumstances. The high school *determines if* the concurrent enrollment student will also earn Carnegie units.

C. **Summer Enrollment**

A *summer enrichment* student is a high school junior or senior who has been admitted to Delgado while still in high school to earn college credits and may also earn Carnegie units during the summer.

4. **Admission Requirements for Students in High School**

A. **Dual Enrollment**

A high school junior or senior can be admitted to Delgado Community College while still in high school to earn college credits and Carnegie units.

In accordance with Louisiana Department of Education provisions, the high school *agrees* that the dual enrollment student will also earn Carnegie units. Students eligible for this program may also be eligible for the Louisiana Tops Tech Early Start Funding, which pays for tuition for up to six (6) credit hours per semester; however, students are responsible for applicable fees and books.

Dual enrollment students must meet the following eligibility requirements:

- have written recommendation from the high school principal and parental approval on the completed concurrent/dual enrollment approval form;
- have maintained a “C” or higher average on all work pursued (six semesters) in high school;
- minimum ACT composite of 15 and/or take the Delgado Placement Assessment;
- complete the Delgado Dual Enrollment Application; provide copy of transcript if *not* available through the Student Transcript System (for private, parochial and home school applicants); and
- provide proof/waiver of state-required immunization compliance if attending classes on campus.

To continue enrollment for subsequent semesters, the student must have successfully completed the dual enrollment course with a college grade of A, B, C, or P, and must have a recommendation from the principal and parental approval to continue.

Dual enrollment students are subject to the dual enrollment provisions outlined in the college catalog in effect at the time of Delgado enrollment.

B. Concurrent Enrollment

A high school junior or senior can be admitted to Delgado Community College while still in high school to earn college credits from Delgado and may also earn Carnegie units. Sophomores may be considered for concurrent enrollment in special circumstances. The high school *determines if* the concurrent enrollment student will also earn Carnegie units. Students applying for admission under this category will be responsible for tuition, all applicable fees, and books. High school juniors and seniors are limited to seven (7) credit hours during the first semester and seven (7) credit hours the subsequent semesters if eligibility requirements are met.

Concurrent enrollment students must meet the following eligibility requirements:

- have written recommendation from the high school principal and parental approval on the completed concurrent/dual enrollment approval form;
- have maintained a “C” or higher average on all work pursued (six semesters) in high school;
- take the Delgado Placement Assessment to determine eligibility for the desired course and/or provide ACT scores;
- complete the Delgado Concurrent Enrollment Application;
- provide copy of transcript if *not* available through the Student Transcript System (for private, parochial and home school applicants); and
- provide proof/waiver of state-required immunization compliance if attending classes on campus.

To continue enrollment in subsequent semesters, students must have successfully completed the concurrent enrollment course, with a college grade of A, B, C, or P, and must have a recommendation from the principal and parental approval on the concurrent enrollment form.

Concurrent enrollment students are subject to the concurrent enrollment provisions outlined in the college catalog in effect at the time of Delgado enrollment.

C. **Summer Enrollment**

A high school junior or senior can be admitted to Delgado Community College while still in high school to earn college credits and may also earn Carnegie units during the summer. Students applying for admission under this category will be responsible for tuition, all applicable fees, and books. High school juniors and seniors are limited to six (6) credit hours during the summer session.

Summer enrollment students must meet the following eligibility requirements:

- have written recommendation from the high school principal and parental approval on the completed concurrent/dual enrollment approval form;
- have maintained a “C” or higher average on all work pursued (six semesters) in high school;
- Take the Delgado Placement Assessment to determine eligibility for the desired course and/or provide ACT scores;
- complete the Delgado Community College Concurrent Enrollment Application;
- provide copy of transcript if *not* available through the Student Transcript System (for private, parochial and home school applicants); and
- provide proof/waiver of state-required immunization compliance if attending classes on campus.

To continue enrollment in subsequent semesters, students must have successfully completed the concurrent enrollment course, with a college grade of A, B, C, or P, and must have a recommendation from the principal and parental approval on the concurrent enrollment form.

Summer enrollment students are subject to the concurrent enrollment provisions outlined in the college catalog in effect at the time of Delgado enrollment.

Policy Reference:

Delgado Policy and Procedures Memorandum, [Admission Requirements for First-Time Freshmen](#)

Louisiana Department of Education Bulletin 741, Louisiana Handbook for School Administrators, Section 2327, *High School Credit for College Courses*

Louisiana Department of Education Bulletin 741, Louisiana Handbook for School Administrators, Section 2329, *Early College Admissions*

Louisiana Revised Statute 17:221 (School Attendance; Compulsory Ages)

Louisiana Revised Statute 17:3151 (Federal Draft Registration)

Louisiana Revised Statute 17:170 (Immunization Requirements)

Review Process:

Admissions Council 2/22/10;

Academic and Admissions Standards Committee 4/7/10

Academic Affairs Council 4/16/10;

Student Affairs Directors/ Student Affairs Council 5/28/10;

College Council 6/15/10

Banner Procedural Update – Vice Chancellor for Student Affairs Approval 10/26/12

Procedural Update – Vice Chancellor for Student Affairs Approval 7/10/14

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