

## **POLICY TITLE: DUAL ENROLLMENT PROGRAM**

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### **I. Purpose**

The College recognizes that there are instances where high school students are academically ready to earn college credit. In these instances, the College will provide qualified students with educational enrichment through dual enrollment.

### **II. Scope**

This policy applies to qualified high school juniors and seniors.

### **III. General**

Dual enrollment affords students educational enrichment in specific areas where unusual ability and interest are displayed, especially in courses and academic areas not available in the students' high school. High school credit may or may not be granted at the discretion of the participating high school.

In order for a student to qualify for dual enrollment the following conditions must be met:

Applicants must:

1. Be working toward high school graduation requirements;
2. Have attained junior or senior high school standing prior to applying for the program.
3. Complete a College application;
4. Submit written approval from their authorized high school official each semester of attendance;
5. Mail or bring the application, the nonrefundable \$10 application fee, and letter of authorization to the LCC Enrollment Services/Admissions Office prior to enrolling in classes. Applicants may also submit an online application via the internet at our web address <http://www.lansing.cc.mi.us>.
6. Comply with basic skills assessment and any additional approvals or prerequisites established by the department for the course(s) in which the student wishes to enroll.

#### **IV. Responsibility**

The College's Registrar is responsible for preparing procedures to implement this policy.