



**LOUISIANA STUDENT FINANCIAL ASSISTANCE  
COMMISSION  
OFFICE OF STUDENT FINANCIAL ASSISTANCE**

*Student Financial Aid Bulletin*

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TOPICS:	Dual Enrollment Program changes

Emergency Rules addressing changes to the Dual Enrollment Program were approved at the June 12, 2008 LASFAC Meeting. A copy of the complete Emergency Rule is posted on LOSFA's website at [www.osfa.state.la.us](http://www.osfa.state.la.us).

Amendments to the program addressed in the Emergency Rules are outlined below:

- **Name of the Program** – Changes the name of the program from the “Dual Enrollment Program” to the Early Start Program to distinguish the program from other dual enrollment programs.
- **Eligible Postsecondary Institutions** – Allows members of the Louisiana Association of Independent Colleges and Universities (LAICU) to participate in the program.
- **Initial Eligibility General Criteria** – Adds a requirement that the student must be at least fifteen (15) years of age.
- **Initial Eligibility Specific Criteria for College Degree Courses** – Changes the criteria for students graduating in 2012 and later to require that they be working towards and on track to complete the Core IV core curriculum. Changes the minimum ACT score to enroll in college courses from 17 to 18 (optional for the fall semester or fall and winter terms of the 2008-2009 academic year (college) and mandatory for spring semester or term of the 2008-2009 academic year (college).)
- **Initial Eligibility Specific Criteria for Enrichment/Developmental Courses** – Changes the criteria for students graduating in 2012 and later to require that they be working towards and on track to complete the Core IV core curriculum. Changes the minimum PLAN composite score from 12 to 14 and the minimum ACT composite from 12 to 15 to enroll in enrichment/developmental courses (optional for the fall semester or fall and winter terms of the 2008-2009 academic year (college) and mandatory for spring semester or term of the 2008-2009 academic year (college).)
- **Initial Eligibility Specific Criteria for Work Skills Courses** – Changes the criteria for students graduating in 2012 and later to be working towards and on track to complete the Core IV core curriculum or to be working towards and on track to graduate from high school and have declared

a Career Area of Concentration. Changes the minimum PLAN composite score from 12 to 14 and the minimum ACT composite from 12 to 15 to enroll in work skills courses (optional for the fall semester or fall and winter terms of the 2008-2009 academic year (college) and mandatory for spring semester or term of the 2008-2009 academic year (college)) OR the student may qualify by having a WorkKeys Bronze Certificate.

- **Continuing Eligibility Criteria** – Adds a provision requiring the student to obtain permission from both the high school and the college to continue in the program if the student’s registration in a course is cancelled.
- **Responsibilities of High Schools** – Requires high schools to note certain academic information regarding Early Start courses in the student’s permanent high school academic records unless the student withdraws before the college census day or the student’s enrollment in the course is cancelled.
- **Responsibilities of Postsecondary Institutions** – Requires postsecondary institutions to note certain academic information regarding Early Start courses in the student’s permanent postsecondary academic records unless the student withdraws before the college census day or the student’s enrollment in the course is cancelled.
- **Responsibilities of the Board of Regents** – Adds a requirement that the Board of Regents post a list of courses offered by LAICU institutions that may be used to participate in the program on the Board of Regent’s website. Adds a requirement that the Board of Regents provides specifications for submitting student level outcome data.

#### LEGISLATION NOTICE

SB 482 has been passed by the Legislature during the 2008 session and now has been forwarded to the Governor for executive action. If the bill is signed or not vetoed by the Governor, it will become law on August 15, 2008 and will apply to the 2008-2009 academic year. Pursuant to this bill, students attending nonpublic high schools and students enrolled in home school programs will be allowed to participate in the Early Start Program at their own expense. Such students must meet the same initial and continuing eligibility requirements as public school students. This bill provides that the tuition to be paid by these students shall be at the same rate “as is paid by the state on behalf of a student attending a public high school.”

#### TOP Tech Early Start

The TOPS Tech Early Start Program still exists and is currently funded. However, campuses of the Louisiana Technical College should be aware that students who can qualify for TOPS Tech Early Start will also qualify for Early Start work skill courses and the school can bill at the higher amount.

If you have questions regarding these program changes, you may contact Bonnie Lavergne, Special Programs Administrator, at 225-922-0412 or blavergne@osfa.state.la.us.

## DECLARATION OF EMERGENCY

### Student Financial Assistance Commission Office of Student Financial Assistance

Scholarship/Grant Programs  
(LAC 28:IV:1401, 1403, 1405, 1407, 1409, 1413, 1415 and 1417)

The Louisiana Student Financial Assistance Commission (LASFAC) is exercising the emergency provisions of the Administrative Procedure Act [R.S. 49:953(B)] to amend and re-promulgate the rules of the Scholarship/Grant programs (R.S. 17:3021-3025, R.S. 3041.10-3041.15, and R.S. 17:3042.1.1-3042.8, R.S. 17:3048.1, R.S. 56:797.D(2)).

The emergency rules are necessary to implement changes to the Scholarship/Grant programs to allow the Louisiana Office of Student Financial Assistance and state educational institutions to effectively administer these programs. A delay in promulgating rules would have an adverse impact on the financial welfare of the eligible students and the financial condition of their families. LASFAC has determined that these emergency rules are necessary in order to prevent imminent financial peril to the welfare of the affected students.

This rulemaking will amend Chapter 14 to LASFAC's Scholarship/Grants rules to rename the Dual Enrollment Program as the Early Start Program; amend the initial eligibility requirements; provide definitions for Career Area of Concentration, Census Day, and LAICU; and add LAICU members to the postsecondary institutions authorized to participate in the program.

This declaration of emergency is effective June 12, 2008, and shall remain in effect for the maximum period allowed under the Administrative Procedure Act. (SG0896E)

### Chapter 14. Early Start Program

#### §1401. General Provisions

A. The Early Start Program is administered by the Louisiana Office of Student Financial Assistance (LOSFA) in accordance with a memorandum of understanding by and between the Louisiana Board of Regents and the Louisiana Student Financial Assistance Commission (LASFAC).

B. Description, History and Purpose. The Early Start Program is established to provide funding to eligible Louisiana postsecondary institutions that enroll eligible 11th and 12th grade Louisiana public high school students in college degree, developmental, or work skills courses. The purpose of the Early Start Program is to provide an incentive for qualified Louisiana public high school students to prepare for a postsecondary education or career.

C. Effective Date. Early Start Program payments shall be made beginning with the 2007-2008 award year to postsecondary institutions for 11th and 12th grade students meeting the eligibility criteria set forth in this Chapter.

D. Eligible Semesters/Terms. The Early Start Program will pay for enrollment in each college course during each semester or term of the

academic year. Early Start Program will not pay for summer semesters or sessions.

E. Award Amount. The Early Start Program will pay postsecondary institutions \$100 per college credit hour, not to exceed \$300 per course, for each course in which the student is eligible to enroll.

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2609 (December 2007), amended LR 34:240 (February 2008).

#### §1403. Definitions

A. Words and terms not otherwise defined in this Chapter shall have the meanings ascribed to such words and terms in this Section. Where the masculine is used in these rules, it includes the feminine, and vice versa; where the singular is used, it includes the plural, and vice versa.

\* \* \*

*Career Area of Concentration* – a coherent sequence of courses or field of study approved by BESE that prepares a high school student for a first job and/or further education and training. It includes four sequential related credits in a

specific area plus two credits in a related field; one must be a basic computer course.

*Census Day* - 14th class day (or equivalent) census of current term enrollment.

*College Degree Course*—a course in an academic subject at a Louisiana postsecondary institution that generates postsecondary institutional credit and (1) appears on the current Board of Regents' Statewide General Education Course Articulation Matrix for public postsecondary institutions or (2) appears on a list of courses approved by the Board of Regents for LAICU postsecondary institutions.

*Eligible Postsecondary Institution*—Louisiana public colleges or universities and regionally accredited independent colleges or universities which are members of the LAICU.

*Enrichment/Developmental Course*—an English or mathematics course at an eligible Louisiana postsecondary institution that generates postsecondary institutional credit, but not degree credit, and is designed to prepare the student for college-level instruction.

*LAICU*-Louisiana Association of Independent Colleges and Universities.

*Work Skills Course*—a course at an eligible Louisiana postsecondary institution in a skill or occupational training area that is designed to lead to an industry-based certificate and, for students required to have a declared Career Area of Concentration, will contribute to the student's Career Area of Concentration.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

**HISTORICAL NOTE:** Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2610 (December 2007), amended LR 34:240 (February 2008).

### **§1405. Establishing Eligibility**

A. To establish eligibility for the Early Start Program, all student applicants must meet the following criteria:

1. be in the 11th or 12th grade in a Louisiana public high school;
2. be at least 15 years of age;

3. have taken either the PLAN<sup>®</sup> or ACT assessment (or SAT) and those scores are on file at the high school;

4. have completed and submitted a Early Start Program application to the high school in which the student is enrolled;

5. be approved by the high school in which the student is enrolled to participate in the program and to enroll in the course or courses; and

6. be enrolled in a course for which both high school and college credit is attempted and for which a Early Start Program payment is made.

B. Enrollment in a College Degree Course. In addition to the eligibility criteria in Paragraphs A.1-6.:

1. a. for students graduating from high school in academic years (high school) 2008-2009 through 2010-2011, the student must be working towards and on track to complete the Regents/TOPS core by high school graduation; or

- b. for students graduating from high school in academic years (high school) 2011-2012 and thereafter, the student must be working towards and on track to complete the Louisiana Core 4 curriculum as approved by the Board of Elementary and Secondary Education;

2. a. through the fall semester or fall and winter term of the 2008-2009 academic year (college) have a PLAN<sup>®</sup> or ACT (or an equivalent SAT) composite score of at least 17 to enroll in a college degree course unless the postsecondary institution requires the student to meet the criteria in §1405.B.2.b. below;

- b. for the spring semester or term of the 2008-2009 academic year (college) and thereafter, have a PLAN<sup>®</sup> composite score of at least 17 or ACT (or an equivalent SAT) composite score of at least 18 to enroll in a college degree course;

3. have a PLAN<sup>®</sup> or ACT (or an equivalent SAT) English sub-score of at least 18 or meet the postsecondary institution's pre-requisite requirement to enroll in an entry level English college degree course;

4. have a PLAN<sup>®</sup> or ACT (or an equivalent SAT) mathematics sub-score of at least 18 or meet the postsecondary institution's pre-requisite requirement to enroll in an entry level mathematics college degree course.

C. Enrollment in an Enrichment/Developmental Course. In addition to the eligibility criteria in Paragraphs A.1-6:

1. a. for students graduating from high school in academic years (high school) 2008-2009 through 2010-2011, the student must be working towards and on track to complete the Regents/TOPS core by high school graduation; or

b. for students graduating from high school in academic years (high school) 2011-2012 and thereafter, the student must be working towards and on track to complete the Louisiana Core 4 curriculum as approved by the Board of Elementary and Secondary Education;

2. a. through the fall semester or fall and winter term of the 2008-2009 academic year (college), have a PLAN<sup>®</sup> or ACT (or an equivalent SAT) composite score of at least 12 to enroll in an enrichment/developmental course unless the postsecondary institution requires the student to meet the criteria in §1405.C.2.b. below;

b. for the spring semester or term of the 2008-2009 academic year (college) and thereafter, have a PLAN<sup>®</sup> composite score of at least 14 or ACT (or an equivalent SAT) composite score of at least 15 to enroll in an enrichment/developmental course or meet the postsecondary institution's prerequisite requirement to enroll in the course;

D. Enrollment in a Work Skills Course. In addition to the eligibility criteria in Paragraphs A.1-6, a student must have:

1. a. though the fall semester or fall and winter term of the 2008-2009 academic year (college), have a PLAN<sup>®</sup> or ACT Composite score (or an equivalent SAT score) of at least 12 unless the postsecondary institution requires the student to meet the criteria in §1405.D.1.b. below or a WorkKeys Bronze Certificate.

b. for the spring semester or term of the 2008-2009 academic year (college) and thereafter, PLAN<sup>®</sup> composite score of 14 or ACT Composite score (or an equivalent SAT score) of at least 15 or a WorkKeys Bronze Certificate.

2. a. for students graduating from high school in academic years (high school) 2008-2009 through 2010-2011 and thereafter:

i. be working towards and on track to complete the Regents/TOPS core curriculum by high school graduation, or

ii. be working towards and on track to graduate from high school and have a declared Career Area of Concentration;

b. for students graduating from high school in academic year (high school) 2011-2012 and thereafter:

i. be working towards and on track to complete the Louisiana Core 4 curriculum as approved by the Board of Elementary and Secondary Education, or

ii. be working towards and on track to graduate from high school and have declared a Career Area of Concentration;

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2610 (December 2007), amended LR 34:240 (February 2008).

#### **§1407. Continuing Enrollment**

A. To continue enrollment in subsequent semesters/terms in the Early Start Program, the student must:

1. have successfully completed and earned credit in the last course(s) in which a student enrolled through the Early Start Program. If the student resigns, or withdraws from a course or the student's registration in the course is cancelled, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms;

A.2 - 3. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2610 (December 2007), amended LR 34:241 (February 2008).

#### **§1409. Responsibilities of High Schools and School Boards**

A.1. - 4.b. ...

B. By forwarding the student's application to the postsecondary institution, the student's high school certifies that it has determined that the student has met all criteria in §1405.A to participate in the Early Start Program and has approved the student's participation in the program and the course or courses in which the student will be enrolled.

C. Student must be enrolled in a college course for which high school credit is attempted and recorded on the student's secondary permanent academic record, including the high school course, units attempted, units earned, and course grade, unless the student withdraws before the college's census date or the student's enrollment is cancelled.

D. At the end of each semester or term of participation in the program, the student's high school shall determine whether the student has met the criterion in §1407.A.1 for continued enrollment in the Early Start Program. If the student is determined eligible and the high school approves the student's continued participation in the program, it shall so notify the postsecondary institution and provide the course or courses approved for enrollment.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

**HISTORICAL NOTE:** Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2610 (December 2007), amended LR 34:241 (February 2008).

### **§1413. Responsibilities of Eligible Louisiana Postsecondary Institutions**

A. Each eligible Louisiana postsecondary institution that participates in the Early Start Program shall:

1. be responsible for determining that the student meets the PLAN or ACT eligibility criteria provided in §1405.B-D;

2. reserve Early Start Program funds when the student is accepted and enrolled in an appropriate course;

3. submit a payment request to LOSFA for students enrolled at the institution for whom a reservation was made as follows:

- a. for each student eligible for the Early Start Program who is enrolled at the end of the

14th class day or later for semester schools, or the 9th class day or later for quarter and term schools;

- b. payment request amount. Each semester or term, the postsecondary institution in which a student is enrolled in an Early Start course shall submit a payment request to LOSFA within 30 days of the census date of the semester/term for which payment is requested in the amount of \$100 per credit hour in which the student is enrolled, not to exceed \$300 for each college course;

- c. the postsecondary institution may not charge the student any mandatory institutional and tuition fees for enrollment in a course paid for by the Early Start Program;

- d. the payment request shall include the social security number, college code, high school code, term, date, college course type, hours attempted, and amount requested for each student;

4. for students who have been previously enrolled in the Early Start Program, determine whether the student is in good standing at that institution;

5. by submitting a payment request to LOSFA, the postsecondary institution certifies that:

- a. the student meets the eligibility criteria provided in 1405.B-D for the college course in which the student is dually enrolled;

- b. the student was enrolled at the end of the 14th class day or later for semester schools, or the 9th class day or later for quarter and term schools;

- c. the student's high school has provided notice that the student is eligible for and has been approved to continue participation in the program; and

- d. the student's high school has provided notice of the course or courses approved for enrollment;

- e. the student is in good standing at the institution;

6. Student must be enrolled in a college course for which college credit is attempted and recorded on the student's postsecondary permanent academic record, including the college course, credit attempted, credit earned, and course grade, unless the student withdraws before the college's

census date or the student's enrollment is cancelled.

7. Each participating eligible Louisiana postsecondary institution shall report student level outcome data to the Board of Regents according to specifications defined by the Board of Regents.

#### B. Records Retention

1. Records pertaining to the Early Start Program are subject to audit as required by LOSFA, LASFAC, the Louisiana Board of Regents, and the Louisiana Legislative Auditor. Postsecondary institutions shall maintain all records for a minimum of three years. All such records shall be made available upon request by LOSFA, LASFAC, the Louisiana Board of Regents and the Louisiana Legislative Auditor.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

**HISTORICAL NOTE:** Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2611 (December 2007), amended LR 34:241 (February 2008).

#### **§1415. Responsibilities of the Board of Regents**

A. The Board of Regents shall provide a student application to participate in the Early Start Program.

B. The Board of Regents shall maintain a Statewide General Education Course Articulation Matrix.

C. The Board of Regents shall list the courses offered by LAICU postsecondary institutions that are approved for use in the Early Start Program. The Board of Regents shall review the list of LAICU courses at least on an annual basis and shall post the list on the Board of Regents web site.

D. In the event that the funds appropriated for the Early Start Program are insufficient to pay for all eligible students, the Board of Regents shall develop, approve and deliver a plan to LOSFA to address the shortfall.

E. The Board of Regents shall provide specifications for submitting student level outcome data as required by §1413.A.7.

**AUTHORITY NOTE:** Promulgated in accordance with R.S. 17:3021-3036, R.S. 17:3042.1, R.S. 17:3048.1 and R.S. 17:3048.5.

**HISTORICAL NOTE:** Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2611 (December 2007), amended LR 34:242 (February 2008).

#### **§1417. Responsibilities of LOSFA**

A. Upon receipt of payment requests from institutions submitted in accordance with §1413.A, LOSFA shall pay the institution for each eligible student in accordance with §1413.

B. LOSFA shall conduct audits of the participating eligible Louisiana postsecondary institutions to ensure compliance with program requirements.

C. LOSFA shall provide the information necessary to fully inform Louisiana public high school students and their parents on the requirements of and procedures for applying for and maintaining eligibility for the Early Start Program.

D. LOSFA shall audit high schools and postsecondary institutions to ensure compliance with these rules.

E. LOSFA shall maintain a database of all students who have participated in the Early Start Program, including social security number, college code, high school code, term, date, college course type, hours attempted, payment amount, and aggregate amount paid.

F.1. After the receipt of fall semester or term payment requests, but no later than October 15 of each year, LOSFA shall determine whether sufficient funds are available for all anticipated program payments for subsequent semesters and terms of the academic year.

2. In the event projections indicate sufficient funds are not available, LOSFA shall notify the Board of Regents.

3. In the event additional funds are not allocated for all program payments anticipated for subsequent semesters and terms during the academic year, the Board of Regents shall develop, approve and deliver a plan to LOSFA to address the shortfall.



AUTHORITY NOTE: Promulgated in accordance with R.S. 17:3021-3023 and R.S. 17:3129.7.

HISTORICAL NOTE: Promulgated by the Student Financial Assistance Commission, Office of Student Financial Assistance, LR 33:2611 (December 2007), amended LR 34:242 (February 2008).

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George Badge Eldredge  
General Counsel

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