

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

***Student Financial Aid Bulletin***

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DISTRIBUTION:	College, University and LAICU Chancellors, Financial Aid Offices, Business Offices, Registrars and Auditors; Louisiana Legislators, Officials and the Congressional Delegation; Higher Education Board; Libraries; Commission Members; Technical College Campus Deans and Student Personnel Services Officers
PROGRAM:	Dual Enrollment Program
TOPIC:	Emergency Rules

The Louisiana Student Financial Assistance Commission approved an Emergency Rule and authorized publication of a Notice of Intent to make the rules permanent at its meeting on July 19, 2007 that adds Chapter 14 to the Scholarship/Grant Program Rules to implement the Dual Enrollment Program. Starting with the 2007-08 academic year, this program provides funding to Louisiana public postsecondary institutions that enroll eligible 11th and 12th grade Louisiana public high school students in college degree, developmental, or work skills courses. Eligible postsecondary institutions will receive \$100 per college credit hour, not to exceed \$300 per course, for each course in which an eligible student is enrolled (summer terms are excluded). The proposed rules set the initial and continuing eligibility requirements, the roles and responsibilities of the participants, and general guidelines for the program.

Generally, the program targets high school juniors and seniors who are on track to complete the Regents/TOPS core curriculum by their high school graduation and whose parents consent to their participation. After completing an application and receiving approval from their high school, students take courses at an eligible Louisiana college or university where they simultaneously earn high school and college credit for a successfully completed course. The type of course in which the student may enroll is based on their score on either the PLAN or ACT assessment as follows:

Type of Course		Minimum Plan or ACT Score
<b>College Degree Course</b>	Other than English or Mathematics	17 Composite Score
	Entry Level English	17 Composite Score and 18 English Sub-score
	Entry Level Mathematics	17 Composite Score and 18 Mathematics Sub-score
<b>Enrichment/ Developmental Course</b>	English	12 Composite Score and 12 English Sub-score
	Mathematics	12 Composite Score and 12 Mathematics Sub-score
<b>Work Skills Course</b>	All	12 Composite Score

To maintain eligibility for the program, students must remain in good standing at both the high school and college or university, successfully complete their college level courses, and continue to meet the initial eligibility criteria. Students who resign or withdraw from their college course may reenter the program with the permission of the high school and college.

For additional information, please contact our Customer Service Department at 1-800-259-5626, Ext. 1012 or send an e-mail to [www.custserv@osfa.la.gov](mailto:www.custserv@osfa.la.gov).

## **DECLARATION OF EMERGENCY**

### **Student Financial Assistance Commission Office of Student Financial Assistance Scholarship/Grant Programs (LAC 28:IV:Chapter 14)**

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 add Chapter 14 to LASFAC's Scholarship/Grants rules to implement the Louisiana Dual Enrollment Program. The Program will provide Louisiana public high school students with an incentive to prepare for college or for employment. The Program allows high school students to dually enroll in postsecondary academic courses, enrichment/development courses, and work skills courses. The Program will pay participating postsecondary institutions up to \$300 per course at \$100 per credit hour, for each student who meet the program requirements and participated in the program.

This declaration of emergency is effective July 19, 2007, and shall remain in effect for the maximum period allowed under the Administrative Procedure Act. (SG0890E)

## Title 28 EDUCATION

### Part IV. Student Financial Assistance- Higher Education Scholarship and Grant Programs

#### Chapter 14. Dual Enrollment Program

##### §1401. General Provisions

A. The Dual Enrollment 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 Dual Enrollment Program is established to provide funding to Louisiana public 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 Dual Enrollment Program is to provide an incentive for qualified Louisiana public high school students to prepare for a postsecondary education or career.

C. Effective Date. Dual Enrollment 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 Dual Enrollment Program will pay for enrollment in each college course during each semester or term of the academic year. Dual Enrollment Program will not pay for summer semesters or sessions.

E. Award Amount. The Dual Enrollment 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

##### §1403. Definitions

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.

*Academic Year*—The academic year begins with the fall semester or term of the award year, includes the winter term, if applicable, and concludes with the completion of the spring semester or term.

*College Degree Course*—a course in an academic subject at a Louisiana postsecondary institution that generates postsecondary institutional credit and appears on the current Board of Regents' Statewide General Education Course Articulation Matrix.

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

*Postsecondary Institution*—Louisiana public colleges or universities.

*Work Skills Course*—a course at a Louisiana postsecondary institution in a skill or occupational training area that is designed to lead to an industry-based certificate.

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

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

A. To establish eligibility for the Dual Enrollment 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 working towards and on track to complete the Regents/TOPS core curriculum by high school graduation;
3. Have taken either the PLAN or ACT assessment and those scores are on file at the high school;
4. Have completed and submitted a Dual Enrollment 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 available and is for which a Dual Enrollment Program payment is made .

B. Enrollment in a College Degree Course. In addition to the eligibility criteria in Section A.1-6, a student must have a PLAN or ACT:

1. Composite score of at least 17 to enroll in a college degree course.
2. English sub-score of at least 18 to enroll in an entry level English college degree course.
3. Mathematics sub-score of at least 18 to enroll in an entry level Mathematics college degree course.

C. Enrollment in an Enrichment/Developmental Course. In addition to the eligibility criteria in Section A.1-6, a student must have a PLAN or ACT:

1. Composite score of at least 12 to enroll in an enrichment/developmental course.
2. English sub-score of at least 12 to enroll in an English enrichment/developmental course.
3. Mathematics sub-score of at least 12 to enroll in a mathematics enrichment/developmental course.

D. Enrollment in a Work Skills Course. In addition to the eligibility criteria in Section A.1-6, a student must have a PLAN or ACT Composite score of at least 12.

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

#### **§1407. Continuing Enrollment**

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

1. Have successfully completed and earned credit in the last course(s) in which a student enrolled through the Dual Enrollment Program. If the student resigns or withdraws from a course, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms.
2. Be in good standing at the postsecondary institution.
3. Continue to meet eligibility requirements in §1405.

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

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

A. The student's high school shall:

1. Determine whether the student meets the initial eligibility criteria provided in §1405.A;
2. Approve or disapprove the student's participation in the program;
3. Approve the course or courses in which the student will enroll;
4. Provide to the postsecondary institution at which the student will be dually enrolled:

- a. The student's approved application; and
- b. The student's PLAN and/or ACT test scores, including sub-scores on those tests required to enroll to enroll in specific courses as provided in §1405.B.-D.

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 Dual Enrollment Program and has approved the student's participation in the program and the course or courses in which the student will be enrolled.

C. Upon completion of the course, the high school shall include the high school course, units attempted, units earned, and course grade on the student's permanent high school transcript.

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 Dual Enrollment 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

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

A. Each Louisiana public postsecondary institution that participates in the Dual Enrollment Program shall:

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

2. Reserve Dual Enrollment 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 Dual Enrollment Program who is enrolled at the end of the 14th class day for semester schools, or the 9th class day for quarter and term schools.

b. Payment Request Amount. Each semester or term, the postsecondary institution in which a student is dually enrolled shall submit a payment request to LOSFA 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 Dual Enrollment 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 Dual Enrollment 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 for semester schools, or the 9th class day 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. Upon completion of the course, the postsecondary institution shall include the college course, credit attempted, credit earned, and course grade on the student's permanent postsecondary education transcript.

#### **B. Records Retention.**

Records pertaining to the Dual Enrollment 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

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

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

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

C. In the event that the funds appropriated for the Dual Enrollment 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.

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 31:3111 (December 2005).

#### **§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 Louisiana public 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 Dual Enrollment 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 Dual Enrollment 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

#### **§1419. Responsibilities of LASFAC**

LASFAC shall promulgate administrative rules in accordance with the Louisiana Administrative Procedure Act, in consultation with the Louisiana Board of Regents and in accordance with a Memorandum of Understanding entered into by and between LASFAC and the Louisiana Board of Regents.

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

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