



CONCURRENT/DUAL CREDIT

STUDENT GUIDE

2021/2022

Contents

Transfer Information

- Course transfer
- Reverse Transfer

Definition

Eligibility

Student Responsibilities

Payment and Financial Aid/Scholarships

- Jump Start (Concurrent/Dual Enrollment Assistance (JS/DE) Scholarship

Excel in Career and Technical Education Initiative

Enrollment

Textbooks

Attendance

Adding or Dropping a Course

- Transferring Schools or Leaving Labette/Cherokee County

Grades and Privacy

Student Email Accounts

Accessing RedZone

Incomplete and Grade Appeals

Important Dates

- Enrollment Deadline
- Date to Drop
- Final Exams
- Final Grades

Transcript requests

Student Conduct

***Continuity of Instruction**

Transfer Equivalencies from Labette Community College

If you are planning to attend another college after LCC, you will need to know how your classes are going to transfer. If you have questions, please contact the Admissions Office at (620) 820-1264. For additional information visit: [LCC Transfer Equivalency Page](#)

Kansas Board of Regents has taken the guess work out of college transfer within the Kansas' public community colleges, technical colleges, and universities listed below:

Emporia State University
Fort Hays State University
Grantham University
Kansas State University
Missouri Southern State University
Pittsburg State University
Southwestern College
University of Kansas
Washburn University
Wichita State University

Course Transfer

There is a growing list of courses approved by the Kansas Board of Regents for guaranteed transfer among all Kansas public postsecondary institutions. From College Algebra and English Composition, I & II, to Public Speaking and Art Appreciation, a student who completes a course listed as a guaranteed transfer course at any Kansas public community college, technical college, or university can be certain that he or she can transfer that course to any other Kansas public institution in pursuit of a degree or credential. For additional information about transfer courses visit: [Kansas Board of Regents Transfer Articulation Page](#)

Reverse Transfer

Students who transfer to a Kansas public university from a Kansas public community college or technical college (or vice versa) are eligible for Reverse Transfer, which allows for the attainment of any associate degree for which one is eligible along the way to additional certificates and degrees. Within a student's first semester, those who transfer coursework from a public university, community college or technical college will be notified if they are eligible to be considered for reverse transfer degree status, and which courses are needed to finish the related degree. Students who then complete the coursework for a given associate degree will be eligible to receive that degree, administered automatically by correspondence between the new institution and the university, community college or technical college the student last attended.

Definition

A concurrent course is a college course that is taught at a high school, by a college approved high school teacher during the normal school day. These are college courses that are accepted by the high school to satisfy specific high school requirements. **Students or parents who have questions about concurrent issues should direct them to the college, NOT the high school.**

Eligibility

To be eligible, students must be in grades 10, 11 or 12. A freshman student who has been designated as “gifted” may enroll only upon submission of a completed and current Individualized Educational Plan (IEP) to the LCC Admissions Office at the time of enrollment. The IEP must indicate the student is recommended for college classes as part of his/her plan. The dates of the IEP must cover time of enrollment.

All students must be approved for enrollment and have appropriate placement scores for college admission. The high school principal and counselor must verify/authorize the student’s application for enrollment.

Student Responsibilities

Students are responsible for tuition, fees, and the cost of the required textbooks and supplies associated with the course. For information regarding the Excel & CTE Initiative courses (formerly referred to as SB155 courses) see p. 5 of this guide.

Students are responsible for dropping/withdrawing from a course by the stated college deadline **in writing** if they do not want to continue in the course. Dropping the high school course, or changing schedules at the high school does not drop the student from the college course. Students must notify their high school counselor before dropping/withdrawing from a course.

Students must request their college transcripts from LCC be sent to other colleges or universities they plan to attend by following this link: [Transcript Request](#)

Payment and Financial Responsibilities

For fall and spring coursework, students are expected to make full payment or set up a payment plan when they enroll. For summer coursework, full payment must accompany the enrollment form—there is no payment plan option. Online fees are waived in the fall and spring semesters, but **ARE NOT** waived in the summer semester. All forms can be found on the Concurrent/Dual Credit website at this link: [LCC Concurrent/Dual Credit Web Page](#) By following this link, you may make a one-time secure payment: [Secure Payment Link](#). **We cannot accept payment forms by email or fax—they must be mailed or submitted in person.**

Students who have balances for any reason from prior semesters will not have grades or transcripts released and will not be allowed to enroll in courses the following semester.

Students can view their accounts by logging into RedZone. Parents are not given access to the college online system due to FERPA regulations. High school students can print the information for their parent or guardian, but may not give out username/password information to anyone.

High school students are not eligible for Federal Financial Aid or textbook scholarships. They are eligible for the **Jump Start** scholarship designed for high school students.

Jump Start (Concurrent/Dual Enrollment Assistance (JS/DE) Scholarship

Concurrent/Dual Credit students are not required to fill out a Jump Start scholarship form. The scholarship will be automatically awarded to students attending Kansas high schools with a properly completed Concurrent/Dual Credit Enrollment Form. The scholarship covers tuition. The student must still pay fees and textbook costs.

Excel in CTE Initiative

The Governor's CTE Bill, was passed into law on July 1, 2012. The main purpose of the bill is to stimulate growth in Career & Technical Education at both the secondary and post-secondary level in Kansas. The Kansas workforce will increasingly demand a more highly-technical and highly-skilled worker and this bill is aimed at meeting those future demands. Some LCC courses may qualify for this initiative. **A student must have a legal permanent Kansas address to be eligible.** Additional information can be found at this link: [Excel and CTE Initiatives](#)

Enrollment

Students must complete placement testing (ACT, SAT, or ACCUPLACER) with qualifying scores prior to enrollment. Placement testing information can be found on p. 25 in the LCC Catalog by following this link (Placement Testing-- Procedure 3.22): [Placement Testing](#)

Concurrent/Dual Credit enrollment forms must be completed by the counselor or the LCC Building Coordinator at the high school. To be considered "complete", the form must have four signatures: the principal, counselor, student, and parent/guardian (even if the student is 18 years of age or older). Students must be completely enrolled (forms must be received by the college, not just turned in to the high school) by the cut-off date for enrollment each semester. After that date, no students can enroll.

Students cannot receive credit for high school courses they have taken in the past. There is no "retroactive" credit. They must be enrolled in the college course the semester that they receive credit.

Students must be enrolled by the last date to enroll specified by the college each semester. High school dates or deadlines may not be the same as LCC for concurrent courses, but the college dates and deadlines will apply to dual credit (courses taught by LCC instructors) courses.

Textbooks

Textbooks are a legitimate expense for all college students. This cost is the responsibility of the student. Some high schools elect to purchase or rent LCC textbooks for use. Students must be aware if their school does not supply textbooks as they will need to purchase books by the beginning of the classes. LCC has partnered with a third-party vendor for books. This arrangement will allow students to purchase or rent and, in some cases, get digital access to books. The vendor may also supply a link to a "Marketplace Seller". Students who purchase textbooks from the LCC online bookstore can typically sell them back at the end of the semester. Follow this link to the LCC online bookstore: [Bookstore | Labette Community College](#)

Attendance

Regular class attendance is essential for success in college courses. The attendance policy for students is set by the instructor and is included on the course syllabus that is handed out on the first day of class. Students should discuss any absence with their instructor in advance of the absence as this may result in a lowered grade or involuntary withdrawal from the course. High school activities are not automatically excused.

Adding or Dropping a Course

It is the student's responsibility to drop a course. High School students should contact the high school counselor or LCC Building Coordinator before making any changes (adding/dropping courses) to their schedules. Appropriate approvals must be in place to ensure the change will not be in conflict with high school policies. Students who do not drop a course and fail to attend or submit work will receive the grade they earn for the course. **The request to drop a course must be written and submitted to the LCC Concurrent/Dual Credit Coordinator.**

Transferring Schools or Leaving Labette/Cherokee County

Students who change schools during the semester can sometimes be switched to a concurrent course at their new school if there is a comparable one. As this is not always the case, appropriate transfers will be considered on an individual basis. Students who transfer out of Labette/Cherokee County during the semester may drop the course before the drop/withdrawal date deadline; otherwise they will receive the grade earned.

Grades and Privacy

Dual credit students access their grades through the RedZone gradebook. Concurrent credit students should access grades through the high school online platform. Parents of high school students are not given access to the online system due to FERPA regulations (privacy laws). **Students must not give their ID/password to anyone.**

Instructors of college courses are not allowed to discuss student matters with parents unless they have gone through the permission process with the LCC Registrar. Page two of the high school enrollment form found on the website must be completed and on file with Admissions once per academic year to grant parental access to student information. Parents/guardians may be asked to bring the current year's tax return showing the student is claimed as a **dependent**.

Student Email Accounts

Email account information will be sent to the student by mail from LCC. All students are assigned an LCC student email account and are expected to use it for all correspondence with LCC. Students are expected to check it regularly for messages and information which may be sent by the instructor or the college. For information about email access students can go to the [LCC Website](#) and click on the email icon in the upper right corner of the home page.

Accessing RedZone

A student must use his/her student ID number as the "username" to access the RedZone. The password is emailed to his/her Labette student email address. For any questions about accessing the RedZone or to get a password, the student may contact Computer Support at LCC (620-820-1146). No other department has access to the pin/password, and it can only be given to the enrolled student.

Incomplete and Grade Appeal

Under certain circumstances, an instructor may grant an "incomplete" to a student for one semester, for example, extended hospitalization or illness. An incomplete is not allowed for students who have failed to meet the deadlines for regular course work and simply want "more time". A student who does not complete the agreed upon coursework within the specified time will receive a grade of "F". Grade appeals can be made within one semester of taking a course, and must follow the steps for "Appeal of Final Grade-Procedure 3.18".

Information about incomplete coursework can be found on page 24 and grade appeal information can be found on page 13 of the LCC Catalog found at this link: [Incomplete Coursework & Grade Appeal](#)

Important Dates

Enrollment forms for concurrent courses must be received by the end of the second week of regular LCC classes, which may begin earlier than high school classes. High schools may set earlier dates to ensure that everything is submitted on time. For dual credit courses, the deadline is the end of the first week of regular LCC classes.

Important dates for concurrent/dual credit students can be found at this link: [Important Dates](#)

Drop/Withdrawal Dates

Drop/withdrawal dates vary each semester and are posted on the Concurrent/Dual Credit web page.

Final Exams

Since the LCC semester ends earlier than the high school semester, students enrolled in LCC courses may be taking final exams earlier than the exams for their high school courses. The LCC semester must end on schedule to enable students who are going on to other schools and universities to have their transcripts sent for scholarship purposes. Under no circumstances are high school students exempt from final exams or allowed to take them at another time.

Final Grades

Instructors are required to turn in grades for the semester by the LCC deadline (after finals) and they should be posted on RedZone and available for students to view at that time. The LCC Schedule can be found at this link: [LCC Calendars](#)

Transcript Requests

Students must request their LCC transcripts be sent to other colleges after high school graduation. High school transcripts do not reflect college credit hours. There is a \$10.00 fee for each transcript request. Students may request a transcript online by following this link: [LCC transcript request](#)

Student Code of Conduct (Procedure 4.08)

Labette Community College strives to create an academic community conducive to the proper functioning of the educational process and the development of each student. To create an atmosphere in which these goals can be pursued, the college maintains disciplinary rules and regulations. Students are expected to behave in a manner which is conducive to the mission of the college. Labette Community College reserves the right to impose disciplinary sanctions for behavioral misconduct which occurs either on campus or off campus. The Vice President of Student Affairs shall be primarily responsible for the administration of the student conduct system. The Vice President of Student Affairs will coordinate academic misconduct with the Dean of Instruction, as stated in Procedure 3.07 Academic Honesty. Policies concerning student conduct may be found in the LCC Catalog (p. 70) at this link: [Student Code of Conduct](#)

Continuity of Instruction

In the event of a major campus emergency (e.g. 'Stay at Home' order), course requirements, deadlines and grading percentages are subject to change when necessitated by revised course delivery, semester calendar or other circumstances. Information about changes in the course can be obtained at the RedZone course web page or by contacting your instructor for the course. If the course is not able to meet face-to-face, students should immediately log onto RedZone and read any announcements and/or alternative assignment. Students are also encouraged to continue the readings and other assignments as outlined on the syllabus. Students must adhere to any emergency operations plan created by the college for that incident.

For additional information contact the Concurrent/Dual Credit Coordinator at 620-820-1221.