



# SOUTHERN UNIVERSITY AT NEW ORLEANS DUAL ENROLLMENT HANDBOOK



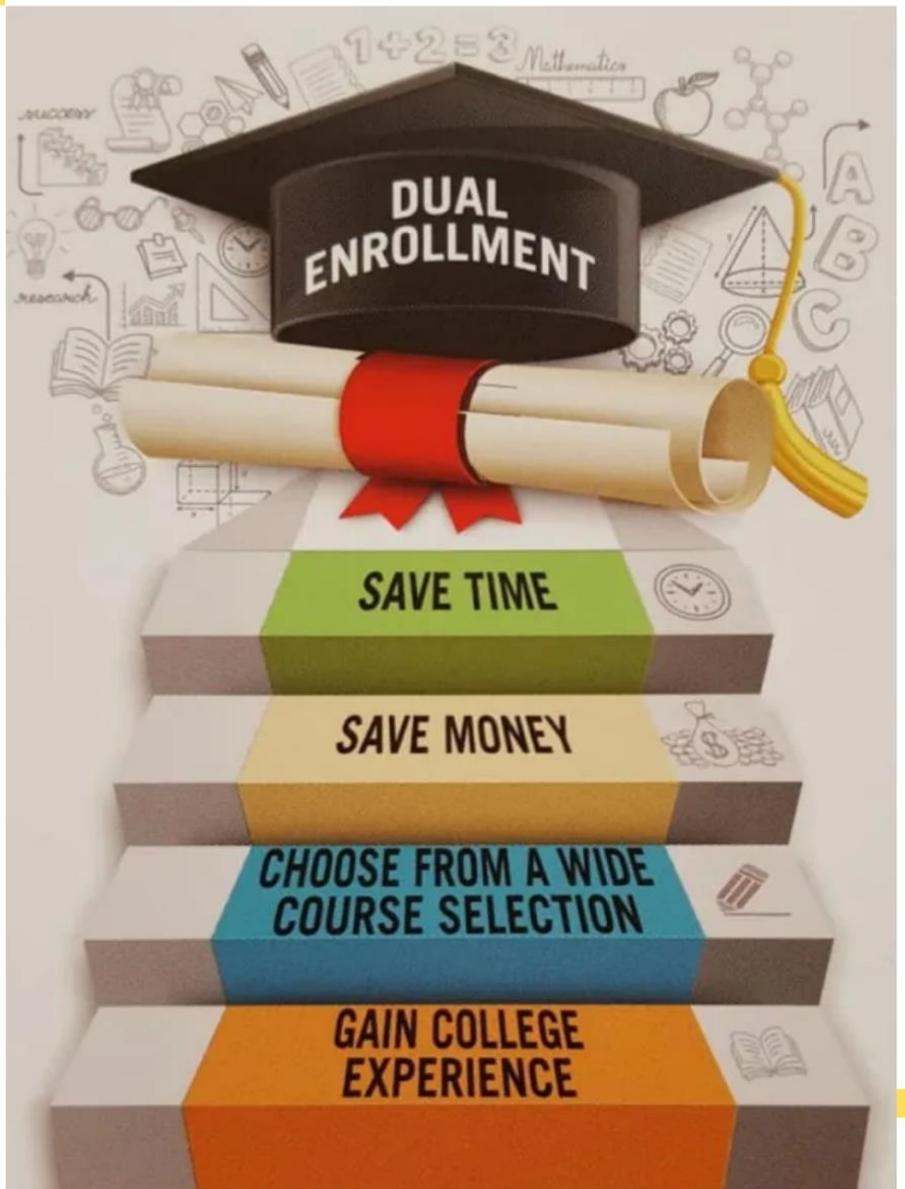
### **Our Mission**

**Southern University at New Orleans, a public, historically black university, empowers and promotes the upward mobility of diverse populations of traditional and nontraditional students through quality academic programs, teaching, research, and service to achieve excellence in higher education using various teaching and learning modalities.**

### **Our Vision**

**Southern University at New Orleans is a premier, cutting-edge institution that endeavors to advance the educational standing of students by preparing them to participate in and contribute to a global society and workforce development with the necessary skills, knowledge and dispositions to improve their life-long learning skills and contributions to society through a TEAM (“Togetherness Empowers All Mechanisms”) approach.**

# WHAT WE DO



Dual Enrollment is the enrollment of a high school (HS) student in a college course for which dual credit (both college and HS credit) is attempted and recorded on both the student's secondary and postsecondary academic record. A college course offered for Dual Enrollment is: (1) an on-site or online college course taught by the postsecondary institution, or (2) a specially scheduled college course taught at the high school. Postsecondary institutions must adhere to BoR Policy and must comply with all accreditation requirements for awarding credit (BOR 2.22).

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# PROGRAM CRITERIA

## HOW IS DUAL ENROLLMENT OFFERED?

Southern University at New Orleans offers two programs under the term Dual Enrollment:

- High School Concurrent Enrollment courses are courses offered at the school taught by high school/college faculty who have met the minimum standards outlined by Southern University at New Orleans and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The courses are approved as having equivalent course content, learning objectives and outcomes, and work assignments as an on-campus college course.
- College Dual Credit courses are courses that take place at the college or are completely online, taught by college faculty, in which qualified high school students will earn a grade on both the permanent college and high school transcripts. While sections of the proposed course will be open for Dual Enrollment only, high school students will receive equal treatment concerning requirements as any college student enrolled in similar courses. Faculty identified for college-based dual enrollment courses are required to adhere to the standards as outlined by SACSCOC.

## WHO IS ELIGIBLE TO TAKE DUAL ENROLLMENT COURSES?

High school students must meet the following requirements to qualify:

- SUNO Dual Enrollment Admissions is granted to high school students, grades 10-12 through referral of the High School Counselor.
- Dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria: an overall GPA at a minimum of 2.5 (on a 4.0 scale) and permission from their High School Counselor and Parent/legal guardian with good high school standings.
- For General Education (Matrix Courses) students must demonstrate an ACT (or equivalent) Composite of at least 19 with sub-scores of at least 19 (Math) and 18 (English).
- Students who have not yet taken the ACT in high school may qualify via posted Minimum Admission/Placement Score Guides, e.g., Pre-ACT (18E, 19M), Aspire (433E, 431M) or EOC (740 E-II, 760 A-1, or 750G).
- In addition, students must meet the same requirements for placement into individual courses (e.g., English or Mathematics) as those required by all Universities. Each University or College has its curriculum, and Southern University at New Orleans cannot guarantee transferability.
- Dual enrollment students must also follow all other policies as stated in the SUNO catalog.

Students who meet other readiness indicators but have <18 in ACT English may be allowed to enroll in mathematics courses for Dual Enrollment if they concurrently address their reading/writing deficiencies; and Students who meet other readiness indicators but have <19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for DE, if they concurrently address their mathematics deficiencies.

Institutions engaged in recognized Early College programs will adhere to this policy except as recommended by the Management Board and endorsed by the Board of Regents. (BOR, 2019)

# PROGRAM COURSE DESCRIPTION & CROSSWALK (HS TO COLLEGE COURSES)

## WHAT COURSES ARE USUALLY OFFERED?

Southern University at New Orleans offers a full range of development to 100-level general education “core” courses for dual credit and dual enrollment. Courses include but are not limited to, the following: English composition, speech, literature, fine art, history, psychology, sociology, math, and science. Partnering districts or schools may arrange specific courses that align with the school’s core content and career technical tracks by contacting the Dual Enrollment Office.

## WHAT ARE DUAL CREDIT COURSES?

Students enrolled in dual credit courses through Southern University at New Orleans earn college credit by completing these courses, which transfer to nearly all public and private colleges and universities in Louisiana. Southern University at New Orleans dual credit courses meet all state quality guidelines and are accepted to transfer throughout the state. Southern University at New Orleans dual credit courses may also be accepted by out-of-state institutions, but this is not guaranteed by state policy and will require students to contact the institutions directly.

# PROGRAM OPTIONS (WHAT WE HAVE)

## TOPS Core, 2019: Dual Enrollment/Matrix Options for TOPS Core

(for increased weights when calculating TOPS GPA for incoming freshman beginning Fall 2014)

ENGLISH = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
ENGLISH I – 1 unit						Common Course Code	Common Course Name
ENGLISH II – 1 unit							
1 Unit from the following:							
ENGLISH III – 1 unit	AP English Language and Composition	IB Literature IB Language & Literature IB Literature and Performance	English Language Part 1: Cambridge AICE - AS Level or Literature in English Part 1: Cambridge AICE -AS Level	English III	English III	CENL 1013 CENL 1023 CENL 2153 CENL 2163 CENL 2173	English Composition I English Composition II American Literature I American Literature II Major American Writers
1 Unit from the following:							
ENGLISH IV – 1 unit	AP English Literature and Composition	IB Literature IB Language & Literature IB Literature & Performance	English Language Part 2: Cambridge AICE -AS Level or Literature in English Part 2: Cambridge AICE -AS Level	English IV	English IV	CENL 1013 CENL 1023 CENL 2103 CENL 2113 CENL 2123 CENL 2203 CENL 2213 CENL 2223 CENL 2303 CENL 2323 CENL 2313	English Composition I English Composition II British Literature I British Literature II Major British Writers World Literature I World Literature II Major World Writers Introduction to Fiction Introduction to Literature Intro to Poetry and/or Drama

MATHEMATICS = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
ALGEBRA I – 1 unit	* Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III, including the Cambridge Integrated Mathematics sequence, may be substituted for the Algebra 1, Geometry, and Algebra II sequence.					Common Course Code	Common Course Name
GEOMETRY – 1 unit							
ALGEBRA II – 1 unit							
1 Unit from the following:							
ALGEBRA III						CMAT 1213	College Algebra
ADV MATH- PRE CALC		IB Math Studies (Math Methods)				CMAT 1223	Trigonometry
PRE-CALCULUS		IB Math Studies (Math Methods)	Math 1 (Pure Math): Cambridge AICE -AS Level	Pre-Calculus	Pre-Calculus	CMAT 1233 or CMAT 1213 & 1223	Algebra & Trigonometry
ADV MATH - FUNCTIONS & STATISTICS						CMAT 1303	Introductory Statistics
PROB & STATISTICS	AP Statistics		Math 1 (Probability and Statistics): Cambridge AICE		Probability & Statistics	CMAT 1303	Introductory Statistics
CALCULUS	AP Calculus AB AP Calculus BC	IB Mathematics SL IB Mathematics HL	Math 2 (Part 1): Cambridge AICE -A Level Math 2 (Part 2): Cambridge AICE -A Level	Calculus I Calculus II	Calculus	CMAT 2103 CMAT 2113-5 CMAT 2123-5 CMAT 2113 CMAT 2116	Applied Calculus Calculus I Calculus II Differential Calculus I Integral Calculus I
AP COMPUTER SCIENCE A	AP Computer Science A						

SCIENCE = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
BIOLOGY I – 1 unit						CBIO 1013 CBIO 1033	General Biology I Gen Biology I (Sci Majors)
CHEMISTRY I – 1 unit				Chemistry I	Chemistry I	CCEM 1013 CCEM 1103 CCEM 1123	General Chemistry Survey I Chemistry I Chemistry I (Sci Majors)
<b>2 Units from the following:</b>							
BIOLOGY II OR HUMAN ANATOMY & PHYSIOLOGY	AP Biology	IB Biology I IB Biology II	Biology II: Cambridge AICE - AS Level	Biology II	Biology II	CBIO 1013 CBIO 1033 CBIO 1023 CBIO 1043 CBIO 2213 CBIO 2214 CBIO 2223 CBIO 2224 CBIO 2103	General Biology I Gen Biology I (Sci Majors) General Biology II Gen Biology II (Sci Majors) Human Anatomy & Physiology I Human Anatomy & Physiology I (Lec/Lab) Human Anatomy & Physiology II Human Anatomy & Physiology II (Lec/Lab) Microbiology
EARTH SCIENCE						CGEO 1103 CGEO 1113	Physical Geology Historical Geology
ENVIRONMENTAL SCIENCE	AP Environmental Science	IB Environmental Systems		Environmental Science	Environmental Science	CEVS 1103	Environmental Science
PHYSICAL SCIENCE						CPHY 1023	Physical Science
CHEMISTRY II	AP Chemistry	IB Chemistry I IB Chemistry II	Chemistry II: Cambridge AICE - AS Level	Chemistry II	Chemistry II	CCEM 1003 CCEM 1013 CCEM 1103 CCEM 1123 CCEM 1113 CCEM 113 CCEM 2213	General, Organic & Biochemistry General Chemistry Survey I Chemistry I Chemistry I (Sci Majors) Chemistry II Chemistry II (Sci Majors) Organic Chemistry
PHYSICS I	AP Physics I: Algebra Based	IB Physics I IB Physics II	Physics II: Cambridge AICE - AS Level	Physics	Physics	CPHY 2113 CPHY 2114 CPHY 2133	Physics I (Algebra/Trig Based) Physics I (Lec & Lab) Physics I (Calculus Based)
AGRISCIENCE I & II (completion of both courses is required for 1 unit of credit)							

SOCIAL STUDIES = 4 Units	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
US HISTORY - 1 unit	AP U.S. History	IB History of the Americas I		U.S. History	U.S. History	CHIS 2013/2023	American History I or II
<b>1 Unit from the following:</b>							
US GOVT or CIVICS	AP U.S. Government and Politics: Comparative AP U.S. Government and Politics: United States			Government	Government	CPOL 2013 CPOL 2113 CPOL 2213	Intro to American Government Intro to State & Local Government Intro to Comparative Government
ECONOMICS	AP Macroeconomics AP Microeconomics	IB Economics		Economics		ECON 2113 CECN 2213 CECN 2223	Economic Principles Macroeconomics Microeconomics
<b>2 Units from the following:</b>							
WESTERN CIVILIZATION						CHIS 1013/1023	Western Civilization I or II
EUROPEAN HISTORY	AP European History		History (European): Cambridge AICE - AS Level	European History			
WORLD GEOGRAPHY	AP Human Geography	IB Geography	Geography: Cambridge AICE - AS Level	World/Human Geography		CGRG 2113	World Regional Geography
WORLD HISTORY	AP World History	IB History of the Americas II	History (International): Cambridge AICE - AS Level		World History	CHIS 1113/1123	World Civilization I or II
HIST OF RELIGION						CPHL 2213	World Religions
ECONOMICS	AP Macroeconomics AP Microeconomics	IB Economics	Economics: Cambridge AICE - AS Level	Economics		ECON 2113 CECN 2213 CECN 2223	Economic Principles Macroeconomics Microeconomics
PSYCHOLOGY*	AP Psychology					CPSY 2013	Intro to Psychology
AFRICAN AMERICAN HISTORY**						CHIS 2103	African American History

\*For Fall 2022 graduates and thereafter \*\*For Spring 2022 graduates and thereafter

FOREIGN LANGUAGE = 2 Units, same language	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
ARABIC		IB Language ab initio: Arabic IB Language B: Arabic	Arabic: Cambridge AICE - AS (Honors)			CARB 1013/1014 CARB 1023/1024	Elem Arabic I Elem Arabic II
FRENCH	AP French Language & Culture	IB Language ab initio: French IB Language B: French French IV IB French V	French: Cambridge AICE - AS (Honors)	French III French IV		CFRN 1013/1014 CFRN 1023/1024 CFRN 2013/2014 CFRN 2023	Elem French I Elem French II Intermediate French I Intermediate French II
GERMAN	AP German Lang & Culture	IB Language ab initio: German IB Language B: German	German: Cambridge AICE - AS (Honors)	German III German IV		CGRM 1013/1014 CGRM 1023/1024 CGRM 2013 CGRM 2023	Elem German I Elem German II Intermediate German I Intermediate German II
LATIN	AP Latin	IB Classical Language		Latin III Latin IV		CLTN 1013/1014 CLTN 1023/1024 CLTN 2013 CLTN 2023	Elem Latin I Elem Latin II Intermediate Latin I Intermediate Latin II
SPANISH	AP Spanish Lang & Culture	IB Language ab initio: Spanish IB Language B: Spanish Spanish IV IB Spanish V	Spanish: Cambridge AICE - AS (Honors) or Spanish Literature: Cambridge AICE - AS (Honors)	Spanish III Spanish IV		CSPN 1013/1014 CSPN 1023/1024 CSPN 2013/2014 CSPN 2023	Elem Spanish I Elem Spanish II Intermediate Spanish I Intermediate Spanish II
CHINESE	AP Chinese Lang & Culture	IB Language ab initio: Chinese IB Language B: Chinese	Chinese: Cambridge AICE - AS (Honors)	Chinese III Chinese IV			
ITALIAN	AP Italian Lang & Culture	IB Language ab initio: Italian IB Language B: Italian		Italian III Italian IV			
JAPANESE	AP Japanese Lang & Culture	IB Language ab initio: Japanese IB Language B: Japanese	Japanese: Cambridge AICE - AS (Honors)	Japanese III Japanese IV			

ART = 1 Unit	Advanced Placement	International Baccalaureate	Cambridge International (Honors)	Gifted & Talented	Honors	Dual Enrollment	
						Common Course Code	Common Course Name
MUSIC (Performance)		IB Music		Talented Music I, II, III, IV Small Voice Ensemble II Choir: Intermediate Choir: Advanced Orchestra: Intermediate Orchestra: Advanced			
FINE ARTS SURVEY	AP Music Theory					CART 1013 CART 1023 CDNC 1013 CMUS 1013	Exploring the Arts Introduction to Visual Arts Dance Appreciation Music Appreciation
ART	AP Art History AP Studio Art: 2-D Design AP Studio Art: 3-D Design AP Studio Art: Drawing	IB Visual Arts		Art History Talented Visual Arts I Talented Visual Arts II Talented Visual Arts III Talented Visual Arts IV		CART 2103/2113 CART 1113 CART 2203	Art History I or II Art Structure/2-D Design Beginning Drawing
THEATRE (Performance)		IB Film Study IB Theatre IB Dance		Introduction to Film Studies Talented Theater I, II, III, IV		CTHE 2103/2113 CTHE 1013	Acting I or II Introduction to Theatre

# ACADEMIC AFFAIRS POLICY 2.22

## 2020-2023 MINIMUM DUAL ENROLLMENT/PLACEMENT SCORES

**Purpose:** To ensure the quality and transferability of dual enrollment courses.

Dual Enrollment is the enrollment of a high school (HS) student in a college course for which dual credit (both college and HS credit) is attempted and recorded on both the student's secondary and postsecondary academic record. A college course offered for Dual Enrollment is: (1) an on-site or online college course taught by the postsecondary institution, or (2) a specially scheduled college course taught at the high school. Postsecondary institutions must adhere to BoR Policy and must comply with all accreditation requirements for awarding credit.

This policy establishes the minimum requirements for high school student eligibility to enroll in Dual Enrollment courses offered by Louisiana public postsecondary institutions. This policy is designed to:

- Enable and encourage institutions to provide pathways of access to dual enrollment courses.
- Ensure quality and rigor of dual enrollment courses.
- Define minimum academic and technical dual enrollment eligibility requirements for students.

**Course Content, Rigor:** Collaborative agreements between secondary and postsecondary institutions for the delivery of dual enrollment courses should address curricular oversight and rigor, faculty standards, and student mix, specifically indicating that dual credit courses are clearly at the collegiate level and reflect the standards of postsecondary work.

1. Student outcomes listed on the syllabus, midterms, and finals must, at minimum, be identical to what is offered and expected on the college campus. Variations in the syllabus may be allowed to accommodate the needs of the high school or the matching HS course, but such variations cannot negatively impact student outcomes, midterms, or finals in the college credit course.
2. Assignments, midterms, and finals must be graded at a college level for college credit, regardless of course delivery method, location, instructor, facilitator, or process. Grades awarded may differ between what is on the secondary transcript and what is on the postsecondary transcript if the HS measures differ from those of the college/university.
3. Academic (GenEd/transfer) courses must be listed on the Master Articulation Matrix, with Common Course Number listed on the syllabus so that students will know where and how the course will transfer. (Exceptions may be made for students who have advanced beyond the matrix.)

**Student Eligibility:** Because HS students, in most cases, have not had the degree of exposure to academic course content that a freshman student would have experienced through completing the Regents' academic (TOPSUniversity) core, it is logical that eligibility requirements for Matrix courses would be slightly more specific in demonstrating readiness for college-level work. Students must meet any eligibility requirements the postsecondary institution designates, including prerequisites, placement measures, etc., in addition to the minimum requirements outlined below. Minimum requirements may be increased by the postsecondary institution for courses or dual enrollment, in general.

### Academic Courses (Master Articulation Matrix)

Intending to concentrate on the Core foundation and college readiness upon graduation, HS students in need of remediation in mathematics or English/writing must be making progress to complete all required remediation to enroll in any courses on the Master Articulation Matrix, i.e., to demonstrate ACT (or equivalent) Composite of at least 19 with subscores of at least 19 (Math) and 18 (English). The postsecondary institution may require higher readiness indicators.

- Students who meet other readiness indicators but have <18 in ACT English may be allowed to enroll in mathematics courses for Dual Enrollment if they concurrently address their reading/writing deficiencies; and
- Students who meet other readiness indicators but have <19 in ACT Math may be allowed to enroll in English, foreign language, history, or introductory social science, humanities, or arts survey courses for Dual Enrollment if they concurrently address their mathematics deficiencies.
- Because DE students must graduate college-ready, before enrolling in any course on the Master Articulation Matrix in the Spring semester/term of the Senior year, a student must be able to demonstrate college readiness in both English and mathematics.

Students may concurrently address deficiencies in several ways, e.g., by continuing to complete core classes, participating in online subject area reviews before retaking the assessment, or, after completing at least three core English/math courses, enrolling in a BESE-approved HS transition or college developmental course for which a grade  $\geq C$  will be considered equivalent to the required ACT.

Dual Enrollment students must have and maintain a cumulative HS GPA of at least 2.5, verified by the high school, to initiate or continue dual enrollment.

**Dual Enrollment Instructors:** Dual enrollment instructors are college-level instructors with documented academic credentials and professional experience that meet the postsecondary institution's policy on minimum faculty qualifications required to teach the dual enrollment course, according to SACSCOC (or COE) credential guidelines.

All new dual enrollment instructors must receive formal training by a postsecondary departmental faculty member or, preceding the start of class, participate in a workshop offered by the institution to review the curriculum, course content, assessment methods, and student learning outcomes. Institutions shall regularly conduct oversight and provide ongoing professional development to dual enrollment instructors.

Each institution will provide to the Board of Regents a description of the process which dual enrollment instructors or facilitators are required to complete before offering the course.

**Dual Enrollment Student Advising:** Dual enrollment students should be advised of the benefits and implications of taking college courses. Advising should include information on admissions, GPA, costs, academic policies, and course transferability. It is important for students to understand that dual enrollment course performance can impact future federal and state financial aid eligibility. Dual enrollment students must have access to appropriate college learning resources and student support services.

**Dual Enrollment Agreements:** Each secondary and postsecondary institution shall join in a Memorandum of Understanding (MOU) for the delivery of dual enrollment courses. These agreements should address the following aspects of dual enrollment courses:

- Curricular oversight and rigor
- Faculty standards
- Fees and costs charged to students and families
- Fees and costs borne by the secondary and postsecondary institutions
- Student learning resources and advising
- Student support services
- Ongoing course and instructor evaluation

#### Minimum Requirements for Dual Enrollment

**Minimum Requirements for Academic Dual Enrollment Courses:** Students must meet any eligibility requirements the postsecondary institution designates, including institutional prerequisite requirements or placement measures, in addition to the minimum requirements outlined below. Postsecondary institutions shall provide additional eligibility requirements to Regents annually for publication on LaDualEnrollment.com.

<b>A student is eligible to enroll in Academic Dual Enrollment Courses if they meet ANY of the following four criteria<sup>1</sup></b>		
<b>1. Success in high school</b>		
2.5 cumulative high school GPA		
<b>AND</b>		
Subject-specific minimum scores on any assessment listed in Figure 1 (page 5).	<b>OR</b>	Counselor recommendation based on overall student performance and grade trends in the subject.
<b>2. Success in subject area</b>		
3.0 cumulative <b>high school</b> subject-area GPA, as determined by the postsecondary institution.	<b>AND</b>	Counselor recommendation based on grade trends in the subject.
<b>3. Success in previous dual enrollment courses<sup>2</sup></b>		
2.5 cumulative <b>college</b> GPA, as demonstrated in prior dual enrollment participation.		
<b>4. Meet the eligibility thresholds required by an approved Early College Academy.</b>		

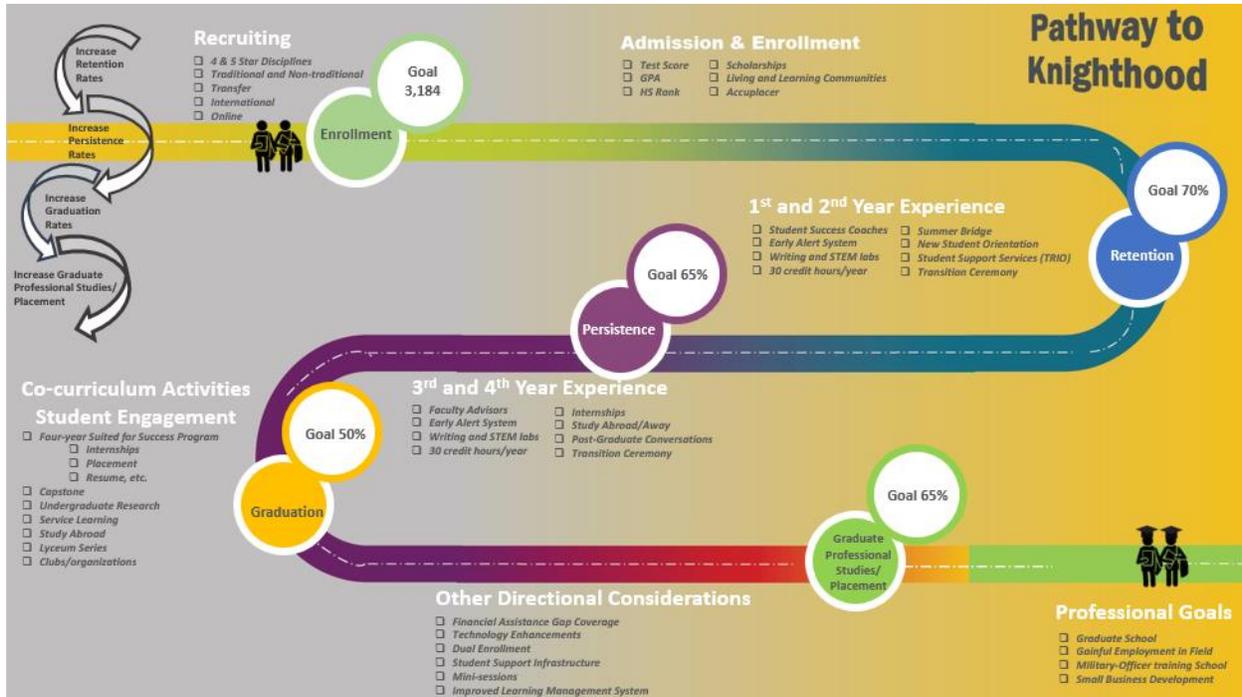
<sup>1</sup> Any of these three criteria qualify a student to continue to take dual enrollment classes. Criterion 3 should not be construed as exclusionary.

<sup>2</sup> Unlike criterion 1 and criterion 2, which are subject-area-based, criterion 3 creates eligibility in all subject areas.

**Placement Scores:** Together with the GPA requirement, if a student has any score in the Humanities and Social Science placement score column, they are eligible to enroll in a Humanity or Social Science dual enrollment course. If they have both the GPA and any score in the Science and Mathematics placement score column, they are eligible to enroll in a Science or Mathematics dual enrollment course.

Assessment	Placement Scores for Humanities and Social Sciences	Placement Scores for Science and Mathematics
ACCUPLACER	86 Sentence Structure	65 Elem. Alg. 40 Col-Level Math*
ACCUPLACER NG	250 Writing	250 QRAS
ASPIRE	433	431
MAP	245	265
Pre-ACT	18	19
Pre-SAT	25 WL	500
EOC	740 English II	760 Algebra I 750 Geometry
LEAP 2025	Mastery or above English II	Geometry: Mastery or above (for enrollment in non- algebraic Gen. Ed Math)  Geometry: Mastery or above <b><i>and</i></b> completion of Algebra II w/C or better for enrollment in College Algebra
ACT	18	19
SAT	500 ERW	510 Math
ALEKS PPL	n/a	35*
Advanced Placement Exam	3 in a Humanities or Social Science subject area	3 in a Math or Science subject area

# PATHWAY TO KNIGHTHOOD THROUGH DUAL ENROLLMENT



To support Dual Enrollment students interested in furthering their education through matriculation at Southern University at New Orleans, Enrollment Management and Student Success have developed a roadmap to begin a pathway to knighthood through Dual Enrollment.

Below are the pathways in each program:

**Nursing:** The School of Nursing endeavors to increase the number of underrepresented minority nurses prepared at the baccalaureate level to provide safe, competent, culturally appropriate, holistic care in the local community and beyond.

- English Composition I
- English Composition II
- College Algebra
- History of US 210 or 220
- General Biology 103 Lecture and Lab
- General Chemistry 132 Lecture and Lab
- Computer Productivity Applications
- Human Anatomy and Physiology 221 Lecture and Lab

**Interdisciplinary Studies (formerly General Studies):** The Interdisciplinary Studies Program offers a unique degree that provides students the flexibility to customize their degrees in an

academic program by selecting areas of concentration and enhanced electives that combine basic skills with specific areas of study.

- English Composition I
- English Composition II
- College Algebra
- History of Civilization I and II
- Fundamentals of Public Speaking
- Understanding the Arts
- Survey of Music

**Forensic Science:** The Forensic Science program is designed to effectively train students to prepare them for advanced degrees and to join the workforce in areas related to Forensic Science, including DNA analysis, drug chemistry, and firearms.

- English Composition I
- English Composition II
- Pre-Calculus
- Trigonometry
- General Biology I Lecture and Lab
- Intro to Forensic Science
- Computer Productivity Applications
- Introduction to Sociology

**Social Work:** The profession of social work is concerned with enhancing social functioning and improving the human condition through the promotion of social and institutional change and the provision of opportunities and resources to individuals, families, groups, organizations, and communities

- College Algebra
- Elementary Statistics
- Intro to Social Welfare
- English Composition I
- English Composition II
- History of Civilization Since 1500
- Computer Productivity Applications
- Intro to Biology 105 Lecture and Lab

**Criminal Justice:** The Criminal Justice program introduces concepts related to legal, legislative, and social processes and how they influence the criminal justice system. The program further addresses current methods in criminal justice processes and analyzes their strengths and weaknesses.

- English Composition I
- English Composition II
- College Algebra
- Finite Math
- Music 101 or Fine Arts 101
- Criminal Justice System
- Computer Productivity Applications
- American Government

**Business Administration:** The vision of the College of Business and Public Administration is to produce innovative thinkers and leaders who impact their communities as conventional entrepreneurs, intrapreneurs, and public sector entrepreneurs.

- English Composition I
- English Composition II
- College Algebra
- Finite Math
- Intro to Business
- Personal Finance
- Computer Productivity Applications
- General Biology 101 Lecture and Lab

**Psychology:** Psychology contains a comprehensive study of human behavior and mental processes. The program gives the student an intensive look at the various theories that examine human behavior. The program is ideal for the student who seeks to be a problem solver, particularly in post-Katrina New Orleans where mental health has become a frontline issue among those who experienced Katrina, firsthand.

- College Algebra
- Elementary Statistics
- Music 101 or Fine Arts 101
- English Composition I
- English Composition II
- History of Civilization I and II
- General Psychology
- Abnormal Psychology

**Cybersecurity:** The SUNO Cybersecurity program's approach to building and strengthening hands-on, experiential, and work-based learning approaches including apprenticeship research experience, co-op programs, and internships. The program also assists in developing model career paths for cybersecurity-related positions in the private and public sectors.

- Elementary Statistics
- English Composition I
- English Composition II
- US History I and II
- Computer Productivity Applications
- Intro to Cybersecurity
- Computer and IT Fundamentals
- Social and Behavioral Science 100 or 200

# PROGRAM REQUIREMENTS

**Admission Application:** All students must submit an online dual enrollment application for admission to become a Southern University at New Orleans student at <https://futureknight.suno.edu/default.asp>. Students who are U.S. citizens are required to provide a social security number to successfully submit an online application. For Dual Enrollment students, the \$25 application fee is waived. Students completing applications may be required to provide additional documentation establishing a lawful presence in the United States and will need to contact the Admissions Office to confirm. Southern University at New Orleans Dual Enrollment staff work directly with the Principal and/or Counselor to ensure test scores and high school transcript information is submitted for each applicant referred.

Each student will also complete a parent consent form that details all the guidelines they are to adhere to while participating in the program. This information will be provided directly to the parent after the application has been submitted and before classes can be added to the student's records.

**Placement Exam:** Appropriate Placement Test or ACT: ACT results — qualifying scores include an 18 on the English portion of the ACT, a 19 on the math portion, and an 18 in the reading portion to be placed in college-level English and math courses as well as classes with a reading requirement.

**Cost and Payment:** Dual credit classes will be billed to the student's high school at a rate of \$50 per credit hour (cost sheet available). Some courses may require an additional book or lab purchase. Home school students would be billed the discount rate individually.

**Textbooks:** Dual enrollment students will be issued by Southern University at New Orleans through purchase, online resources such as Brytewave, or a textbook unless the course requires a consumable passkey or workbook. Most instructors use eBooks which can be purchased at a discounted rate of \$25 per credit hour per book. The college instructor will give further instructions on how to access materials for the course.

**Enrollment:** An enrollment form with your classes listed is completed by your high school counselor each semester. Enrolling in a previous semester class does not automatically allow you to be enrolled in the subsequent class. After your enrollment has been confirmed you will have access to Banner Web Services to retrieve an official schedule that provides you with your Banner Student number.

**Course Terms:** Students enrolling in courses at their high school that extend the Fall term (August – December) and Spring term (January – May) are considered for college purposes. Thus, enrollment periods, drop dates, refund policy, and billing deadlines will correspond with the academic calendar.

**Login Information:** A link to an instructional video will be provided to the Principal/Guidance Counselor once the students complete the registration process.

# STUDENT REQUIREMENTS

- High school students must meet the following requirements to qualify:
- Admission is granted to high school students, grades 10-12.
- Dual enrollment students are eligible to enroll in college courses as long as they meet the following criteria: an overall GPA between 2.5-4.0 (on a 4.0 scale) and written permission from their parent/legal guardian.
- All students must have a recommendation from their high school counselor or principal. In addition, students must meet the same requirements for placement into individual courses (e.g., English or Mathematics) as those required of all students. However, because each university or college has its curriculum, Southern University at New Orleans cannot guarantee transferability.
- Dual enrollment students must also comply with all other college policies.

Students who are eligible for Dual Enrollment must meet the following enrollment requirements for both institutions.

## GENERAL CRITERIA

1. Student must be currently enrolled in the 10th- 12th grade at a public Louisiana high school.
2. Students must be on track for completing the high school TOPS core or jumpstart curriculum.
3. Students must have a 2.5 GPA.
4. Students must have permission from the high school to participate.
5. Student must have completed prior Dual Enrollment courses to continue enrollment in subsequent semesters/terms.

## ELIGIBILITY CRITERIA TO ENROLL IN A COLLEGE-LEVEL, DEGREE CREDIT COURSE:

1. College Level English or Math, Degree Credit Course: A course in an academic subject that generates postsecondary institutional credit and appears on the current Louisiana Board of Regents Statewide General Education Course Articulation Matrix.
2. Students must have an ACT Composite score of at least 19.
3. Students must have an ACT English sub-score of at least 18 to enroll in an entry-level, college-level English course.
4. Students must have an ACT mathematics sub-score of at least 19 to enroll in an entry-level, college-level mathematics course.

## ELIGIBILITY CRITERIA TO ENROLL IN AN ENRICHMENT/DEVELOPMENTAL COURSE:

- **Enrichment/Developmental Course:** A course in an academic subject that generates postsecondary institutional credit, but no degree credit, and is designed to prepare the student for college-level instruction.
- Student must have a documented EOC, Explore, Work Keys, ACT/SAT, or Accuplacer score on file applicable for the course in which the student is enrolled.
- The Accuplacer can be taken at SUNO. The Assistant Director of Admissions and Recruitment can schedule the test and the student will have to test on location.

# STUDENT ADMISSION REQUIREMENTS

Students must complete the SUNO Admission Application, submit the current high school GPA and test score, and submit a completed DE form with consent signatures from parents by the admission deadline.

## ENROLLMENT PROCESS:

1. The students must be referred by their Counselor or Principal via Master list submission to the SUNO Assistant Director of Admissions and Recruitment.
2. Submit online dual credit/dual enrollment application at <https://futureknight.suno.edu/default.asp>.
3. It is recommended that students complete their application for admission in the spring before fall enrollment and in the fall for the spring; this will give the student more time to complete testing requirements.
4. Meet the same course admission requirements as those followed on the SUNO campus including for college matrix level courses, and follow the requirements detailed in the Academic Policy outlined by the Board of Regents 2.22.
  - a. Submit Test Scores and Transcripts (GPA 2.5 or higher)
  - b. Completing enrollment form listing desired course(s) in which to enroll.
  - c. Complete the Dual Enrollment parent/student consent form.
  - d. Confirmed recommendation submitted by the Counselor (the list of students submitted by the counselor is sufficient)
5. Dual enrollment must be completed, with all requirements such as an application, parent signature from a parent/legal guardian, test scores, high school transcript, and signed referral/ recommendation from the principal or guidance counselor (if needed). **ALL Dual enrollment requirements, which include registering for classes either on the SUNO campus or online, must be completed by the Friday before the first week of classes.**
6. Parents and students are required to sign the Dual Enrollment Consent Form before registering for courses at <https://tinyurl.com/rrya9nh4>. This form will also be available through the high school counselor.

## STUDENT EXPECTATIONS

**Course Rigor:** The course syllabus and content are approved by the Vice Chancellor of Academic Affairs and academic departments at SUNO and will be taught at the college level. Therefore, students can expect the difficulty of this course to be greater than other high school courses.

**Grades:** Students will be graded based on SUNO standards. Final grades will be reflected on both the student's high school transcript and the college's permanent record. Because dual enrollment coursework becomes a permanent part of the student's college transcript, it is important for

students to fully apply themselves in these courses. The grades earned under dual credit are permanent and cannot be removed from the student's academic record.

**Academic Record:** The credits and grades you earn through the dual credit/dual enrollment program will become part of your permanent academic record (transcript) at Southern University at New Orleans but accessible by the entire Southern University System (Baton Rouge and Shreveport).

**Policies/Procedures:** You will be expected to follow Southern University at New Orleans policies and procedures. To receive a copy of the catalog, call the Office of Admissions at (504) 286.5000, or visit our website <https://www.suno.edu/page/university-catalogs>.

**Attendance:** You should avoid missing classes unless it is necessary. Attendance plays an important role in the success of the class.

**Withdrawal:** It is the student's responsibility to contact the high school counselor so that the Assistant Director of Admissions and Recruitment can formally withdraw from a dual enrollment class. Failure to do so will result in an F on the student's transcript. To properly withdraw from a course, the student will need to submit the form <https://form.jotform.com/232506353252146> which will be sent to SUNO for approval.

**Payment:** Students enrolled in Dual Enrollment courses with SUNO can remit payment through Supplemental Course Academy Funds or direct payment to the Bursar. High Schools will have to follow all deadlines specified by the Department of Education to use Supplemental Course Academy funds. If payment is not received, a bill will be issued to the school and the student.

## STUDENT ACADEMIC PERFORMANCE

**Assessment:** Students who wish to enroll in college coursework, whether online or in the classroom must have a qualifying assessment on the ACT or a qualifying placement score to be placed in college-level English, reading, and/or math courses. The performance of dual credit students in any course must also be assessed by the same summative measures used for on-campus students in the same courses, such as final common exams, projects, portfolios, or other performance measures. Dual enrollment students must also participate in an end of course assessments, in the same way, assessments are implemented for all students.

**Transferability of Credit:** SUNO accepts dual credit courses as equivalent to their on-campus courses. In addition, SUNO accepts transfer dual credit courses completed at other colleges and universities without limit from any accredited institution as adhering to its dual credit guidelines. Dual credit enrollment courses are accepted in transfer according to all applicable articulation agreements and recognized course equivalency agreements.

Dual credit courses from SUNO transfer to all public colleges and universities in Louisiana, and all but a very small number of private colleges and universities in the state. It is very important to check with colleges and universities that you plan to attend to determine in advance their policies for accepting dual credit courses. Many students have found that dual enrollment courses may also transfer to out-of-state colleges and universities, both public and private; however, [SUNO can only guarantee dual credit transfer to Louisiana institutions under the jurisdiction of LDE](#).

**Request a Transcript:** All official academic records requested for Dual Enrollment are kept in the Office of the Registrar. The academic records in the Registrar's Office are permanent and can be reviewed by the student. All requests for official transcripts are made through the Office of the Registrar.

**Transcript Request** Requests for transcripts must be made to the Office of the Registrar online at <https://www.parchment.com/u/registration/34348/institution>. There is a \$10.00 fee per transcript request. A complimentary transcript is available to graduating seniors of the current year. All other requests require a fee. All fees must be in the form of cash, cashier's check, or money order only.

# PROGRAM STRUCTURE

At Southern University at New Orleans (SUNO), the responsibility for dual enrollment courses rests with the same academic administration that is responsible for all credit courses delivered on college campuses. Southern University at New Orleans administrators work to ensure consistency with the delivery of dual enrollment coursework across our school districts, including deadlines for approving new dual credit courses, developing common marketing and communications materials, and monitoring uniform implementation of dual credit policies and procedures.

## ROLES & RESPONSIBILITIES

The Dual Enrollment Program Coordinator is responsible for:

1. Collecting and processing student enrollment and placement scores.
2. Ensuring program compliance with BOR and SUNO guidelines on dual credit.
3. Meeting national program accreditation standards through SACSCOC. Serving as a liaison between the high school and Southern University in New Orleans.
4. Collaborating with Division Chairs and/or designated Lead instructors.
5. Conducting annual orientation training for all 1st and 2<sup>nd</sup>-year dual credit instructors.
6. Communicating with program participants, parents, instructors, and high school/tech center administration.
7. Updating and developing all marketing and promotional materials related to dual credit and dual enrollment.
8. Serving as a primary academic advisor for all dual enrollment participants.

High School Dual Credit Counselors and Coordinators are responsible for:

1. Determining and confirming student eligibility.
2. Providing high school transcripts and placement scores for each student to meet student eligibility and course requirements.
3. Arrange placement testing as required such as the Appropriate Placement Test or ACT.
4. Assisting in the registration process.
5. Serving as a liaison between the high school and SUNO.
6. Recommending eligible students for registration.

Division Chairs and/or Lead Instructors are responsible for:

1. Aligning syllabus with institutional requirements
2. Certifying dual credit faculty to ensure the same qualifications are met as are required of adjunct faculty to teach the same courses on campus.
3. Ensuring dual credit faculty is using the same book(s) as taught campus-wide.

4. Confirming dual credit courses duplicate as closely as possible the same courses offered on the college campus.
5. Supporting orientation for discipline-specific professional development for all their respective adjuncts.
6. Submitting grades promptly
7. Overseeing the assessment of student outcomes to ensure that such assessments are comparable to those required of students enrolled in on-campus courses.
8. Observing and evaluating dual credit adjunct faculty.
9. Providing support and assistance in offering the dual credit course, and ensuring that dual credit courses are equivalent to the same courses offered on the college campus in all substantive ways.

#### Dual Credit Adjunct Faculty are responsible for:

1. Collaborating with division chairs and/or designated lead instructor in the design and delivery of dual credit courses.
2. Attending dual credit and divisional orientation meetings/training annually.
3. Providing an institutional syllabus, assignments, assessments, and evaluations to ensure that the course is equivalent.
4. Confirm accurate class rosters each semester.
5. Submit grades promptly.
6. Using the approved SUNO textbooks and resources.
7. Coordinating with SUNO Bookstore Personnel concerning ordering textbooks.
8. Keeping good course records should SUNO need them in the event of a grade appeal.
9. Ensuring that 100 percent of the students in the class are registered for the dual credit class.
10. Using the SUNO webmail system and checking it regularly.
11. Utilizing Moodle and Banner as tools for faculty resources and professional development.
12. Adhering to the contract outlining expectations and compliance with the Dean and Vice Chancellor of Academic Affairs.
13. Posting "Dual Credit Fact Sheets" that outline policies and procedures in your classroom each semester.

# DUAL ENROLLMENT INSTRUCTORS & FACULTY

**Faculty Qualifications:** To ensure that dual credit faculty meet the same qualifications required of adjunct faculty to teach the same courses on campus, the following guidelines are maintained:

**Instructor:** There is no difference in expected qualifications for a dual enrollment instructor from those of any other on-campus instructor. Likewise, there is an expectation of appropriate oversight of dual credit instructors if adjunct instructors are used, just as would be expected for any other college program. Whether or not the instructor of record is engaged in teaching students in the classroom or online or is overseeing the teaching process, the individual listed as the instructor of record is responsible for the content/instruction delivered in the classroom.

1) To ensure the quality and integrity of the academic content and delivery of the course, the person delivering the instruction as a representative of the institution should be a qualified, effective faculty member. That individual must, at a minimum, meet the institution's policy on faculty qualifications, within SACSCOC (or COE) credential guidelines.

2) Especially if the person delivering or facilitating the instruction is not a regular member of the postsecondary institution's on-campus faculty, S/He must receive appropriate formal training by the postsecondary institution/ department on delivery of the particular college course: syllabus; campus and departmental expectations for delivery, grading, and student performance. The teacher/facilitator must meet with a postsecondary departmental representative (or participate in a workshop offered by the institution) within 12 months preceding the start of class to review the curriculum, course content, measurement, and student outcomes. High school instructors must meet the following educational requirements as established by the Louisiana Board of Regents and the Louisiana Department of Education Louisiana Believes as directed from their website: <https://www.louisianabelieves.com/courses/dual-enrollment>.

**Faculty Support:** Dual credit faculty are provided the same professional development opportunities provided to adjunct faculty. This includes access to SUNO professional development activities and selected professional development activities designated by the academic administration of the college. Dual credit faculty are also provided the same support provided to adjunct faculty, and are subject to the same evaluation systems and procedures.

Each dual credit instructor has the Dean or on-campus faculty member to provide support and assistance in offering the college course at their high school, and in ensuring that each college course offered is equivalent to the same courses offered on the college campus. Dual enrollment faculty are also evaluated by students according to the same schedule and procedures used for all faculty.

**Class Rolls and Submission of Grades:** High school instructors who serve as adjuncts for Early Start/Dual Enrollment are to verify banner class rolls with students attending class at the beginning of each semester. Any errors should be identified and reported to the Office of Admissions and Recruitment immediately for correction.

Dual Enrollment instructors must utilize the electronic rollbook system in Banner to secure all recorded grades. In addition, instructors are to provide grade distribution (roll book) for each course taught and a class summary to the respective Dean. Instructors are to submit final student grades via banner (web) and

provide a copy to the Dean of the respective area with an original copy delivered or emailed to the Coordinator of Dual Enrollment.

## TEXTBOOKS AND RESOURCES

**Textbook Policy and Procedure:** Dual Enrollment Faculty are required to use SUNO textbooks and resources. The following processes are necessary to manage inventory:

**CANVA:** All online courses can be accessed by logging onto CANVAS E-Learning System. CANVAS is the official learning platform of choice at SUNO. It provides online learning content, engages learners, and measures their performances. It features activity modules (forums, databases, and wikis) that are used to build richly collaborative communities of learning around subject matters, deliver content to students, and assess learning.

**Dual Enrollment Course Delivery:** Delivery Methods (Online, Face-to-Face, At the High School (with HS teacher or with College faculty), or On College Campus)

## HIGH SCHOOL LIAISON/COUNSELOR PROCESS

The High School Liaison or Counselor will work closely with the Assistant Director of Admissions and Recruitment to select course options and submit approved students.

1. Select Course options for your high school.
2. Submit a MASTER LIST(s) of students and course indications
3. Assist Students with completing the SUNO Applications
4. Parent Consent forms are needed for each student and must be submitted with the Master List(s)
5. Student Test Scores
6. Transcripts can be emailed to the Office of Admissions via the Assistant Director of Admissions and Recruitment.

**Adding and Dropping Courses:** A Dual Enrollment student who finds it necessary to add or drop a course from the university should begin the process by notifying their high school counselor/liaison of their intent. The school counselor should forward an email to the Registrar with the completed withdrawal and copy to the Office of Admissions via the Assistant Director of Admissions and Recruitment. The email should include the student's name, course name, CRN, and reason for dropping the course. The withdrawal form will be provided to the high school counselor/liaison by the Assistant Director of Admissions and Recruitment. The Registrar will complete the necessary forms and then forward them to the university registrar for completion. Counselors and Students will be held responsible for all courses appearing on their schedules. Please note the following:

1. Requested changes are by university regulations before published deadlines.
2. A student may not add courses for credit after the date specified in the official academic calendar.
3. If a course is dropped after the add/drop period but before the deadline for withdrawing from the university, a "W" (withdraw) is recorded.
4. A student may not drop/withdraw from the university after the semester has closed per the date specified in the official academic calendar (unless approved by the Vice Chancellor of Student

Affairs and Enrollment Management and the Vice Chancellor for Academic Affairs with appropriate justification).

Dual Enrollment partners are advised that they are to follow university procedures as outlined in the university catalog to drop, add, or withdraw a student from a class or the university. In the event university procedures are not followed, Dual Enrollment partners are to adhere to the following: the infraction is to be addressed in writing by the high school counselor/liaison and forwarded to the Assistant Director of Admissions and Recruitment. The coordinator will forward written documentation with a request for a resolution to the Office of Academic Affairs via the division Dean with appropriate parties copied.

**Withdrawal:** A Dual Enrollment student who finds it necessary to withdraw from the university should notify their high school counselor/liaison of their intent. The school counselor should email the student's name, course name, CRN, and reason for withdrawal. The Office of Dual Enrollment will complete the necessary forms and then forward them to the university registrar for completion. NOTE: A student is not officially withdrawn from the university until the Vice Chancellor of Enrollment Management and Student Success and the Vice Chancellor for Academic Affairs approves the request.

Note: Only drops and withdrawals made before the 14th class date are NOT reflected on the student transcript.

## PAYMENT PROCESS

Program Costs (How much does it cost the student? How much does it cost the school system)?

The academic process for dual enrollment courses, including registration, payment, and withdrawal dates, parallels that required for all students on our campus.

**Tuition and Payment:** The Board of Trustees of SUNO annually sets tuition and fees for all courses and programs. SUNO charges dual enrollment students a discounted tuition rate of \$50 credit hour. There are generally no fees. Payment is typically charged to the district by the end term. Students may enroll in any classes in subsequent semesters or receive a transcript.



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