

PROCEDURE LIT.7.01.02 ADDITIONAL PROCEDURES RELATED TO DUAL CREDIT

SCOPE: Students

General information sessions will be regularly scheduled at area high schools each year. These sessions will introduce parents and students to information about dual credit opportunities and requirements. Additionally, the Student and Parent Dual Credit Resource Guide, program pathways, application for admission to dual credit, and frequently asked questions can be found on the LIT website. All students interested in dual credit should initially contact their high school guidance counselor for additional information. Home schooled students should contact the LIT Dual Credit Department for additional information.

1. Public, Charter School, and Private High Schools

1.1. Academic and Technical Credit

1.1.1. *Eligibility* – Dual Credit student eligibility is based on guidelines prescribed by Texas Administrative Code, Title 19, Chapter 4, Subchapter D.

1.1.2. *Admission* – High school students who wish to take college coursework that applies toward both high school graduation and college credit coursework must complete the following steps:

1.1.2.1. Complete LIT Admissions Application (www.Applytexas.org)

1.1.2.1.1. Guidance for completing application can be found on the [LIT website](#)

1.1.2.2. Notify High School campus designated dual credit liaison of completion

1.2. Students taking general education courses will need to meet Texas Success Initiative (TSI) requirements.

1.3. Testing will need to be arranged with student's respective high school or LIT's Testing Center.

1.3.1. Fall enrollment testing is scheduled between March and May.

1.3.2. Spring enrollment testing is scheduled between October and November.

1.4. Orientation

1.4.1. Students attending early college are required to attend orientation and/or summer bridge activities.

1.5. Registration

1.5.1. Students who have completed the admissions process, have evidence of appropriate test scores (if applicable), and have permission from their high school guidance counselor will be eligible to register for dual credit courses.

1.5.2. LIT's Dual Credit office will coordinate with the appropriate high school guidance

counselor and/or personnel to officially register eligible students.

2. Homeschool

2.1. Academic and Technical Credit

2.1.1. *Eligibility* – Dual Credit student eligibility is based on guidelines prescribed by Texas Administrative Code, Title 19, Chapter 4, Subchapter D.

2.1.2. *Admission* – High school students who wish to take college coursework that applies toward both high school graduation and college credit coursework must complete the following steps:

2.1.2.1. Complete LIT Admissions Application (www.Applytexas.org)

2.1.2.1.1. Guidance for completing application can be found on the [LIT website](#)

2.1.2.2. Notify High School campus designated dual credit liaison of completion

2.2. Students taking general education courses will need to meet Texas Success Initiative (TSI) requirements.

2.3. Testing (if needed) will be arranged at LIT's Testing Center.

2.3.1. Fall enrollment testing is scheduled between March and May.

2.3.2. Spring enrollment testing is scheduled between October and November.

2.4. Orientation

2.4.1. Students attending dual credit will be welcomed to attend an orientation session.

2.5. Registration

2.5.1. Students who have completed the admissions process, have evidence of appropriate test scores (if applicable), and have permission of their parents or homeschool officials will be eligible to register for dual credit courses.

2.5.2. Parents or homeschool officials must submit a list of courses the student needs to complete their high school education to LIT's Dual Credit Office.

2.5.3. LIT's Dual Credit Office is responsible for approving the student's registration form each term.

2.5.4. Students may register at LIT during the regular registration scheduled dates.

2.5.5. Students must be at the secondary level and must have a minimum of a 3.0 GPA for college transfer course enrollment and 2.0 for technical course enrollment.

2.5.6. Transcripts of high school, homeschool, and/or private school courses previously taken must be submitted to LIT's Admissions Office for evaluation prior to registration.

2.5.7. At the end of each academic year, an updated transcript must be submitted to the coordinator and admissions prior to each fall term registration.

2.5.8. Parents must submit a signed affidavit of Home Education program approved by the county and/or a signed affidavit from the private school administrator.

2.5.9. Parents are responsible for transporting students to the College.

Related Policies:

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed: August 2025

Revised: