Included in this Academic Excellence Application Packet:

- Overview
- Application
- Recommendation Form
- Awarding of College Credit
- Published Deadlines for Spring 2011
- Letter of Recommendation

Private School Students:
Please contact your high school counselor for specific information regarding class availability at your high school.

Home School Students:
Please contact Marcia Hunter at marcia.hunter@lsus.edu for more information
Eligibility Information

General Information
1. Student must have completed freshman year in high school to enroll in regular freshman classes at LSUS.
2. Student must be currently enrolled at a public, private, parochial or home school in Louisiana.
3. Student must have taken either the PLAN or ACT (or SAT) assessment and those scores are on file at the high school.
4. Student must be in good standing as defined by the high school.
5. Student must have permission from the high school and their parent/guardian to participate.
6. Student must be eligible to enroll at the postsecondary institution.
7. A postsecondary academic transcript will begin which records all institutional credit for which the student attempts.
8. Student only receives credit for the course at the college level.
9. To continue enrollment in subsequent semesters/terms through this funding opportunity, student must have successfully completed (earned A,B,C or P) prior dual credit courses. Students who earn less than C or who withdraw/resign from a course may not enroll in the following semester or term with AEP funding.
10. If the student resigns or withdraws from a course or enrollment is cancelled, the student must receive permission from both the high school and college to continue enrollment in subsequent semesters/terms.
11. Students must reapply each semester.

Eligibility Criteria
1. Completed at least one year of high school with a minimum of 5 units
2. Have one of the following:
3. High School GPA of 2.0 or greater
   a. OR High School graduation rank top 50% of class
   b. OR an ACT composite score of 20 or greater (or SAT equivalent) OR a PLAN score of 17 or greater
4. AND (if taking English or Mathematics) need no more than one developmental course by having one of the following:
   a. ACT English score of 18 or greater
   b. ACT Mathematics score of 19 or greater

Cost
- Limited scholarships are available for AEP students and made possible by Capital One and the LSUS Foundation.
- Scholarships cover ALL tuition and fees for up to 6 credit hours each fall, spring and summer semesters.
- Students will be responsible only for the cost of books and supplies.
- Summer tuition and fees, or without the benefit of a scholarship, is approximately $300 per 3 credit hour course.
- Funding subject to change.

Application Process

Home School students
1. Contact Academic Services regarding application to program and course availability.
2. Complete all documents and obtain a written recommendation from someone other than a parent.
3. Mail: application, high school transcript, recommendation form, recommendation letter, awarding of college credit overview, published semester deadlines, and ACT scores to the address below at least two weeks before the semester begins.

Public, Private and Parochial School students
1. Contact high school counselor regarding application to appropriate program and course availability.
2. Complete the AEP application and submit it and your recommendation form to your high school counselor for approval.
3. Mail: application, high school transcript, recommendation form, recommendation letter, awarding of college credit overview, published semester deadlines, and ACT scores to the address below at least two weeks before the semester begins.

MAIL ALL DOCUMENTATION TO:
LSU Shreveport
Academic Services
Attention: Marcia Hunter
One University Place, Shreveport, LA 71115

For additional information, please contact us at:
dualenrollment@lsus.edu, Marcia Hunter at (318) 797-5135, marcia.hunter@lsus.edu
# Academic Excellence Program (AEP) Application

**To be completed by the student. Please print or type in blue or black ink.**

## ENROLLMENT DATA

Have you ever filed an application for AEP or DE with LSUS?  
- [ ] No  
- [x] Yes  
  *If yes, when ____________________________*

Term for which you are applying:  
- [ ] Fall  
- [x] Spring  
- [ ] Summer  
  *Year: 2011*

Check all that apply:  
- [ ] I am a Private School student wishing to take course(s)  
- [ ] Home School  
- [ ] Parochial School  
- [ ] Public School student wishing to take course(s) during the (circle one) fall, spring, or summer term.

## PERSONAL DATA

Social Security Number: _____ _____ _____ - _____ _____ - _____

Name:  
- [ ] Last Name  
- [ ] First Name  
- [ ] Middle Name

Mailing Address:  
- [ ] Number  
- [ ] Street  
- [ ] City  
- [ ] State  
- [ ] Zip Code  
- [ ] Parish

Contact Information:  
- [ ] Email  
- [ ] Area Code  
- [ ] Home Phone  
- [ ] Area Code  
- [ ] Cell Phone

Date of Birth: ____________________  
  - [ ] Month  
  - [ ] Day  
  - [ ] Year

Place of Birth: ____________________  
  - [ ] City  
  - [ ] State

Country of Citizenship: ____________________  
  - [ ] If not U.S. Citizen or Permanent Resident, please indicate Visa type: ____________________

Ethnic Origin:  
- [ ] This information is voluntary and will be used in a non-discriminatory manner consistent with applicable civil rights laws.  
- [ ] The information will be used for federal and state reporting purposes.  
- [ ] Are you of Hispanic/Latino Origin?  
  - [ ] Yes  
  - [ ] No  

  In addition, select one or more of the following racial/ethnic categories to describe yourself:  
- [x] American Indian or Alaskan Native  
- [ ] Black or African American  
- [ ] Asian  
- [ ] Native Hawaiian or other Pacific Islander  
- [ ] Hispanic  
- [ ] White

## EMERGENCY CONTACT DATA

Name:  
- [ ] Last Name  
- [ ] First Name  
- [ ] Relation to Student

Contact Information:  
- [ ] Area Code  
- [ ] Day Phone  
- [ ] Area Code  
- [ ] Night Phone

## RESIDENCY DATA

Have you lived in Louisiana for one calendar year?  
- [ ] No  
- [x] Yes  
  *If Yes, then how many years? ____________________*

## EDUCATIONAL DATA

High School:  
- [ ] Name of School  
- [ ] City  
- [ ] State  
- [ ] Parish

Anticipated High School Graduation Date:  
  - [ ] Month  
  - [ ] Year

Have you taken the ACT?  
- [ ] No  
- [x] Yes  
  *If yes, when ____________________*

Did you have scores sent to LSUS?  
- [ ] No  
- [x] Yes
STUDENT CERTIFICATION

- I certify that all information I have provided on this application is correct.
- I will comply with all the requirements if I am approved for participation in the AEP program.
- I understand I am enrolling as a Visiting/Guest Student at LSUS. Upon graduation from high school, if I desire to enroll at LSUS, I will apply for admission as a regular student and meet the university admission requirements.
- I understand the college courses and grades earned in those courses in which I enroll through the AEP Program will be on my permanent college academic record (transcript) and possibly my high school academic record (transcript).
- I do hereby authorize LSUS access to my high school academic records.
- I understand it is my responsibility to OFFICIALLY WITHDRAW or DROP any classes I decide not to complete by any LSUS published deadline using an official Status Change Form.

_______________________________  _________________________
STUDENT SIGNATURE                  DATE

PARENT /CUSTODIAN (GUARDIAN) CERTIFICATION

- I certify that all information my child provided on this application is correct.
- If my child is approved for participation in the Academic Excellence Program, he/she will comply with all the requirements.
- I understand that my child is enrolling as a Visiting/Guest Student at LSUS. Upon graduation from high school, if he/she desires to enroll at LSUS, he/she will apply for admission as a regular student and meet the university admission requirements.
- I understand that the college courses and grades earned in those courses in which my child enrolls through AEP will be on my child’s permanent college academic record (transcript) and possibly my high school academic record (transcript).
- I do hereby authorize LSUS access to my child’s high school academic records.
- I acknowledge my child is enrolling in the college courses listed on the Recommendation Form.
- I understand it is my child’s responsibility to OFFICIALLY WITHDRAW or DROP any classes he/she decides not to complete by any LSUS published deadline using an official Status Change Form.

_______________________________  _________________________
PARENT / CUSTODIAN (GUARDIAN) SIGNATURE                  DATE

NEXT STEPS

* In order to be assured proper consideration for this program, please observe carefully the following directions:

STEP 1  - Submit complete AEP APPLICATION and RECOMMENDATION FORMS to your counselor, principal, or key administrator.
- Ask your high school counselor, principal or *home school reference to complete the RECOMMENDATION FORM for you
  *Home School Reference is someone other than a parent who has worked closely with the student
- Request that a copy of your high school academic transcript and ACT or PLAN scores be included in your packet.

STEP 2  - Provide the school office that will assemble your application packet with a stamped envelope addressed to:
LSUS / Academic Excellence Program
Office of Academic Services
ATTENTION: Marcia Hunter
One University Place
Shreveport, LA 71115

STEP 3  - Ask your high school counselor, principal or key administrator to mail the complete packet.

Thank you for your interest in LSU Shreveport and your application for the Academic Excellence Program. Should you have any questions please contact us at dualenrollment@lsus.edu, 318-797-5135 or the Office of Academic Affairs, Administration Building Room 257.

LSU SHREVEPORT IS AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION
To be completed by the high school counselor, principal or *Home School Reference. Please print or type in blue or black ink.

*Home School Reference is someone other than a parent who has worked closely with the student.

Student’s Name: _____________________________
LAST NAME FIRST NAME MIDDLE NAME

High School: _______________________________
NAME OF HIGH SCHOOL or HOME SCHOOL CITY STATE PARISH

College Course(s) student wishes to be enrolled in

<table>
<thead>
<tr>
<th>Reference #</th>
<th>Course Title</th>
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</tbody>
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TEST HISTORY

★ Please designate whether I.Q., percentile, standard score, other.

<table>
<thead>
<tr>
<th>Test Type</th>
<th>Form</th>
<th>Year Given</th>
<th>★ Score</th>
<th>Norm</th>
<th>Scholastic, Honorary Awards and Extracurricular Activities</th>
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<tbody>
<tr>
<td>ACT</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Intelligence</td>
<td></td>
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<tr>
<td>CEEB</td>
<td></td>
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<tr>
<td>PSAT</td>
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<tr>
<td>SAT</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
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</table>

Please indicate your opinion of this student by checking the proper places.

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<thead>
<tr>
<th>Category</th>
<th>Superior</th>
<th>Above Average</th>
<th>Poor</th>
<th>No Opinion / Not Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Intelligence</td>
<td></td>
<td></td>
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<tr>
<td>Breadth of Knowledge</td>
<td></td>
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<tr>
<td>Motivation</td>
<td></td>
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<tr>
<td>Creativity</td>
<td></td>
<td></td>
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<tr>
<td>Emotional Stability</td>
<td></td>
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<tr>
<td>Ability to Work with Others</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Overall Recommendation</td>
<td>Very Strong</td>
<td>Strong</td>
<td>Moderate</td>
<td>Weak</td>
</tr>
</tbody>
</table>

Ranks _____________ in a class of ______________ students and has a G.P.A. of ____________ at the time of application.

Additional Comments:

I hereby certify that the applicant is a member of our current class and that this student has demonstrated a high scholastic and academic aptitude in the above documented ways:

COUNSELOR, PRINCIPAL or Home School Administrator PRINT NAME
COUNSELOR, PRINCIPAL or Home School Administrator SIGNATURE DATE
HIGH SCHOOL or HOME SCHOOL NAME COUNSELOR, PRINCIPAL or Home School Administrator TITLE PHONE
Earning university credit while you are in high school is exciting and rewarding, but it is very important you understand that the final grade you earn in Dual Enrollment courses will become part of your college transcript regardless of where you decide to complete your university career. We want you and your parents or guardians to understand all of the possible effects this course and the grade you earn may have on your college academic record and on your eligibility for scholarships and federal financial aid. Please read all of the points listed on this sheet and talk to your counselor or contact Marcia Hunter marcia.hunter@lsus.edu as soon as you have questions.

1. As a Dual Enrollment student taking LSUS courses on the high school campus, you will be awarded a letter grade of A, B, C, D, or F which will be based on the specific assessment criteria in place for each course. This information will be communicated to you by your high school teacher. If you are taking courses on the LSU Shreveport campus, you will be awarded a grade based on the grading procedure for that course. All grades will be included on your permanent college transcript and contribute to your overall grade point average.

2. All students participating in dual enrollment courses are allowed to withdraw from a class or change to audit, but must do so by the published semester deadlines if you are not achieving at a successful level. See the Status Change Form and Important Information flyers and mark your calendars with the important dates for the semester you are enrolled.

3. Your dual enrollment course will transfer to other universities under the same guidelines as all other LSU Shreveport credit courses. For example, ENGL 105 taken as part of the Louisiana Early Start Program will transfer to other institutions under the same guidelines as ENGL 105 taken on campus by full-time LSU Shreveport students.

4. A grade of F, NC, or W will be considered as a course attempted but not passed when you are evaluated for federal or state financial aid programs, including loans and grants, and may affect your eligibility for these programs. Students should pay close attention to the semester deadlines on the Status Change Form and Important Information flyers for each semester.

5. Credit earned through dual credit programs will not affect eligibility for TOPS during your first semester as a first time freshman; however, it will be included when your college grade point average is reviewed to determine TOPS eligibility for subsequent semesters. Students should be alerted to pay attention to the published deadlines (see #2).

6. You should be aware that some private and out-of-state colleges and universities may not accept credit earned in dual enrollment courses. We urge you to contact all universities you are considering making application to and discuss their policy related to dual enrollment credit early in your admissions process.

7. Students must order official transcripts through their COMPASS account to be mailed to all institutions they have made application with. Students should complete this process after their LSU Shreveport grades have been posted at the completion of their senior year in high school. Secure your LSU Shreveport SID and PIN numbers for logging on to COMPASS.

The Louisiana Board of Regents has compiled articulation matrices to facilitate transfer coursework among Louisiana colleges and universities. The matrices can be found at www.regents.state.la.us/Reports/datapub.htm (scroll down until you see Master Articulation Matrix). This information may help ease any concerns students or parents have concerning how these courses will transfer to other institutions within the state.
### Published Deadlines for spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 17</td>
<td>M. L. King Holiday - University Offices Closed</td>
</tr>
<tr>
<td>January 18</td>
<td>Classes Begin @ LSUS</td>
</tr>
<tr>
<td>January 21</td>
<td>Deadline for all Early Start applications to be submitted to LSUS</td>
</tr>
<tr>
<td>February 4</td>
<td>Last day to <strong>drop or resign without a grade of “W”</strong> with a Status Change Form</td>
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<tr>
<td></td>
<td><em>(If student must drop this is most desired. “W’s” on transcripts negatively influence future ability to receive financial aid)</em></td>
</tr>
<tr>
<td>March 2</td>
<td>Last day to <strong>change from “credit to audit”</strong> with a Status Change Form</td>
</tr>
<tr>
<td>March 7-8</td>
<td>Mardi Gras Holiday – No classes, however University Offices Open</td>
</tr>
<tr>
<td>April 1</td>
<td>Last day to <strong>drop with a grade of “W”</strong> with a Status Change Form</td>
</tr>
<tr>
<td></td>
<td><em>(If student must drop this is least desired. “W’s” on transcripts negatively influence future ability to receive financial aid)</em></td>
</tr>
<tr>
<td>April 18 - 23</td>
<td>Spring Break – No classes, however University Offices Open</td>
</tr>
<tr>
<td>April 22</td>
<td>Good Friday – University Offices Open</td>
</tr>
<tr>
<td>May 7</td>
<td>Classes End</td>
</tr>
<tr>
<td>May 9 - 14</td>
<td>Final Exams</td>
</tr>
<tr>
<td>June 10</td>
<td>Grades available on COMPASS (approximate date)</td>
</tr>
</tbody>
</table>

For a complete list of all university deadlines see: [http://www.lsus.edu/offices-and-services/records-and-registration/enrollment-guide](http://www.lsus.edu/offices-and-services/records-and-registration/enrollment-guide)