



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

APPROVED

TO: Dr. Monty Sullivan
LCTCS President

Handwritten signature and date 6/14/23 over the text LCTCS BOARD OF SUPERVISORS

THROUGH: Erin Landry
Executive Director of Adult Education

FROM: Dr. Adrienne Fontenot
Director of Adult Learning and Educational Programs

DATE: May 25, 2023

SUBJECT: Review and Advisement: Revisions to LCTCS Policy #1.105 -
WorkReady U - High School Equivalency

FOR BOARD REVIEW AND ADVISEMENT

Recommendation: Staff recommends that the Board receive for review and
advisement the attached revisions to LCTCS Policy #1.105 - WorkReady U - High
School Equivalency

Background: LCTCS staff, along with WRU supervisors from various agencies, took
part in a comprehensive review of all WorkReady U policies.

The WRU functional team voted in favor of moving forward with the proposed
changes. The proposed policy changes were approved by PACC.

The updating of the policies will allow LCTCS to ensure that its policies accurately
reflect the current landscape of adult education and high school equivalency testing in
Louisiana.

Financial Impact: N/A

Prior Action: In December 2020, a similar process occurred in which the policy
workgroup reviewed all policies, combining similar ones and retiring outdated or
repetitive policies.

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Handwritten date June 14, 2023

Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

Changing Lives,
Creating Futures

Monty Sullivan
System President

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# LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

## Policy # 1.105

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### **Title:** WorkReady U – High School Equivalency

**Authority:** Board Action

**Original Adoption:** February 9, 2011

**Effective Date:** February 9, 2011

**Last Revision:** December 9, 2020

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### **High School Equivalency Guidelines**

#### **A. Age Requirements**

1. A student shall be 17 years of age or older in order to be authorized to be administered the High School Equivalency Test.
2. A married or emancipated individual may be permitted to take the High School Equivalency Test at 16 years of age and above.
3. A student who has attained the age of 16 and qualified to take the High School Equivalency Test may request an age waiver from the local school superintendent if one or more of the following hardships exist and if appropriate documentation is on file at the local school board office:
  - a. pregnant or actively parenting;
  - b. incarcerated or adjudicated;
  - c. institutionalized or living in a residential facility;
  - d. chronic physical or mental illness;
  - e. family and/or economic hardships.
    - i. Family and/or economic hardship is defined as a student who acts as a caregiver or must work to support the family due to a parent's death or illness or needs to be removed from an existing home environment.
4. All other requests for age waivers, because of hardships not listed above, must be approved by the Louisiana Community and Technical College (LCTCS) prior to the student scheduling the High School Equivalency Test.
5. Individuals 15 years of age and below shall not be permitted to take the High School Equivalency Test under any circumstances.

#### **B. Qualifying Requirements**

1. Individuals 19 years of age or above do not have to qualify for the High School Equivalency Test by taking the State approved Official High School Equivalency Practice Test.
2. Individuals between 17-18 years of age or 16 years of age with an approved age waiver may qualify for the High School Equivalency Test by taking the State-approved Official Practice Test and achieve qualifying scores as established by the State.
3. Qualifying scores on the Official Half-Length Practice Test shall be certified by State-approved adult education sites of instruction. Any state-approved adult

education site of instruction may recommend an individual to take the High School Equivalency Test.

4. The High School Equivalency Test may not be administered to candidates who are enrolled in an accredited high school unless they are enrolled in a state-recognized K-12 Options Program.
5. The High School Equivalency Test may not be administered to candidates who have graduated from an accredited high school.

## Methods of High School Equivalency Attainment

Act #732 of the 2010 Regular Legislative Session designated the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) to adopt such rules and regulations as necessary to establish, operate, and maintain a statewide program of adult education to eliminate adult illiteracy and provide opportunities to adults to pursue a course or courses of student with upon completion will entitle them to be issued a Louisiana high school equivalency. The Board of Supervisors of the LCTCS is the sole granter of high school equivalency degrees in Louisiana.

The LCTCS Board of Supervisors authorizes the following options as means of attainment of the high school equivalency in Louisiana:

### A. Completion of College Preparation Coursework

In accordance with the Louisiana Board of Regents Academic Affairs Policy 2.18 on placement into entry-level college English and Math courses, A-a student can demonstrate college readiness by completion of developmental coursework at an LCTCS college. Courses need not be taken at the same LCTCS college.  
*Student Eligibility: Must be at least 18 years of age and not enrolled in high school.*

### B. Completion of a College Placement Assessment

In accordance with the Louisiana Board of Regents Academic Affairs Policy 2.18 on placement into entry-level college English and Math coursesA- a student can earn the minimum standard score on an approved placement test that is based on established placement scores of recognized college readiness. ~~A performance level congruency alignment will be reviewed annually by the LCTCS.~~  
*Student Eligibility: Must be at least 18 years of age and not enrolled in high school.*

### C. Completion of the High School Equivalency Test

A student can earn the minimum standard score that is based on the standard score recommendations from the High School Equivalency Test provider.  
*Student Eligibility: Eligibility for those under 18 years of age will be governed by policies established by the Louisiana Board of Elementary and Secondary Education. Those over 18 years of age who hold no high school diploma and are not enrolled in high school are eligible without conditions.*

### D. Completion of an Integrated Career Pathway

A student can successfully complete an integrated career pathway coursework portfolio encompassing completion of 12 credit hours of technical education course work leading to successful attainment of an; earned recognized Industry Based Certificate (IBC) in that career area, in combination with basic skills knowledge reflected by minimum standard scores on a recognized adult education assessment that is based on the standard score recommendations from the assessment provider in conjunction with



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Louisiana high school graduate performance level congruence alignment.  
*Student Eligibility: Must be at least 18 years of age and not enrolled in high school.*

#### **E. Combination of Attainment Methods**

As appropriate, a student may combine attainment methods detailed in this policy for options A and B to reflect mastery of basic skills necessary to earn a Louisiana High School Equivalency.

*Student Eligibility: Must be at least 18 years of age and not enrolled in high school.*

The LCTCS Board of Supervisors will make no distinction on the method used to attain the high school equivalency when granting the equivalency. The System President is responsible for implementing this policy.

### **Requirements for High School Equivalency Re-Testing**

A test candidate may not retest before 30 days have elapsed since the student last tested. Retesting shall be performed on alternate forms of the tests within a calendar year. No form may be used a second time within a calendar year. Approval may be granted for special circumstances by the Louisiana Chief Examiner.

### **Issuance of Equivalency Diplomas**

A high school equivalency diploma will be issued from the Louisiana Community and Technical College System (LCTCS) after the student has successfully completed an approved high school equivalency test or the portfolio review process demonstrating evidence of college-level career class proficiency and basic skills attainment by meeting the requirements for educational attainment outlined in this policy.

An official copy of results of high school equivalency tests administered to a Louisiana citizen/resident as well as an official copy of results of high school equivalency tests administered in the State of Louisiana shall be submitted by the high school equivalency testing company to LCTCS no later than 30 days following the calculation of test results.

A Louisiana resident who successfully completes an approved high school equivalency test at an official out-of-state testing center may be entitled to receive an equivalency diploma, provided that an official copy of the high school equivalency test results are submitted for review to the LCTCS and provided that the student meets all other qualifications to receive an equivalency diploma.

To be eligible for an equivalency diploma based on results of an approved high school equivalency test, a veteran or member of the Armed Forces shall be a legal resident of Louisiana for six consecutive months or shall have formerly attended a Louisiana school.

A student who has earned a Louisiana High School Equivalency Diploma issued by the LCTCS is considered a Louisiana high school graduate in every respect.

Louisiana high school equivalency diplomas shall be signed by the President of the Louisiana Community and Technical College Systems and the Board Chair of the Board of Supervisors of the Louisiana Community and Technical College System.











# Revisions to LCTCS Policy 1.105 - WorkReady U - High School Equivalency

Final Audit Report

2023-06-09

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