

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM  
Policy # 1.117

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**Title: High School Equivalency Guidelines**

**Authority:** Board Action

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**Effective Date:** February 9, 2011

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A. Age Requirements

1. A student shall be 16 years of age or older in order to be authorized to be administered the High School Equivalency Test.
2. Individuals who are 16-18 years of age must provide evidence of withdrawal from the K-12 system in addition to the documentation required below.
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 students' taking the High School Equivalency Test.
5. A married or emancipated individual may be permitted to take the High School Equivalency Test at 16 years of age and above.
6. 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 Half-Length 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 Half-Length 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 the Options/Connection Program (The Options Program).
5. The High School Equivalency Test may not be administered to candidates who have graduated from an accredited high school.