

**DUAL ENROLLMENT AGREEMENT**

**BETWEEN**

**THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA**

**AND**

**DISTRICT BOARD OF TRUSTEES  
LAKE-SUMTER STATE COLLEGE**

**2013-2014**

**7.25.13**

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# 2013-2014 DUAL ENROLLMENT AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA AND LAKE-SUMTER STATE COLLEGE

## I. THE DUAL ENROLLMENT AGREEMENT

The Agreement is entered into by and between the School Board of Lake County, Florida, ("School Board") and Lake-Sumter State College District Board of Trustees ("LSSC") concerning Advanced Instruction (Dual Enrollment). The Agreement shall govern the eligibility and enrollment of the students and the administration of the high school-based and college-based courses offered via dual enrollment effective July 1, 2013 and ending June 30, 2014.

WHEREAS, this Agreement is being entered into between the parties in accordance with the following provisions:

- §1007.24, Florida Statutes (Statewide Course Numbering system);
- §1007.27, Florida Statutes (Articulated Acceleration Mechanisms);
- §1007.271, Florida Statutes (Dual Enrollment Programs);
- HB 7059, Acceleration Options in Public Education
- HB 7057 6A-10.024 Articulation between Universities, Community Colleges and School Districts
- SB1514 Senate Bill (Education)
- Rule 6A-10.0315 College Preparatory Testing, Placement, and Instruction

### **Description of the Dual Enrollment program and the agreement**

The dual enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and an associate or baccalaureate degree. The program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school. The Early Admission program is a form of dual enrollment through which eligible high school students enroll at LSSC on a full-time basis in courses that are creditable toward the high school diploma and the Associate degree.

The purpose of the Agreement is to develop and implement a comprehensive acceleration program for public high school students, reducing the time needed to complete the requirements of a high school diploma and a college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students.

The Agreement delineates institutional responsibilities to inform students and parents about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this Agreement, the School Board and LSSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of the local community.

To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss damage, attorney's fees, court costs or expenses of any kind, which each party, its officers, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this Agreement or from the activities of the School Board and LSSC personnel, students, faculty, as aforesaid under the provisions of the Agreement.

### **Amendments to the agreement**

The Agreement shall continue from July 1, 2013, and end June 30, 2014, and shall be revised and reviewed on an annual basis. The School Board Superintendent or designee, and the LSSC President or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards.

The Agreement, once signed by LSSC and the School Board and submitted to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which established. All parties agree to abide by any Florida Department of Education rule changes, regarding college credit dual enrollment and due to take effect during the relevant academic year.

Should the School Board or LSSC initiate a modification or amendment to the Agreement, the LSSC Vice President for Student Affairs and the School Board Director of Student Services will develop an action plan. The final amendment will go to both the Lake County School Board and the LSSC Board of Trustees for formal approval.

## **II. RATIFICATION OR MODIFICATION OF ALL EXISTING ARTICULATION AGREEMENTS**

The Career Pathways Articulation is included in Appendix A of this agreement.

## **III. STUDENT AND PARENT PARTICIPATION NOTIFICATION**

The School Board notifies students and parents of the option to participate in dual enrollment during annual academic planning, beginning with the eighth to ninth grade articulation advising held during the spring semester at each middle school. Students and parents also receive information concerning dual enrollment opportunities through the following: individual student advisement with the high school counselor; School Board District High School Counselor for Dual Enrollment; School Board high school websites, *High School Program Guide*, the *Family and School Partnership for Student Achievement: A Parent's Guide*, [Lake County School Board Dual Enrollment Handbook](#), [Lake County School Board webpage](#), and [Lake County School Board Student Progression Plan](#)

LSSC notifies high school students of the option to participate in dual enrollment during college informational events such as LSSC College Night. LSSC staff, including recruiters and the Dual Enrollment Manager, regularly visit School Board high schools to share college and career program and enrollment information. LSSC also produces and distributes program eligibility and enrollment materials to high school counselors and students. Dual enrollment information and resources are also available on the [LSSC dual enrollment webpage](#).

## **IV. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS** **COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS (PAGE 5)**

Pursuant to Florida statute, dual enrollment course options are intended to shorten the time necessary for a student to complete the requirements associated with the completion of a high school diploma and a postsecondary degree, broaden the scope of curricular options available at the high school, and increase the depth of study available.

LSSC and the School Board will guide students toward courses that supplement rather than supplant what is available at the high school. LSSC will advise each student in the development of a Postsecondary Student Education Plan (PSEP) that aligns dual enrollment and Early Admission course selections to high school and LSSC graduation requirements. The School Board and LSSC will advise dual enrollment students to prioritize enrollment in academic core courses that meet educational degree objectives, meta-major requirements, general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.

The School Board and LSSC adhere to the Florida High School Subject Area Equivalency List in identifying LSSC college credit courses available to high school students through dual enrollment. LSSC does not offer all courses on the equivalency list and not all LSSC courses are offered each semester. Students will be advised by their high school counselors and LSSC Dual Enrollment staff to enroll in classes identified in their Postsecondary Student Education Plan (PSEP).

Students must seek mutual approval by designated representatives of the School Board and LSSC in order to register for the classes listed below:

- LSSC courses not included on the Florida High School Subject Area Equivalency List.
- LSSC courses not identified in the Postsecondary Student Education Plan (PSEP).
- LSSC courses that meet high school non-academic elective credit transferability.

**College credit courses available through dual enrollment on the high school campuses**

No high school-based LSSC courses are available on School Board high school campuses.

**Courses and programs not available to dual enrollment students:**

- LSSC independent study courses
- LSSC developmental courses
- LSSC physical education skills courses
- LSSC one and two credit courses
- LSSC's Associate in Science in nursing limited access program
- LSSC's technical credit courses
- Dual enrollment students are not permitted to audit any LSSC course
- A student projected to graduate from high school before the scheduled completion date of an LSSC course may not register for that course through dual enrollment.

**Magnets, Academies, Workforce demands and access to acceleration mechanisms**

This Agreement does not include magnets or academies.

**Career Pathways Program**

In a continuing effort for the Lake County, Sumter County, and Lake-Sumter State College Career Pathways Consortium to provide opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, Lake-Sumter State College agrees to extend college credit at no cost to the student (other than the application fee) at Lake-Sumter State College. The 2013-14 Career Pathways Articulation Agreement is in Appendix A of this document.

**V. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT**

**Established deadlines**

Dual enrollment student registration, fee waiver, enrollment, add/drop, and withdrawal must comply with all LSSC policies and deadlines as published in the LSSC Catalog & Student Handbook, LSSC webpage, and LSSC dual enrollment webpage. Dual enrollment students have the same registration dates as traditional degree seeking students.

**Admissions application forms**

The School Board high school counselor provides the LSSC Dual Enrollment Admissions Application to interested students meeting all dual enrollment eligibility requirements. There is no application fee for dual enrollment applicants.

### **Person to whom parents and/or students submit admissions application materials**

Students submit the completed LSSC Dual Enrollment Admissions Application, along with placement test and GPA documentation, to LSSC's Admissions and Records Office by the posted application deadlines.

### **Recommendations/signatures required for participation in dual enrollment**

The LSSC Dual Enrollment Admissions Application must be signed by the student, the student's parent/legal guardian, and the high school counselor.

### **Process by which students register for courses**

Dual enrollment students register for courses using LOIS, LSSC's online course management system. All first-time dual enrollment students are required to complete the two part LSSC New Student Orientation Program, during which students receive instructions on how to add and drop courses in LOIS.

Dual enrollment students must first enroll and then submit an LSSC Fee Waiver Form by posted first fee payment deadlines. Failure to submit the LSSC Fee Waiver Form by the deadline will result in an administrative drop from all LSSC courses. Students may register through the end of LSSC's posted add/drop registration period.

### **Process by which students add/drop courses**

Students dropping a course during the posted add/drop period may register for that course in a subsequent semester. Courses dropped during the LSSC add/drop period do not appear on transcripts.

Students who submit the required paperwork by posted deadlines may modify LSSC course schedules during the posted add/drop period via appropriate signatures on the LSSC Fee Waiver Form.

### **Process by which students withdraw from courses**

Students must comply with the withdrawal policies and deadlines published in the [LSSC Catalog & Student Handbook](#), [LSSC webpage](#), and [LSSC dual enrollment webpage](#).

Students withdrawing from a course during the LSSC withdrawal period will earn a "W" on the high school and the college transcripts. All grades, including "W" for withdrawal, become a permanent part of a student's high school and college transcripts and may affect subsequent postsecondary admissions and program eligibility. Dual enrollment students may not withdraw from a course without the high school counselor signature/approval and the LSSC Dual Enrollment Manager signature/approval on the Course Withdrawal Form.

To withdraw from or drop a course after the posted add/drop deadline, a student must submit a completed LSSC Course Withdrawal Form which is available at the LSSC Admissions and Records Office and on the [LSSC Admission and Records Office website](#). The form must be signed by the student and high school counselor and submitted to the LSSC Dual Enrollment Manager by LSSC's posted withdrawal deadline. Per the School Board, dual enrollment students who withdraw from a course after the add/drop deadline or fail an LSSC course will lose dual enrollment eligibility in subsequent semesters. Dual enrollment students may not retake a failed course or a course from which they have withdrawn.

Dual enrollment students who believe it necessary to withdraw from a course due to extenuating circumstances may appeal to the LSSC Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#). Students may only pursue an Administrative Appeal in the form of a late course withdrawal or an administrative drop based on the following documented circumstances: involuntary call to military duty; death of a student; documented illness/injury of student or a

member of the student's immediate family (spouse/partner or child); technical error with admission, advising, or registration on the part of the College or College staff; or severe exigent circumstances.

### **Maximum course loads**

To ensure student readiness for postsecondary instruction, initial eligibility will permit Dual enrollment students to enroll in a maximum of two (2) classes during their first semester of dual enrollment participation.

Once the student has demonstrated the ability to master advanced courses, they will be permitted to enroll in a maximum of 11 credits per semester in all subsequent semesters, Fall, Spring and Summer (A, AE, and B combined). Students may appeal to exceed-summer maximum course loads through the established LSSC credit overload process.

Early Admission dual enrollment students must enroll in a minimum of twelve (12) credits and may enroll in a maximum of seventeen (17) credits each fall and spring semester.

### **Grade forgiveness**

LSSC dual enrollment students may attempt a course one time while dually enrolled. Dual Enrollment students who withdraw from or fail a course may not retake the course for grade forgiveness through LSSC dual enrollment. After high school graduation, the student may apply for readmission as a traditional degree seeking student with LSSC and retake the failed/withdrawn course for grade forgiveness. Since grade forgiveness policies differ among postsecondary institutions, students planning to transfer to another college or university should contact the appropriate postsecondary institution for grade forgiveness policy information.

School Board students withdrawing from or failing an LSSC dual enrollment course may retake a comparable high school course for grade forgiveness at the School Board high school of enrollment in accordance with School Board Grade Forgiveness/Credit Recovery Policy. Dual enrollment students who believe it necessary to withdraw from a course or who failed a course due to extenuating circumstances may appeal to the LSSC Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

### **Weighting of Dual Enrollment course grades**

Dual enrollment, college-level, academic credit courses are weighted at 6.0 on a 4.0 scale.

### **Grades**

LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC coursework. Dual enrollment students access final grades via the LOIS course management system. All decisions and actions related to final course grades must be consistent with LSSC's Standards of Academic Progress, rules, and procedures posted in the [LSSC Catalog & Student Handbook](#). Once LSSC assigns grades, neither the School Board nor the high school make any grade changes when recording or posting grades to the high school transcript. The School Board high school of record records the dual enrollment credit and letter grade on the high school transcript.

A grade of "C" or higher proves satisfactory completion of a course fulfilling the Gordon Rule Requirement and earning postsecondary credit.

A grade of "D" or higher proves satisfactory completion of coursework for high school diploma requirements and high school credit is awarded. However, a grade of "D" or higher may not satisfy LSSC degree requirements but credits will be awarded. Other postsecondary institutions may or may not award/transfer credit for a grade of "D". Students should contact the appropriate postsecondary institution for transferability of credit.



A grade of "F" will result in the loss of dual enrollment eligibility in subsequent semesters per the School Board.

Dual enrollment students who believe it necessary to withdraw from a course due to extenuating circumstances may appeal to the LSSC Director of Student Development using LSSC's administrative appeal process outlined in the LSSC Catalog & Student Handbook. Students may only pursue an Administrative Appeal in the form of a late course withdrawal or an administrative drop based on the following documented circumstances: involuntary call to military duty; death of a student; documented illness/injury of student or a member of the student's immediate family (spouse/partner or child); technical error with admission, advising, or registration on the part of the College or College staff; or severe exigent circumstances.

A grade of "I" may be assigned in extreme circumstances. Incomplete "I" grades not completed within LSSC's designated timeframe automatically convert to an "F" grade on both the high school and college transcripts and calculate as "F" in computing both the high school and the college GPAs.

Withdrawals ("W") are not included in calculating the high school or college GPA.

A student may appeal grades issued by LSSC faculty only if the grade is alleged arbitrary and/or capricious as described in the LSSC Catalog & Student Handbook. Students wishing to appeal an assignment or course grade must follow LSSC's grade grievance procedures as described in the LSSC Catalog & Student Handbook.

## **VI. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS**

### **Statutory eligibility requirements: (Florida Statutes, Section 1007.271)**

- College credit: 3.0 unweighted high school GPA and demonstrated readiness for college coursework as demonstrated through scores on a common placement test as established in State Board of Education Rule 6A-10.0315. All sections of a common placement test must be successfully completed, through scores on a single test or combination of tests, for dual enrollment participation.
- Career certificate: 2.0 unweighted GPA
- Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum 2.0 LSSC GPA.
- Students who will graduate from high school prior to completion of an LSSC course may not register for the course through dual enrollment.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

### **Additional initial dual enrollment eligibility requirements:**

- Student must attend a Lake County School Board high school full-time; and
- Student must be classified as a full-time School Board junior or senior in secondary coursework on or before the first day of the college semester for which they are enrolling.
- A student projected to graduate from high school before the scheduled completion date of an LSSC course may not register for that course through dual enrollment. The student may; however, apply to LSSC and pay the required registration, tuition, and fees if the student meets the LSSC admissions requirements under s. 1007.263, F.S.

### **Additional dual enrollment eligibility requirements for Early Admissions:**

- Student must have an unweighted 3.5 high school GPA.
- Student must have a minimum 3.0 LSSC GPA.

- All coursework must be taken through LSSC only. (No courses may be taken at the School Board high school of record, the School Board virtual school(s), Florida Virtual School, or other virtual high schools.)
- Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 LSSC GPA.
- Must be in good conduct standing at both the School Board and LSSC.

**Common placement test scores**

Students must successfully complete all sections of a common placement test, through scores on a single test or combination of tests, and meet all college ready cut score requirements as a prerequisite to dual enrollment eligibility and participation. In accordance with SBE 6A-10.0315, LSSC accepts the highest test scores on any of the tests or combination of tests identified in the table below.

TEST	MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			MINIMUM TEST SCORES FOR UPPER LEVEL COLLEGE MATH & SCIENCE COURSES
	READING	WRITING	MATH	MATH
PERT	104	99	113	123
ACT	18	17	19	23
SAT	440-Verbal	N/A	440	520
CPT	83	N/A	72	95
FCAT	262	262	N/A	N/A

In accordance with SBE 6A-10.0315, a score of 262 on the Grade 10 FCAT 2.0 Reading is indicative of reading and English college readiness therefore satisfying the Reading and English dual enrollment test score requirements.

**VII. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY**

Under dual enrollment, approved School Board LSSC courses will be used to fulfill academic or academic elective credit requirements for high school graduation. All LSSC courses available to dual enrollment students are included in the Florida High School Subject Area Equivalency List and, as such, upon successful completion, credits apply to high school diploma coursework requirements.

For any Advanced Placement (AP) course, a student may only earn college credit **or** AP credit, not both.

**Transfer Guarantees**

The Florida Department of Education “Statement on Dual Enrollment Transfer Guarantees” is available at [www.fldoe.org/articulation](http://www.fldoe.org/articulation).

**VIII. COLLEGE-LEVEL EXPECTATIONS**

All LSSC courses meet curricular and rigor expectations as non-dual enrollment postsecondary instruction. All dual enrollment students receive information concerning college-level course expectations and LSSC General Education Requirements in New Student Orientation, on the College’s and dual enrollment program’s web pages, in the LSSC Catalog & Student Handbook and during individual academic advising sessions with the Dual Enrollment Manager.

**Academic Advising**

The School Board high school counselors and the LSSC Dual Enrollment Manager provide academic advisement and guidance services to dual enrollment students. These services may include but are not limited to: individual and/or classroom guidance, college workshops and college transition resources, college majors and prerequisite information, and weighting systems.

The New Student Orientation (NSO) program is a cornerstone of the academic advising relationship established between dual enrollment students and LSSC's Dual Enrollment Manager. Dual enrollment students are required to participate in LSSC's two-part NSO program prior to beginning dual enrollment coursework. Each dual enrollment student receives an "Academic Advising Guide" and a hard copy of the LSSC Catalog & Student Handbook at NSO.

LSSC will advise each student in the development of a Postsecondary Student Education Plan (PSEP) that aligns course selections to high school and LSSC graduation requirements, educational degree objectives, meta-major requirements, general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic Advising Guide and PSEP will be utilized in all subsequent LSSC academic advising sessions.

Students are advised of the expectations for continued dual enrollment eligibility during individual advising sessions with the School Board counselors and with the LSSC Dual Enrollment Manager. Dual enrollment students are encouraged to meet with the LSSC Dual Enrollment Manager prior to initial registration and at least once per subsequent semester. The student is responsible for scheduling any meetings with the LSSC Dual Enrollment Manager and/or LSSC Academic Advisors.

**The LSSC Dual Enrollment Manager advises students of the following LSSC academic expectations:**

- College courses permitted under dual enrollment must meet postsecondary course content requirements as specified in the Statewide Course Numbering System.
- College courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
- Dual enrollment students may not register for LSSC independent study courses, college preparatory courses, physical education skills courses, or one and two college credit courses.
- Two to three hours of homework are expected for each hour spent in a classroom setting.
- College assignment deadlines are firm.
- Gordon Rule courses require completion with a grade of "C" or higher.
- All grades, including withdrawals, become part of the student's permanent collegiate academic transcript.
- Course syllabi are available for students to review by contacting the course instructor during the add/drop period each semester and on LSSC faculty websites.
- Course descriptions are available in the LSSC Catalog & Student Handbook.
- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas.
- Course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically.
- Courses will not be modified to accommodate variations in student age and/or maturity.
- All LSSC students are free to access the Internet without restrictions per LSSC rules.

**FERPA GUIDELINES**

FERPA is a federal law that protects the privacy of student educational records. Even though high school students may be considered "dependent minors", under (FERPA) they have rights to privacy in all matters relating to their collegiate educational record. Generally, LSSC, including the faculty members, will not release information relating to protected student information to non-LSSC officials without the student's written consent. The practice of not releasing information extends to the release of information to parents and

guardians. Information may not be released to parents or guardians unless the student has signed the LSSC FERPA waiver form. The LSSC FERPA waiver form is available at New Student Orientation sessions and the LSSC Admissions and Records Office. Completed forms must be submitted in person by the student to the LSSC Admissions and Records Office.

#### **IX. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES**

There are no exceptions to the required grade point average for dual enrollment eligibility.

#### **X. POSTSECONDARY REGISTRATION POLICIES**

##### **Academic deadlines**

All academic deadlines are posted in the [LSSC Catalog & Student Handbook](#), the [Dual Enrollment New Student Orientation Registration Guide](#), [LSSC's homepage](#), and the [LSSC dual enrollment webpage](#). Dual enrollment students must comply with all policies and deadlines published in the [LSSC Catalog & Student Handbook](#). All School Board public high schools maintain a school website that includes a link to the [LSSC dual enrollment webpage](#).

#### **XI. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS**

There are no exceptions to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook, which apply to faculty members.

#### **XII. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT**

##### **Qualifications and selection of instructors**

All LSSC faculty teaching must meet the Southern Association of Colleges and Schools (SACS) Commission on Colleges requirements/guidelines for postsecondary instructors with a minimum of a master's degree in the teaching discipline or a master's degree with 18 graduate semester hours in the teaching discipline. LSSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the [LSSC Faculty Credentials Manual](#).

##### **Assessment of instructors**

All LSSC courses are taught according to the approved Master Course Outline and course syllabus template provided by the office of the LSSC Dean of General Education and Transfer Programs. The evaluation process, including the use of LSSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any LSSC adjunct faculty member.

##### **Program analysis and review**

LSSC shall conduct a follow-up analysis of the grades dual enrollment students receive in courses taken at LSSC subsequent to high school graduation. The purpose of this analysis will be to ensure that the quality of courses, level of preparation and future success of dual enrollment students is comparable to that of non-dual enrollment students. The information shall be shared with the School Board Student Services Director and with the Division of Florida Colleges on an annual basis.

#### **XIII. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING**

##### **Student eligibility screening**

The School Board high school counselors verify high school GPA, college placement test scores and academic standing.

##### **Procedures for College readiness testing at the high school and college site**

The School Board administers the PERT assessment at School Board high schools throughout the year.

#### **Ongoing monitoring for continued participation in Dual Enrollment**

Students seeking to continue enrollment in academic credit LSSC courses through dual enrollment must maintain a minimum 3.0 unweighted cumulative high school GPA and a 2.0 unweighted cumulative LSSC GPA. School Board counselors confirm high school GPA eligibility when completing the LSSC Fee Waiver Form. Early Admissions dual enrollment students must maintain a 3.0 unweighted cumulative LSSC GPA for continued eligibility. Per the School Board, dual enrollment students who withdraw from a course after the add/drop deadline or fail an LSSC course will lose dual enrollment eligibility in subsequent semesters.

The School Board District High School Counselor for Dual Enrollment and the LSSC Dual Enrollment Manager monitor student GPAs and collaboratively review and maintain student records to ensure continued dual enrollment eligibility. Students who do not meet either the high school or college GPA requirement will not be eligible to continue dual enrollment participation.

The School Board District High School Counselor for Dual Enrollment and the LSSC Dual Enrollment Manager alert students, high school counselors and School Board Student Services of student GPA changes resulting in a loss of dual enrollment eligibility.

#### **Student behavior and suspension/expulsion policy**

Dual enrollment students must adhere to both the School Board and LSSC Student Codes of Conduct. Dual enrollment students submitting forms with forged parent/legal guardian and/or high school counselor signature and/or falsified information forfeit dual enrollment eligibility for one full LSSC semester. Subsequent infractions of this nature will result in permanent loss of dual enrollment eligibility.

In cases where a student is suspended from a School Board high school, the student may not attend LSSC courses and activities during the suspension period. In cases of expulsion from a School Board high school, the student may not enroll in or attend LSSC courses or activities during the expulsion period. The District High School Counselor for Dual Enrollment notifies the LSSC Dual Enrollment Manager of all dual enrollment students suspended or expelled from a School Board high school.

Students who conduct themselves in a manner disruptive to the LSSC learning environment may be subject to disciplinary action which could result in a loss of dual enrollment eligibility. Students in violation of LSSC's Student Code of Conduct are subject to disciplinary action that could affect high school and post-secondary graduation, scholarship eligibility, grade point average, and future postsecondary transfer and career plans. All dual enrollment students assume the responsibility to become familiar with and to abide by LSSC Student Rights and Responsibilities as defined by the College Administrative Policies and Procedures and referenced in the Student Code of Conduct in the LSSC Catalog & Student Handbook. The LSSC Dual Enrollment Manager notifies the School Board District High School Counselor for Dual Enrollment of all dual enrollment students found responsible for LSSC Code of Conduct violations resulting in loss of dual enrollment eligibility.

#### **XIV. TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT**

LSSC collects and shares grade data with the School Board using a secure online system. The School Board will distribute LSSC grades to School Board high schools. The School Board high school of enrollment records the LSSC course letter grade on the high school transcript.

#### **XV. FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY**

##### **Registration, matriculation and laboratory fees**

Per §1007.27 (2), dual enrollment students shall be exempt from the payment of registration, matriculation and laboratory fees.

### **Textbook, electronic access codes and other course materials**

Per §1007.271 (17), the School Board loans required hard copy textbooks, free of charge, to dual enrollment students. Dual enrollment textbooks are the property of the School Board and all School Board textbook policies apply. Dual enrollment students registering in courses requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, etc. purchase such ancillary materials at the student's expense.

### **Instructional cost arrangements**

Per §1007.271, F.S. Dual enrollment programs, School Districts shall pay the standard tuition rate (\$71.98) per credit hour from funds provided in the Florida Education Finance Program to LSSC providing instruction does not take place on a School Board high school campus. LSSC shall provide the School Board with itemized tuition invoices following established LSSC third party billing procedures and timelines.

LSSC will collaborate with the School Board to provide a textbook rebate in order to mitigate the cost impact of dual enrollment textbooks.

### **Additional cost arrangements**

#### **Mailings**

The School Board and LSSC each agree to fund one full high school seniors mailing each academic year. The School Board provides directory information to LSSC up to four times per year. LSSC provides at least a thirty-day written notice for all directory information requests. LSSC directory information requests should be made to the School Board Student Services Department.

#### **Textbook processes**

1. LSSC's Bookstore Manager provides a hard copy list of the currently adopted textbooks as soon as that information becomes available, but no later than one semester before a course is offered, to the School Board Director of Professional Development and Instructional Materials and the School Board District High School Counselor for Dual Enrollment.
2. The School Board purchases, stores, and maintains all textbooks purchased for dual enrollment.
3. The School Board loans textbooks to School Board high school dual enrollment students for use in LSSC courses.
4. At the end of each semester, the School Board notifies Dual Enrollment students of the procedure for returning School Board loaned textbooks.
5. Students failing to return School Board loaned textbooks may not enroll in dual enrollment courses until such time as materials or monies owed to the School Board are satisfied.
6. LSSC provides the School Board with a list of dual enrollment students who have officially withdrawn from classes at the end of the semester to ensure return and/or payment of textbooks and materials.

#### **Textbook selection and use**

All textbooks are selected for each course by the appropriate LSSC faculty member(s) and approved by the appropriate LSSC academic department. Textbooks will be used for a minimum of two years unless the current edition is no longer available from the publisher. LSSC will review textbook requirements in the fall of each year and communicate changes with the School Board.

### **XVI. STUDENT TRANSPORTATION**

Parents or legal guardians arrange and assume all financial responsibility and liability for dual enrollment related transportation. Neither the School Board nor LSSC shall in any way be responsible for or provide transportation for dual enrollment students. Dual enrollment students are responsible for arranging and paying for transportation to and from LSSC as well as all other dual enrollment related transportation.

## **XVII. ADDITIONAL POLICIES AND PROCEDURES**

### **Student data requests**

LSSC's Office of Planning and Institutional Effectiveness will collect and compile dual enrollment data to develop the *LSSC Dual Enrollment Research Review* to be updated and distributed once per semester to the School Board Director of Student Services. The most current *LSSC Dual Enrollment Research Review* will also be accessible on the [LSSC dual enrollment webpage](#). Data requests beyond the *Dual Enrollment Research Review* and semester grade and enrollment reports must be submitted by the School Board Director of Student Services to the LSSC Office of Planning and Institutional Effectiveness with 30 days advance notice.

### **Attendance requests related to FCAT 2.0, AP exams and state-mandated end-of-course assessments**

Dual enrollment students must make assessment absence requests directly with the LSSC instructor(s) for FCAT 2.0 Reading, Advanced Placement (AP) exams, and/or state mandated end-of-course (EOC) assessments conducted at the School Board high school of enrollment. The School Board Student Services Department will provide the LSSC Dual Enrollment Manager with the District Assessment schedule each semester. Should the instructor deny the request for absence, the dual enrollment student may file an appeal with the LSSC Director of Student Development.

### **Background investigations**

LSSC represents and warrants to the School Board that it has read and is familiar with §Sections 1012.315, 1012.32, 112.465, 1012.467, and 1012.468 regarding background investigations. LSSC covenants to comply with all requirements of the above-cited statutes and shall provide the School Board with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in §Section 768.28, LS F.S. LSSC agrees to indemnify and hold harmless the School Board, its officers, agents and employees from any liability in the form of physical injury, death, or property damage resulting from LSSC's failure to comply with the requirements of this paragraph of §Sections 1012.315, 1012.32, 1012.465, 1012.467 and 1012.468.

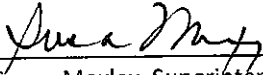
### **Right to audit**


The Parties shall keep all records and supporting documentation which concern or relate to this Agreement for a minimum of three (3) years from the date of termination of this Agreement. Each party to this Agreement agrees to provide the other party, and their duly authorized representatives, access to records and supporting documentation as they relate to this agreement, upon request and at mutually agreeable times during normal business hours. In addition, each party shall have the right to audit, inspect and copy all of the records of the other party as they relate to this Agreement, upon request and at mutually agreeable times during normal business hours. The parties shall cooperate with each other in any such audit and inspection, and in allowing copies to be made. The access, inspection, copying and auditing rights of this Agreement shall survive the termination of this agreement.

### **Waivers**

Pursuant to Florida statute, the President of LSCC and the School Board Superintendent may jointly waive dual enrollment eligibility and participation criteria through a student appeal process. The decision of the LSSC President and School Board Superintendent is final.

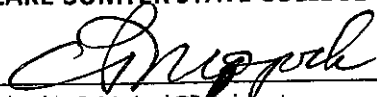
**SCHOOL BOARD OF LAKE COUNTY, FLORIDA**


  
\_\_\_\_\_  
Susan Moxley, Superintendent

  
\_\_\_\_\_  
Kyleen Fischer, Chairperson  
School Board of Lake County, Florida

7-29-13  
DATE

**LAKE-SUMTER STATE COLLEGE**

  
\_\_\_\_\_  
Charles R Mojock, President

  
\_\_\_\_\_  
Timothy Morris, Chairperson  
District Board of Trustees

7-16-13  
DATE



**APPENDIX A**  
**CAREER PATHWAYS ARTICULATION AGREEMENT BETWEEN**  
**THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA,**  
**THE SCHOOL BOARD OF SUMTER COUNTY, FLORIDA**  
**and LAKE-SUMTER STATE COLLEGE**

In a continuing effort for the Lake County, Sumter County, and Lake-Sumter State College Career Pathways Consortium to provide career opportunities for secondary school students in Career Pathways programs for transition into postsecondary institutions, Lake-Sumter State College agrees to extend at no cost to the student (other than the application fee) college credit at Lake-Sumter State College.

Articulation with Lake-Sumter State College

To articulate technical core courses taken in secondary schools to Lake-Sumter State College, students must meet the following requirements to earn college credit:

1. The student shall be considered a Career Pathways student, defined as a student in an articulated, sequential Career & Technical program and enrolled in Level II or III courses which lead to a postsecondary certificate, A.S., A.A.S., or A.A. degree, and/or apprenticeship programs.
2. Pass the specified high school course(s) identified on the Career Pathways Program of Study within a technical program with a minimum grade of "C," pass the common assessment for the courses required, and meet the specified requirements as a Career Pathways student. If the student has not earned a "C" or better in the course(s), he/she is not eligible to take the assessment.
3. Pay the college Application for Admission Fee.
4. Meet regular college entrance requirements.
5. The student must enroll and attend Lake-Sumter State College after high school graduation in order to receive the credit earned by assessment. Lake-Sumter State College will award the credit up to 18 months from the time of high school graduation until the student enters the college.
6. Comply with the appropriate placement and course prerequisite requirements of the college.
7. The student must present the Career Pathways Certificate of Completion verifying the successful completion of the technical courses and assessment or industry certification, if applicable, to Lake-Sumter State College's Admissions Office.
8. The student must be identified as having completed a Career Pathways program of study in high school.

Assessment and Course Equivalency

1. The common assessment for each program area will be developed jointly by high school and Lake-Sumter State College faculty. The assessment may be written, portfolio, performance-based or a combination thereof.
2. Faculty and staff on the technical discipline subcommittees have examined and compared the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content.

Maximum Award of Credit

This agreement makes it possible for a student to receive the maximum number of college or vocational credits identified in each of the Career Pathway Programs of Study toward an articulated program at Lake-Sumter State College.

Terms of Agreement

This agreement shall be reviewed annually and shall be in effect from July 1, 2013 until either party identifies a need for revision or terminates this agreement with thirty days written notice. Revisions to the Career Pathways articulations may be made with the approval of the Lake County, Sumter County, and Lake-Sumter State College Career Pathways Consortium Committee.