

DUAL ENROLLMENT AGREEMENT

BETWEEN

THE SCHOOL BOARD OF SUMTER COUNTY, FLORIDA

AND

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

2013-2014

7.15.13

TABLE OF CONTENTS

THE DUAL ENROLLMENT AGREEMENT	
A. DESCRIPTION OF THE DUAL ENROLLMENT PROGRAM AND THE AGREEMENT.....	4
B. AMENDMENTS TO THE AGREEMENT	5
RATIFICATION OR MODIFICATION OF EXISTING ARTICULATION AGREEMENTS	
A. RATIFICATION OR MODIFICATION OF ALL EXISTING ARTICULATION AGREEMENTS	5
STUDENT AND PARENT PARTICIPATION NOTIFICATION	
A. PROCEDURES TO NOTIFY STUDENTS AND PARENTS OF THE OPTION TO PARTICIPATE	5
COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS	
A. COURSES AND PROGRAMS NOT AVAILABLE TO DUAL ENROLLMENT STUDENTS.....	6
B. MAGNETS, ACADEMIES, WORKFORCE DEMANDS, AND ACCESS TO ACCELERATION MECHANISMS	6
C. CAREER PATHWAY PROGRAM.....	6
PROCESS TO PARTICIPATE IN DUAL ENROLLMENT	
A. ESTABLISHED DEADLINES	6
B. ADMISSION APPLICATION FORMS.....	6
C. PERSON TO WHOM PARENTS AND STUDENTS SUBMIT ADMISSIONS APPLICATION MATERIALS	7
D. RECOMMENDATIONS/SIGNATURES REQUIRED FOR PARTICIPATION IN DUAL ENROLLMENT	7
E. PROCESS BY WHICH STUDENTS REGISTER FOR COURSES.....	7
F. PROCESS BY WHICH STUDENTS WITHDRAW FROM COURSES	7
G. MAXIMUM COURSE LOADS	8
H. GRADE FORGIVENESS.....	8
I. WEIGHTING OF DUAL ENROLLMENT COURSE GRADES	8
J. GRADES	8
DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS	
A. STATUTORY ELIGIBILITY REQUIREMENTS	9
B. ADDITIONAL INITIAL ELIGIBILITY REQUIREMENTS.....	9
C. ADDITIONAL DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS FOR EARLY ADMISSIONS	9
D. COMMON PLACEMENT TEST SCORES.....	10
HIGH SCHOOL CREDIT/DUAL ENROLLMENT COURSE EQUIVALENCY	
A. HIGH SCHOOL CREDIT EARNED FOR DUAL ENROLLMENT COURSES.....	10
B. TRANSFER GUARANTEES	10
COLLEGE LEVEL EXPECTATIONS	
A. ACADEMIC ADVISING	11
B. LSSC ACADEMIC EXPECTATIONS.....	11
C. FERPA GUIDELINES	12
EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGE	
A. POLICIES AND PROCEDURES FOR DETERMINING EXCEPTIONS TO THE REQUIRED GPA	12
POSTSECONDARY REGISTRATION POLICIES	
A. ACADEMIC DEADLINES	12
EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS	
A. EXCEPTIONS STATED IN THE FACULTY HANDBOOK	12
FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT	

A. QUALIFICATIONS AND SELECTION OF INSTRUCTORS	12
B. ASSESSMENT OF INSTRUCTORS.....	12
C. PROGRAM ANALYSIS AND REVIEW.....	12

STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

A. STUDENT ELIGIBILITY SCREENING	13
B. ONGOING MONITORING FOR CONTINUED PARTICIPATION IN DUAL ENROLLMENT	13
C. PROCEDURES FOR COLLEGE READINESS TESTING AT THE HIGH SCHOOL AND COLLEGE SITE	13
D. STUDENT BEHAVIOR AND SUSPENSION/EXPULSION POLICY	13

TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT

A. INSTITUTIONAL RESPONSIBILITIES FOR THE TRANSMISSION OF STUDENT GRADES	14
--	----

FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY

A. REGISTRATION, MATRICULATION, AND LABORATORY FEES	14
B. TEXTBOOKS, ELECTRONIC ACCESS CODES, AND OTHER COURSE MATERIALS	14
C. INSTRUCTIONAL COST ARRANGEMENTS.....	14
D. TEXTBOOK PROCESSES	14
E. TEXTBOOK SELECTION AND USE.....	15

STUDENT TRANSPORTATION

A. INSTITUTIONAL RESPONSIBILITIES FOR STUDENT TRANSPORTATION	15
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ADDITIONAL POLICIES AND PROCEDURES

A. STUDENT DATA REQUESTS	15
B. ATTENDANCE REQUESTS MANDATED COURSE ASSESSMENTS	15
C. MAILINGS	16
D. BACKGROUND INVESTIGATIONS	16
E. RIGHT TO AUDIT	16
F. WAIVERS	16

APPENDIX A: 2013 – 2014 CAREER PATHWAYS ARTICULATION AGREEMENT

2013-2014 SUMTER COUNTY DUAL ENROLLMENT AGREEMENT

This Agreement is entered into by and between School Board of Sumter County, Florida, ("SCSB") 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);
- §1007.272 Florida Statutes (Dual Enrollment and Advanced Placement);
- 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

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 LSSC 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, SCSB and LSSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies to reduce costs, 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 SCSB 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 SCSB 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 SCSB or LSSC initiate a modification or amendment to the Agreement, the LSSC Vice President for Student Affairs and the SCSB Director of Secondary Postsecondary Career and Technical Education will develop an action plan. The final amendment will go to both SCSB and the LSSC Board of Trustees for formal approval.

I. RATIFICATION OR MODIFICATION OF ALL EXISTING ARTICULATION AGREEMENTS

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

II. STUDENT AND PARENT PARTICIPATION NOTIFICATION

SCSB 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; the *Student Progression Plan* and on each high school's website at <http://www.sumter.k12.fl.us/>

LSSC notifies high school students of the option to participate in dual enrollment during yearly college informational events such as LSSC College Night. LSSC staff, including staff recruiters and the Sumter Student Affairs Manager, regularly visit SCSB high schools to share college and career program and enrollment information and to conduct College Readiness presentations. LSSC also produces and distributes program eligibility and enrollment information materials to high school counselors and students.

Additional dual enrollment information and resources are available online for students/parents:

- [LSSC Dual Enrollment New Student Orientation Registration Guide](#)
- [Sumter County School Board website](#)
- [Sumter County School Board Pupil Progression Plan](#)
- [Sumter County Schools Parent Guide](#)
- [LSSC Dual Enrollment webpage](#)
- [LSSC Catalog & Student Handbook](#)

III. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS

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 SCSB 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. SCSB 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.

SCSB 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 SCSB 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.

Each year, LSSC and SCSB will collaboratively develop a class schedule available to SCSB students offered on SCSB high school campuses. These classes must adhere to the High School Subject Area Equivalency List. New course offerings must be negotiated each year through the established LSSC process in collaboration with the Dean for General Education and Transfer programs.

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

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 at no cost to the student (other than the application fee) college credit at Lake-Sumter State College. The 2013-14 Career Pathways Articulation Agreement is available in Appendix A of this document.

IV. 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

To apply for the dual enrollment program, applicants must meet the eligibility requirements as described in Florida Statutes, Section 1007.271. SCSB high school counselors provide LSSC Dual Enrollment admissions materials 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

All application forms/admissions materials must be signed by the student, the student's parent/legal guardian, and the SCSB 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.

Students may register for courses through the end of LSSC's posted add/drop registration period. 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 provided approval has been obtained from the high school counselor and the LSSC Sumter Student Affairs Manager 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 may withdraw from a course and earn a "W" on the high school and college transcripts, provided the withdrawal is completed by LSSC's withdrawal deadline. 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 Sumter Student Affairs 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 Sumter Student Affairs Manager by LSSC's posted withdrawal deadline.

Dual enrollment students may not retake a failed course or a course from which they have withdrawn. However, 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

Dual enrollment students may enroll in a maximum of 11 credits per semester, 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. Students who withdraw from or fail a course may not retake the course for grade forgiveness through LSSC dual enrollment if they meet continued eligibility requirements.

SCSB students withdrawing from or failing an LSSC dual enrollment course may retake a comparable course for grade forgiveness at the SCSB high school of enrollment in accordance with SCSB Grade Forgiveness/Credit Recovery Policy. Dual enrollment students who believe it necessary to withdraw from a course or 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](#).

After high school graduation, the student may enroll at LSSC and retake the failed/withdrawn course for grade forgiveness. Since grade forgiveness policies may differ among postsecondary institutions, students planning to transfer to another college or university should contact the appropriate postsecondary institution for grade forgiveness policy information.

Weighting of Dual Enrollment course grades

Dual enrollment, college-level, academic credit courses are weighted by the SCSB at 5.0 on a 4.0 scale.

Grades

LSSC faculty assign letter grades (A, B, C, D, and F) to all coursework, including that completed under dual enrollment. Dual enrollment students access final grades via the student's self-service LOIS course management system account. 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 SCSB nor the high school make any grade changes when recording or posting grades to the high school transcript.

Grades are distributed to the SCSB high school of enrollment using a secure online system. The SCSB high school of enrollment records the dual enrollment credit and letter grade on the high school transcript. For any Advanced Placement (AP) course, a student may only earn college credit or AP credit, not both.

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".

An "I" grade for a course may be assigned in extreme circumstances and approved by LSSC. 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. 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.

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.

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 1007.271)

- College credit: 3.0 unweighted GPA and demonstrated readiness for college coursework 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 for dual enrollment participation.
- Career certificate: 2.0 un weighted 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 the postsecondary 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 eligibility requirements:

- Student must attend a Sumter County School Board high school full time; and
- Student must be classified as a 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 Admission:

- Student must have an unweighted 3.5 high school GPA.
- Student must have a minimum 3.0 LSSC GPA.
- All early admission coursework must be taken through LSSC only. (No courses may be taken at the School Board high school of record, 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 satisfy the minimum scores for reading and one other section of either the Enhanced ACT, PERT, CPT, or SAT-I and meet all college ready cut scores as a prerequisite to dual enrollment eligibility and participation. English counts as reading and English for these purposes. Students not passing all sections will be limited to dual enrollment courses that align with their placement test scores.

In accordance with State Board of Education Rule 6A-10.0315, a score of 262 on the Grade 10 Florida Comprehensive Assessment Test (FCAT 2.0) reading section was added as a score indicative of readiness for college level coursework in reading and English. If a student enrolls in a Florida College System institution within two years of achieving a 262 on the FCAT 2.0 reading section, they are exempted from taking the PERT reading and English subtests.

LSSC accepts the highest test scores on any of the tests or combination of tests identified in the table below.

TEST	READING	WRITING	MATH
PERT	104	99	113
ACT	18	17	19
SAT	440-Verbal	440-Verbal/Reading combined	440
CPT	83	N/A	72
FCAT	262	262	N/A

Minimum test score requirements on the PERT, SAT-I, Enhanced ACT, or CPT (as documented on SCSB S734/S735 printout or an original test score report)

LSSC accepts the highest test scores on any of the tests or combination of tests identified in the following table. SB 6A-10.0315(6) College Preparatory Testing, Placement, and Instruction.

CPT administration occurs only at LSSC campuses and is not available to SCSB high school students for dual enrollment purposes

VI. HIGH SCHOOL CREDIT/DUAL ENROLLMENT COURSE EQUIVALENCY

Under dual enrollment, LSSC courses will be used to fulfill high school academic or elective credit graduation requirements. All dual enrollment courses offered will meet the guidelines for postsecondary transferability of credit under s. 1007.271(12) F.S.

Credit earned for coursework is awarded according to the State's Articulation Coordination Committee *Dual Enrollment Course High School Subject Area Equivalency List*. LSSC does not offer all courses included on the equivalency list. However, all LSSC courses available to dual enrollment students are included on the list but may not be offered each semester.

Transfer Guarantees

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at www.fldoe.org/articulation.

VII. COLLEGE-LEVEL EXPECTATIONS

All LSSC courses meet college-wide curricular expectations and are at the same depth and rigor as all other 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 Sumter Student Affairs Manager.

Academic Advising

SCSB high school counselors and the LSSC Sumter Student Affairs 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 staff. 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 also advised of the expectations for continued dual enrollment eligibility during individual advising sessions with both SCSB high school counselor and the LSSC Sumter Student Affairs Manager. Dual enrollment students are encouraged to meet with the LSSC Sumter Student Affairs Manager prior to initial registration and at least once per subsequent semester. The student is responsible for scheduling any meetings with the LSSC Sumter Student Affairs Manager.

The Sumter Student Affairs Manager advises students of the following LSSC academic expectations:

- All courses taught as part of dual enrollment 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 must enroll only in classes that apply toward a high school diploma and an associate or baccalaureate degree.
- 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 drop/add period each semester and on [LSSC faculty websites](#).
- Course descriptions are available in the [LSSC Catalog & Student Handbook](#).
- By enrolling at LSSC, all 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.

VIII. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGE

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

IX. POSTSECONDARY REGISTRATION POLICIES

Academic deadlines

All academic deadlines are posted in the 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](#).

X. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS

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

XI. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT

Qualifications and selection of instructors

In accordance with the Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment course must meet the Southern Association of College and Schools (SACS) Commission on Colleges requirements/guidelines for postsecondary instructors in the discipline 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 which shall be provided by the office of the Dean of General Education and Transfer Programs for use by each dual enrollment instructor. 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 subsequent courses taken at the College. 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 SCSB Director of Secondary Postsecondary Career and Technical Education and with the Division of Florida Colleges on an annual basis. LSSC shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for LSSC courses held on high school campuses are comparable to those evidenced in non-dual enrollment sections of the same course.

XII. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

Student eligibility screening

SCSB high school counselors verify high school GPA, college placement test scores and academic standing.

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. Continuing dual enrollment students must provide high school GPA documentation. High school counselors confirm GPA eligibility when completing the LSSC Fee Waiver Form.

Students who do not meet either the high school or college GPA requirement will not be eligible to continue dual enrollment participation.

Students who earn an "F" in an LSSC course or who withdraw after the add/drop deadline, will be limited to enrolling in a maximum of one LSSC course during the subsequent semester. Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular dual enrollment maximum course loads.

SCSB District High School Counselors and the LSSC Sumter Student Affairs Manager monitor student GPA information and collaboratively review and maintain student records to ensure continued dual enrollment eligibility. LSSC Sumter Student Affairs Manager alert students, high school counselors, SCSB High School Counselor, and/or SCSB Student Services staff of student GPA changes which result in a loss of dual enrollment eligibility.

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

SCSB administers the PERT assessment on SCSB high school campuses throughout the academic year.

Student behavior and suspension/expulsion policy

Dual enrollment students must adhere to both SCSB and LSSC code of conduct and behavioral expectations.

In cases where a student is suspended from a SCSB high school, the student may not attend LSSC courses and activities during the suspension period. In cases of expulsion from a SCSB high school, the student may not enroll in or attend LSSC courses or activities during the expulsion period. The District High School Counselor notifies the Sumter Student Affairs Manager of all dual enrollment students suspended or expelled from a SCSB 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 transfer and career plans. All dual enrollment students assume the responsibility to become familiar with and to abide by the College's 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 student will be subject to all penalties noted in LSSC course syllabi. The LSSC Sumter Student Affairs Manager notifies SCSB District High School Counselor of all dual enrollment students found responsible for violations of the LSSC Student Code of Conduct resulting in loss of dual enrollment eligibility.

Prospective or enrolled dual enrollment students submitting official college paperwork with a forged parent/legal guardian or high school counselor signature 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.

XIII. TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT

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

XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY

Registration, matriculation and laboratory fees

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, F.S. SCSB loans required hard copy textbooks and electronic access codes, free of charge, to dual enrollment students. Dual enrollment textbooks and electronic access codes are the property of SCSB. 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 per credit hour from funds provided in the Florida Education Finance Program to LSSC providing instruction

does not take place on an SCSB high school campus. LSSC shall provide SCSB itemized tuition invoices following established LSSC third party billing procedures and timelines.

LSSC will charge no tuition or fees for dual enrollment classes when instruction is provided by Sumter School Board employees on Sumter School Board property.

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

Textbook processes

- SCSB purchases, stores, and maintains all hard copy textbooks.
- SCSB loans textbooks to SCSB high school dual enrollment students for use in LSSC courses.
- 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 Director of Professional Development and Instructional Materials.
- LSSC provides SCSB 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 dual enrollment textbooks and materials.
- At the end of each semester, SCSB notifies Dual Enrollment students of the procedure for returning loaned textbooks.
- Students failing to return SCSB loaned textbooks may not enroll in dual enrollment courses for the next semester or until such time as materials or monies owed to SCSB are satisfied.
- LSSC agrees to make every effort to assign textbooks for a minimum of three years whenever possible to help control the school district's cost.

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. Current college editions of the required course textbooks will be used in the high school based courses to match College campus courses textbooks. In accordance with Statement of Standards C5, Textbooks and Instructional Materials, it will be the responsibility of SCSB to use LSSC's currently adopted textbooks. Textbooks will be used for a minimum of three years unless the current edition is no longer available from the publisher. LSSC will review textbook requirements in the fall of each year.

XV. STUDENT TRANSPORTATION

SCSB dual enrollment students are responsible for arranging and paying for transportation to and from the College as well as all other dual enrollment related transportation. Parents or legal guardians arrange and assume all financial responsibility and liability for dual enrollment related transportation.

Dual enrollment students who enroll in LSSC classes held at the Sumter Campus have the option of utilizing transportation provided by SCSB if such transportation is offered. These students and their parents/legal guardians have the option to provide and pay for their own transportation to and from classes held at the Sumter Campus and to all other courses held at any LSSC campus. LSSC shall in no way be responsible for providing transportation for dual enrollment students.

XVI. 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 School Board personnel. 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 directly to the LSSC Office of Planning and Institutional Effectiveness with 30 days advance notice.

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

Dual enrollment students must make assessment absence requests directly with LSSC instructor(s) for FCAT 2.0 Reading, Advanced Placement (AP) exams, and state mandated end-of-course (EOC) assessments conducted at the high school of enrollment. Should the instructor deny the request for absence, the dual enrollment student may file an appeal with the LSSC Director of Student Development to pursue alternative resolutions with the student and the LSSC Academic department staff. SCSB Student Services Department will provide the Sumter Campus Student Affairs Manager with the SCSB assessment schedule each fall.

Mallings

SCSB 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 SCSB Student Services Department.

Background Investigations

LSSC represents and warrants to SCSB that it has read and is familiar with §Sections 1012.315, 1012.32, 112.465, 1012.467, and 1012.468 F.S. regarding background investigations. LSSC covenants to comply with all requirements of the above-cited statutes and shall provide the SCSB 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 SCSB, 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 F.S.

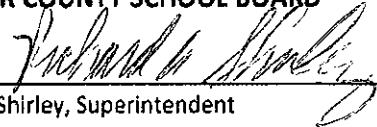
Right to audit

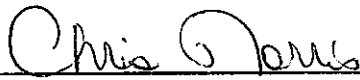
The Parties shall keep all records and supporting documentation which concern or relate to this Agreement for a minimum of three (3) years from the date of termination of this Agreement. Each party to this Agreement agrees to provide the other party, and their duly authorized representatives, access 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 LSSC and the Superintendent of the SCSB may jointly waive dual enrollment eligibility and participation criteria through a student appeal process. The decision of the LSSC President and SCSB Superintendent is final.

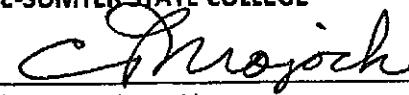
SUMTER COUNTY SCHOOL BOARD



Richard Shirley, Superintendent


Chris Norris, Chairperson
Sumter County School Board

07/23/13
DATE

LAKE-SUMTER STATE COLLEGE


Charles R Mojock, President


Timothy Morris, Chairperson
District Board of Trustees

7/16/13
DATE

APPENDIX A: 2013 – 2014 CAREER PATHWAYS ARTICULATION AGREEMENT