

**DUAL ENROLLMENT AGREEMENT**

**BETWEEN**

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

**AND**

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

**2020-2021**

## TABLE OF CONTENTS

### LAKE-SUMTER STATE COLLEGE AND PUBLIC SECONDARY SCHOOL DUAL ENROLLMENT AGREEMENT

<b>I. THE DUAL ENROLLMENT PROGRAM</b>	<b>4</b>
DESCRIPTION OF THE DUAL ENROLLMENT PROGRAM AND THE AGREEMENT	4
AMENDMENTS TO THE AGREEMENT	5
<b>II. STUDENT AND PARENT PARTICIPATION NOTIFICATION</b>	<b>5</b>
<b>III. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS</b>	<b>5</b>
COLLEGE CREDIT COURSES AVAILABLE THROUGH DUAL ENROLLMENT	5
COURSES AND PROGRAMS NOT AVAILABLE TO DUAL ENROLLMENT STUDENTS	5
MAGNETS, ACADEMIES, WORKFORCE DEMANDS AND ACCESS TO ACCELERATION MECHANISMS	5
<b>IV. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS</b>	<b>6</b>
STATUTORY ELIGIBILITY REQUIREMENT	6
ADDITIONAL INITIAL ELIGIBILITY REQUIREMENTS	6
ADDITIONAL DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS FOR EARLY ADMISSIONS	6
SPECIALIZED DUAL ENROLLMENT PROGRAMS ELIGIBILITY GUIDELINES	6
PILOTING NEW PARTNERSHIP INITIATIVES TO IMPROVES ACCESS TO HIGHER EDUCATION	6
COMMON PLACEMENT TESTING	7
PERT PLACEMENT PROGRAM	7
<b>V. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT</b>	
ESTABLISHED DEADLINES	7
ADMISSION APPLICATION FORMS	7
WHERE TO SUBMIT ADMISSIONS APPLICATION MATERIALS	7
RECOMMENDATIONS/SIGNATURES REQUIRED FOR PARTICIPATION IN DUAL ENROLLMENT	7
PROCESS BY WHICH STUDENTS REGISTER FOR COURSES	7
MAXIMUM COURSE LOADS	8
COURSE APPROVALS	8
PROCESS BY WHICH STUDENTS WITHDRAW FOR COURSES	8
INITIAL ATTENDANCE	8
SECOND ATTEMPTS	8
GRADE FORGIVENESS	9
GRADES	9
<b>VI. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY</b>	<b>10</b>
ALTERNATIVE CREDIT	10
WEIGHTING OF DUAL ENROLLMENT COURSE GRADES	10
TRANSFER GUARANTEES	10
<b>VII. COLLEGE LEVEL EXPECTATIONS</b>	<b>10</b>
ACADEMIC ADVISING	10

LSSC ACADEMIC EXPECTATIONS	11
FERPA GUIDELINES	11
<b>VIII. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGE</b>	11
<b>IX. POSTSECONDARY REGISTRATION POLICIES</b>	11
ACADEMIC DEADLINES	12
PROCESS BY WHICH STUDENT S ADD/DROP COURSES	12
HIGH SCHOOL BASED COURSE ENROLLMENT CAPACITIES	12
<b>X. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS</b>	12
<b>XI. FACULTY CREDENTIALS AND INTEGRITY OF COURSE CONTENT</b>	12
QUALIFICATIONS AND SELECTION OF INSTRUCTORS	12
ASSESSMENT OF INSTRUCTORS	12
<b>XI. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING</b>	12
STUDENT ELIGIBILITY SCREENING	12
PROCEDURES FOR COLLEGE READINESS TESTING AT THE COLLEGE SITE	12
ONGOING MONITORING FOR CONTINUED PARTICIPATION IN DUAL ENROLLMENT	12
STUDENT BEHAVIOR AND SUSPENSION/EXPULSION POLICY	13
<b>XIII. TRANSMISSION OF STUDENT GRADES</b>	13
<b>XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY</b>	13
REGISTRATION, MATRICULATION, AND LABORATORY FEES	13
TEXTBOOK, ELECTRONIC ACCESS CODES AND OTHER COURSE MATERIALS	13
INSTRUCTIONAL COST ARRANGEMENTS	14
TEXTBOOK PROCESS	14
TEXTBOOK SELECTION AND USE	14
<b>XV. STUDENT TRANSPORTATION</b>	14
<b>XVI. RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES</b>	14
<b>XVII. ADDITIONAL POLICIES AND PROCEDURES</b>	15
STUDENT DATA REQUESTS	15
ATTENDANCE REQUESTS RELATED STATE-MANDATES END-OF-COURSE ASSESSMENTS	15
MAILINGS	15
BACKGROUND INVESTIGATIONS	15
RIGHT TO AUDIT	15
WAIVERS & CHANGES TO LAW	15

# **2020-2021 DUAL ENROLLMENT AGREEMENT BETWEEN LAKE COUNTY SCHOOL BOARD 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 ("LCSB") and Lake-Sumter State College District Board of Trustees ("LSSC"), collectively known as the "Partners." 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, 2020 and ending June 30, 2021.

### **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. Early Admission 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 Partners 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 staff, students, and faculty, as aforesaid under the provisions of the Agreement.

### **Amendments to the Agreement**

The Agreement shall continue from July 1, 2020, and end June 30, 2021, and shall be revised and reviewed on an annual basis. The LCSB 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 the Partners 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; due to take effect during the relevant academic year. Should either of the Partners initiate a modification or amendment to the Agreement, LCSB and LSSC will develop an action plan. The final amendment will go to both the LCSB and the LSSC Board of Trustees for formal approval.

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

Students and parents are notified of the option to participate in Dual Enrollment during annual academic planning in middle school and high school. Students and parents also receive information concerning Dual Enrollment opportunities through the following: individual student advisement with the School Counselor, the Student Progression Plan, school websites, and other district communications.

LSSC notifies 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 Staff, regularly visit local schools to share college and career program and enrollment information. LSSC also produces and distributes program eligibility and enrollment materials to School Counselors and students. Dual enrollment information and resources are also available on the [LSSC dual enrollment webpage](#).

### **III. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS**

Pursuant to Florida Statute § 1007.27, 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.

The Partners will guide students toward courses that supplement rather than supplant what is available at the student's school of record. LSSC will advise each student in the development of an LSSC Advising Guide that aligns Dual Enrollment and Early Admission course selections to high school and LSSC graduation requirements. The Partners will advise dual enrollment students to prioritize enrollment in academic core courses that meet educational degree objectives, meta-major/transfer plan requirements, general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Partners will adhere to the [Dual Enrollment Course – 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.

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

- LSSC independent study courses
- LSSC developmental education courses
- LSSC physical education skills courses
- LSSC's Associate in Science in Nursing limited access program and Baccalaureate programs
- Dual Enrollment students are not permitted to audit any LSSC course

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

This Agreement does not include magnets or academies.

### **IV. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS**

#### **Statutory eligibility requirements: (Florida Statutes § 1007.271)\***

- College credit: 3.0 unweighted high school GPA or Career certificate: 2.0 unweighted GPA.
- Demonstrated readiness for college coursework as demonstrated through scores on a common placement test as established in F.A.C. 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.
- Be a student in grades 6-12 in an eligible school.
- Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA (College credit) or a 2.0 unweighted high school GPA (Career certificate), and the maintenance of a minimum 2.0 LSSC cumulative GPA.

\*please see “Florida Department of Education Emergency Order 2020 EO-02” section for eligibility requirements from 5/13/20-12/31/20.

**Additional initial Dual Enrollment eligibility requirements:**

- Student must attend an LCSB high school full-time;
- Student should 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. Students in 6<sup>th</sup>-10<sup>th</sup> grades may request to participate in dual enrollment through their School Counselor;
- 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;
- Must be in good conduct standing at both the LCSB high school of record and LSSC

**Additional dual enrollment eligibility requirements for Early Admission:**

- Student must be classified as a full- time LCSB senior in secondary coursework on or before the first day of the college semester for which they are enrolling.
- Student must have an unweighted 3.0 high school GPA.
- Students must successfully complete one semester of dual enrollment prior to enrolling in the Early Admission Program.
- Student must have a minimum 3.0 LSSC GPA.
- Continued eligibility for Early Admission requires the maintenance of a 3.0 LSSC GPA and 3.0 high school GPA.
- Must be in good conduct standing at both the LCSB high school of record and LSSC.
- Must pass all EOC requirements for high school graduation prior to enrolling as Early Admission.

**Specialized Dual Enrollment Programs Eligibility Guidelines**

- Lake County: Eligibility requirements for HSCA Scholars are outlined in the HSCA Operations Agreement.

**Piloting new partnership initiatives to improve access to higher education**

The Partners will collaborate to pilot new initiatives that will increase access to higher education through dual enrollment for Lake and Sumter county students. All future pilot initiatives will be negotiated by the Partners in accordance with Florida Rules.

**Common placement testing**

In accordance with F.A.C. 6A-10.0315, 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. LSSC accepts the highest test scores on any of the tests or combination of tests identified in the table below.

<b>MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY</b>			
<b>TEST</b>	<b>READING</b>	<b>WRITING</b>	<b>MATH</b>
PERT	106	103	114
ACT	19	17	19
SAT taken after March 2016:	24	25	24

LSSC offers PERT Testing on all three campuses and at the student’s expense. Prospective Dual Enrollment students who wish to PERT Test at LSSC should register online for their testing session and pay the required fee at the Cashier/Enrollment Services Office prior to the testing session. Students wishing to test at LSSC must provide a state-issued ID when checking in to test.

## Florida Department of Education Emergency Order 2020 EO-02

In response to the COVID-19 public health crisis, the Commissioner of Education suspended the testing requirement for student eligibility for initial enrollment in college credit dual enrollment courses taken through December 31, 2020 provided in section 1007.271(3). Technical guidance was then subsequently provided by the Florida College System.

As a result, the following requirements for initial dual enrollment eligibility from 5/13/20-12/31/20 shall be in place and will supersede previous statutory requirements as outlined in the Emergency Order.

- 1) College credit: 3.0 unweighted high school GPA or Career certificate: 2.0 unweighted GPA.
- 2) Demonstrated readiness for college coursework as demonstrated through local measures on the PSAT/NMSQT, FSA scores, or EOC scores described below. 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.
- 3) Be a student in grades 6-12 in an eligible school.
- 4) Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA (College credit) or a 2.0 unweighted high school GPA (Career certificate), and the maintenance of a minimum 2.0 LSSC cumulative GPA.

### Local Measures:

Assessment	Section	Minimum Score	LSSC Level	LSSC Course(s)
PSAT 8/9, PSAT 10 and PSAT/NMSQT	Evidence-Based Reading and Writing (EBRW):	430	English & Reading	ENC 1101
PSAT 8/9, PSAT 10 and PSAT/NMSQT	Math	480	College-ready Mathematics	MAT 1033 MAT 1100
PSAT 8/9, PSAT 10 and PSAT/NMSQT	Math	530	College level placement	MAC 1105 MGF 1106 MGF 1107
FSA	ELA	Level 4 or 5	English & Reading	ENC 1101
FSA	Mathematics	Level 4 or 5	College-ready Mathematics	MAT 1033 MAT 1100
EOC	Algebra 1 or Geometry	Level 4 or 5	College-ready Mathematics	MAT 1033 MAT 1100

### PERT Pilot Program

In order to increase access to higher education through dual enrollment for students, the PERT Pilot project will be implemented to provisionally admit students to the Dual Enrollment program who have passed two of the three PERT sections. Participants in this pilot program may only enroll in fall and spring courses. Otherwise eligible students who have met college ready cut scores on the PERT in Reading and Writing will only be eligible to enroll for SLS 1501, SLS 1401, ENC 1101 and ENC 1102. Students who have met college-ready cut scores on the PERT in Reading and Math will only be eligible to enroll for MAT 1033 and MAC 1105 (as determined placement score).

Participants in the PERT Pilot will be identified by the School Counselor and will complete a modified application and registration process. All application materials must be received by August 1<sup>st</sup> for fall or December 1<sup>st</sup> for spring. Participants in this pilot are responsible for completing all required enrollment steps for dual enrollment students.

This pilot is not open to students seeking initial dual enrollment eligibility from 5/13/20-12/31/20 in accordance with Education Emergency Order 2020-EO-02.

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

### **Established deadlines**

Dual Enrollment student registration, course approval, fee payment, enrollment, add/drop, and withdrawal must comply with all LSSC policies and deadlines as published in the [LSSC Catalog & Student Handbook](#) and the [LSSC webpage](#). Dual Enrollment students have the same registration dates as traditional degree-seeking students.

### **Admissions application forms**

The 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.

### **Where to submit admission application materials**

Students submit the completed LSSC Dual Enrollment Admissions Application, along with placement test and high school GPA documentation to LSSC's Admissions and Records Office/Enrollment Services 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 School Counselor.

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

Dual Enrollment students must register for courses online 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 (SOAR), during which students receive instructions on how to add and drop courses in LOIS.

### **Maximum course loads**

Dual Enrollment students are permitted to enroll in a maximum of nine (9) credits per semester fall and spring semesters and seven (7) credits for summer semester (A, AE, and B combined). Early Admission students must enroll in a minimum of twelve (12) credits and may enroll in a maximum of eighteen (18) credits each fall and spring semester. Dual Enrollment and Early Admission students are not permitted to exceed 60 credit hours. Students seeking additional hours in order to fulfill graduation and/or degree requirements, may appeal through LSSC's established credit overload process.

### **Course Approval**

Once registered, Dual Enrollment and Early Admission students must seek course approval through their School Counselor by the posted first fee payment deadline. Students may register through the end of LSSC's posted add/drop registration period. Courses not approved by the established deadline will be administratively dropped. Appeals for reinstatement will not be permitted. Students are responsible for all courses that they enroll in and are solely responsible for adding and dropping courses via LOIS by the add/drop deadline.



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

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

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/Enrollment Services and on the [LSSC Admission and Records Office](#) website. The form must be signed by the student, the School Counselor and the LSSC Dual Enrollment staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

### **Initial Attendance**

Students must attend the courses for which they are registered at least once during the first two weeks of any semester. Students enrolled in fully online courses must participate in an academic related activity (academic assignment) in order to satisfy initial attendance verification.

Students will be administratively dropped from the courses that they are not attending and received a WN grade on their transcript. Students who are administratively dropped due to non-attendance will not be permitted to re-enroll.

### **Second attempts**

Students who earn a "D," "F," "W," or "WN" in an LSSC course, will be permitted to enroll in one course for the subsequent semester if their GPA meets continued eligibility standards. The one course must be the same course in which they earned the "D," "F," "W," or "WN". Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular Dual Enrollment and/or Early Admission maximum course loads. Students wishing to enroll in a second attempt who do not meet continued eligibility standards, may request a waiver through established process facilitated by their Counselor and LSSC Dual Enrollment Advisor.

### **Grade forgiveness**

Dual Enrollment students withdrawing from or failing an LSSC course may retake a comparable high school course for grade forgiveness at the high school of enrollment in accordance with the LCSB Grade Forgiveness/Credit Recovery Policy.

Upon graduation from High School, students may apply for readmission to LSSC as a degree-seeking student and retake the withdrawn course or failed 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.

### **Grades**

LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC courses available for dual enrollment. 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 LCSB nor the school of record can make any grade changes when recording or posting grades to the high school transcript. The school of record records the Dual Enrollment credit and letter grade on the school transcript. In rare cases, a student may appeal after final grades have posted for a late withdrawal or administrative drop. In

these cases, LSSC will work directly with the school of record to provide necessary documentation for the necessary change to the secondary 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 “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.

Students wishing to appeal a course grade must follow LSSC’s grade grievance procedures as described in the [LSSC Catalog & Student Handbook](#).

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 Associate Dean of Students using LSSC’s administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

## **VI. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY**

Under Dual Enrollment, approved 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 [Dual Enrollment Course – High School Subject Area Equivalency List](#) and, as such, upon successful completion, credits apply to high school diploma coursework requirements.

### **Alternative Credit**

LSSC will accept alternative credit from a variety of methods including, but not limited to, Advanced Placement (AP), International Baccalaureate (IB), Cambridge Advanced International Certificate of Education (AICE), and CLEP. For a list of alternative ways to earn college credit, visit the [LSSC Catalog and Student Handbook](#). Students may only earn college credit or alternative credit, not both.

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

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

### **Transfer Guarantees**

The Florida Department of Education “Statement on Dual Enrollment Transfer Guarantees” is available at <http://www.fldoe.org/policy/articulation/>

## **VII. 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 (SOAR), on the College’s and dual enrollment program’s web pages, in the [LSSC Catalog & Student Handbook](#) and during individual academic advising sessions with LSSC Academic Advisors.

### **Academic Advising**

School Counselors and LSSC Academic Advisors provide academic advisement and guidance services to Dual Enrollment and Early Admission 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 (SOAR) program is a cornerstone of the academic advising relationship established between Dual Enrollment students and LSSC's Staff. Dual Enrollment students are required to participate in LSSC's two-part SOAR program prior to beginning Dual Enrollment coursework. Each Dual Enrollment student receives an "Advising Guide" and will be notified of the online [LSSC Catalog & Student Handbook](#) at SOAR.

LSSC will advise each student in the development of an LSSC Advising Guide that aligns course selections to high school and LSSC graduation requirements, educational degree objectives, transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Advising Guide 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 Counselors and with the LSSC Dual Enrollment staff. Dual enrollment and Early Admission students are encouraged to meet with LSSC Academic Advising prior to initial registration and at least once per semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

**The LSSC Dual Enrollment and Academic Advising staff 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.
- Two to three hours of homework are expected for each hour spent in a classroom setting.
- College assignment deadlines are firm. Students are expected to complete and submit all assignments by the deadlines listed on the course syllabus. Instructors are not required to accept nor grade any late assignment.
- Gordon Rule courses require completion with a grade of "C" or higher.
- Course syllabi are available for students to review by contacting the course instructor during the add/drop period each semester and on Canvas.
- 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.
- LSSC 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.
- 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 (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. Even though dual enrollment 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.

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

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 [LSSC Catalog & Student Handbook](#), the Dual Enrollment New Student Orientation Course Registration Guide, and on the [LSSC's homepage](#). Dual enrollment students must comply with all policies and deadlines published in the [LSSC Catalog & Student Handbook](#).

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

Students are solely responsible for adding and dropping classes in LOIS, LSSC's online course management system. 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 seek course approval from their School Counselor and LSSC Academic Advisor by posted deadlines may modify LSSC course schedules during the posted add/drop period. Courses that are not approved by the fee payment deadline and/or add/drop deadline will result in the student being administratively dropped from the non-approved courses.

### **High School Based Course Enrollment Capacities**

Minimum and maximum enrollments for LSSC courses taught on the LCSB High School Campus will be determined by the LSSC.

## **X. 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.

## **XI. 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 Commission on Colleges (SACSCOC) 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 [SACSCOC Faculty Credentials Guidelines](#).

### **Assessment of instructors**

All LSSC courses are taught according to the approved Master Course Outline and course syllabus template. 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.

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

### **Student eligibility screening**

The 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 LCSB administers the PERT assessment on school campuses throughout the year.

### **Ongoing monitoring for continued participation in Dual Enrollment & Early Admission**

Students seeking to continue taking LSSC academic credit through Dual Enrollment must maintain a minimum 3.0 unweighted cumulative high school GPA and a 2.0 unweighted cumulative LSSC GPA. Early Admission students must maintain a 3.0 unweighted high school GPA and 3.0 cumulative LSSC GPA for continued eligibility. School Counselors confirm high school GPA eligibility before approving student courses each semester.

School Counselors and LSSC Dual Enrollment staff monitor student GPA's 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 or participation. A student that no longer meets the Early Admission high school or college GPA requirements may continue through dual enrollment as long as the student meets the dual enrollment criteria. The LSSC Dual Enrollment staff will alert students and School Counselors of student GPA changes resulting in a loss of dual enrollment eligibility.

It is the responsibility of the Dual Enrollment student to inform LSSC Admissions and Records if they transfer schools (public, private, and home education) from their initial school at time of application.

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

Dual enrollment students, including Early Admission, must adhere to both the LCSB and LSSC Student Codes of Conduct. 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 School Counselors and LSSC Dual Enrollment staff will provide timely notification of any Dual Enrollment student suspended or expelled from either the school of record or from LSSC. In cases where a student is suspended from the school of record, the student may not attend LSSC courses and activities during the suspension period. In cases of expulsion from the school of record, the student may not enroll in or attend LSSC courses or activities during the expulsion period.

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. Dual Enrollment students submitting forms with forged parent/legal guardian and/or 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.

#### **XIII. TRANSMISSION OF STUDENT GRADES**

LSSC collects and shares grade data with the LCSB using a secure online system. The LCSB will distribute LSSC grades to the school of record. The school record inputs the LSSC course letter grade on the high school transcript. In addition to end of the semester grade reporting, upon request LSSC will provide LCSB with student academic progress feedback from the LSSC Starfish system at designated points in the semester (fall, spring, and summer).

#### **XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH PARTNER**

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

Per Florida Statutes § 1007.271(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 Florida Statutes § 1007.271(17), LCSB loans dual enrollment students the required textbooks and provides electronic access codes, free of charge, to Dual Enrollment students. Dual Enrollment textbooks are the property of the LCSB and all LCSB textbook policies apply. Dual Enrollment students registering in courses requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, etc. such ancillary materials are purchased at the student's expense.

### **Instructional cost arrangements**

Per Florida Statutes § 1007.271(21)(n)(1), School Districts shall pay the standard tuition rate per credit hour (\$71.98) in the fall and spring semesters from funds provided in the Florida Education Finance Program to LSSC providing instruction does not take place on a high school campus. LSSC will charge no tuition or fees for dual enrollment classes when instruction is paid for and provided by LCSB on LCSB property. When dual enrollment is provided on a LCSB High School campus by LSSC faculty, LCSB shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction. LCSB will not be invoiced for any student tuition during the summer semester. LSSC shall provide LCSB itemized tuition invoices following established LSSC third party billing procedures and timelines. Per Florida Statutes § 1007.271, LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

### **Textbook processes**

1. LCSB purchases, stores, and maintains all hard copy textbooks.
2. LCSB loans textbooks and purchases access codes for Dual Enrollment students for use in LSSC courses.
3. LSSC's Bookstore Manager provides LCSB with a list of the currently adopted textbooks and access codes as soon as that information becomes available, but no later than one semester before a course is offered.
4. At the end of each semester, LCSB notifies Dual Enrollment students of the procedure for returning loaned textbooks.
5. Students failing to return loaned textbooks may not enroll in LSSC courses until materials or monies owed are satisfied.
6. LSSC provides LCSB 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 LCSB.

## **XV. STUDENT TRANSPORTATION**

Dual Enrollment students are responsible for arranging and paying for transportation to and from LSSC as well as all other Dual Enrollment related transportation. Parents/guardians assume all financial responsibility and liability for Dual Enrollment related transportation.

## **XVI. RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES**

LSSC provides qualified students with academic accommodations to ensure full participation in and equal access to educational opportunities while enrolled at the College. The student's existing Individual Education Program (IEP) should continue to be utilized to provide academic accommodations and support for all high-school based courses. Dual Enrollment students seeking academic accommodations for college-based or online courses should register with LSSC's Student Accessibility Services Office, in order to determine eligibility for services and submit valid disability documentation for review and processing.

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

### **Student data requests**

LSSC 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 LCSB. Data requests beyond semester grade and enrollment reports must be submitted by the requesting party with minimum 30 days advance notice.

### **Attendance requests related state-mandated end-of-course assessments**

Dual enrollment students must contact their LSSC faculty two weeks in advance to request accommodations for missed class and/or assignments due to a scheduled Advanced Placement (AP) exam or state mandated end-of-course (EOC) assessment.

### **Mailings**

The LCSB 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.

### **Background investigations**

LSSC represents and warrants to the LCSB that it has read and is familiar with Florida Statutes §§ 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 LCSB with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in Florida Statutes § 768.28, LSSC agrees to indemnify and hold harmless the LCSB, 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 Florida Statutes §§ 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 & Changes to Law**

Pursuant to Florida statute 1007.271(3) and (21), the President of LSSC (or designee) and the LCSB Superintendent (or designee) may jointly waive Dual Enrollment eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

The parties agree this contract is governed by Florida law, including, but not limited to, executive orders by the Florida Governor, and executive orders by local governmental officials. In the event provisions of this agreement are modified on a temporary basis due to the issuance of an executive order, the parties agree to comply with the order until the order is rescinded.