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**Lake-Sumter State College
DISTRICT BOARD OF TRUSTEES
Wednesday, June 19, 2019
Board Room 210-Leesburg Campus**

4:00 p.m. Board Workshop – 2019-2020 Budget

4:30 p.m. Board Workshop – Board Executive Session (Closed)

I. CALL TO ORDERMr. Wahl

II. PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

III. PUBLIC COMMENT

*(If you wish to make a Public Comment at this meeting,
at least 15 minutes before the start of the meeting,
please see Recording Secretary for a Speaker's Card.)*

CONSENT CONSIDERATIONS

ACTIONS and ACKNOWLEDGEMENTS (Tab A).....Mr. Wahl/Dr. Sidor

- 455 Action: Minutes of May 15, 2019 Regular Meeting
- 456 Action: Curriculum Revisions
- 457 Acknowledge: Human Resources Transactions
- 458 Action: Monthly Fiscal Report for May 2019
- 459 Acknowledge: Facilities Report
- 460 Acknowledge: Purchases Over \$25,000
- 461 Acknowledge: Write-Off of Uncollectible Accounts
- 462 Action: Board Attorney Contract Extension
- 463 Action: Collegiate High School Program Agreement/ LSSC and Lake County Schools
- 464 Action: Collegiate High School Program Agreement/LSSC and Sumter County Schools
- 465 Action: The Villages Early College Program Memo of Understanding
- 466 Action: 2018-2019 Dual Enrollment Articulation Agreements:
1) Lake County Schools, 2) Sumter County Schools, 3) Home Education Programs,
4) Non-Public Schools, and 5) the Villages Early College Program
- 467 Acknowledge: FY 2019-2020 Application/Strengthening Career & Technical Education
21st Century Act, (Perkins V), Section 132

SCHEDULED INFORMATION REPORTS (Tab B)

- 468 President's Update..... Dr. Sidor
 - Meetings/Activities/Misc.
 - Legislative Update
 - Vice Presidents Report
- 469 Committee Reports.....Mr. Wahl
 - Executive Committee
- 470 Board Attorney's Report.....Mrs. Geraci-Carver

NEW BUSINESS (Tab C).....Mr. Wahl/Dr. Sidor

- 471 Action: Approval of \$2 per Credit Hour Security Equipment Fee
- 472 Action: Approval of Capital Improvement Fee \$2 per Credit Hour
- 473 Action: 2018-2019 Florida College System Annual Equity Report Update
Ms. Rebecca Nathanson/Ms. Pam Fletcher, Equity Officer

- 474 Action: 2019-2020 Annual Operating Budget
- 475 Action: 2019-2020 Tuition and Fee Schedule
- 476 Action: End of Year/ FY 2019-2020 Budget Amendment/Transfer of Funds from
Fund 1 to Fund 7
- 477 Action: Approval of Facilities Five-Year Survey
- 478 Action: Approval of Capital Improvement Plan
- 479 Information: First Reading Amended Board Rule 2.15
Tobacco and Smoke Free Regulations
- 480 Action: Deletion of the Dental Hygiene Linkage Program
- 481: Action: Modification of the Health Information Technology Program
- 482: Action: CDL Training and Testing Program

INFORMATION ITEMS (Tab D)..... Mr. Wahl/Dr. Sidor

OTHER CONSIDERATIONS.....Mr. Wahl/Dr. Sidor
As Needed by Chairman/President

ADJOURNMENT Mr. Wahl

NOTES:

Executive Committee: Tuesday, July 16, 2019 8:30 a.m. (President's Office)

CareerSource Open House/Ribbon Cutting:

Wednesday, July 17, 2019 5 p.m. - 6:30 p.m. (Building M)

Board Workshop: Wednesday, July 24, 2019 4 p.m. (Board Room, Leesburg Campus)

Board Meeting: Wednesday, July 24, 2019, 5 p.m. (Board Room, Leesburg Campus)

NO BOARD MEETING IN AUGUST

Convocation: Tuesday, August 13, 2019- 9 a.m. (LSSC Gymnasium)

Planned Giving: Friday, August 23, 2019- 8 a.m. (AdventHealth Waterman, Tavares)

Ann Dupee Simulation Center Ceremony: Mon., Sept. 9, 2019- 2 p.m.
(SH132, Science Health Partnership Building)

Athletics Golf Invitational: Friday, September 20- 8 a.m. (Harbor Hills Golf Club)

Distinguished Alumni: Thursday, Oct. 17- 6 p.m. (Mission Inn Resort)

Employee Service Day: Friday, October 18- All Day (TBD)

Commencement: Friday, December 6, 2019 (LSSC Gymnasium)



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 455 – Minutes of May 15, 2019 Board Meeting

OVERVIEW:

Attached are the minutes of May 15, 2019 regular board meeting.

ANALYSIS:

The minutes are for the board's approval.

RECOMMENDATION:

It is recommended that the Board approve this item as written.

DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
LEESBURG, SUMTERVILLE, CLERMONT
MAY 15, 2019

The regular meeting of the District Board of Trustees, Lake-Sumter State College, was called to order at 5:00 p.m. on May 15, 2019, in the Board Room at the Leesburg Campus, by Mr. Pete Wahl, Board Chairman. In attendance was Mr. Bryn Blaise, Mrs. Marcia Butler, Jennifer Hill, Jennifer Hooten, Bret Jones, and Emily Lee. Ms. Lee welcomed those in attendance and invited them to join in the Pledge of Allegiance followed by a moment of silence.

PRESENTATION

Kevin Yurasek introduced the new website that was launched on May 14th. The new site has been developed to assist with easy navigation. He highlighted a key feature which is the up to date digital campus maps. They are all GPS located which will lead you directly to the building you are searching for.

It is responsive and customizable to any device it is currently being viewed on. The new website is just another feature we have added that has taken LSSC to another level of quality services that we are able to provide for our students.

The meeting recessed for a break at 5:05 p.m. and resumed at 5:20 p.m.

CONSENT CONSIDERATIONS- ACTIONS and ACKNOWLEDGEMENTS

Emily Lee moved, and Marcia Butler seconded the motion to approve as presented agenda items numbers 438 through 445 with the exception of Item 12 Dental Hygiene Linkage on transmittal 439 that was pulled for modification as follows:

**Minutes of April 17, 2019, Regular Board Meeting
2019-438**

**Curriculum Revisions
2019-439**

Bret Jones made a motion to remove Item 12. Dental Hygiene Linkage from the revisions page and bring it back to the June 19th meeting for approval, Marcia Butler seconded, motion carried.

The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

**Human Resources Transactions/Staff Annual Contracts
2019-440**

Appointments of:

Rebecca Brosky	(effective date 08/13/2019)
Melinda Barber	(effective date 05/15/2019)

Justin Greathouse	(effective date 04/15/2019)
Cynthia Christman	(effective date 05/06/2019)
Matthew Burks	(effective date 05/06/2019)

Resignation of:

Daniel Marulanda	(effective date 08/08/2019)
Robert Seigworth	(effective date 06/27/2019)
Dr. Scott Hopkins	(effective date 06/30/2019)
Daniel Espinoza	(effective date 04/30/2019)
Vincent Phan	(effective date 05/09/2019)
Kristen Cole	(effective date 06/02/2019)

Monthly Fiscal Report for April 2019

2019-441

Facilities Update

2019-442

Purchases over \$25,000

2019-443

Tangible Personal Property

2019-444

Valic 401(a) Plan Document

2019-445

The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

SCHEDULED INFORMATION REPORTS

President’s Update

2019-446

Dr. Sidor reported on the outcome of the 2019 Legislative Session and it did not result in a sufficient increase in PECO or Sum-of-the-Digits funding for the Florida College System. Our specific legislative appropriation requests for \$2.9M for deferred maintenance and \$900,000 for safety initiatives, yielded \$100,000 for fire panel replacements which are still pending governor approval.

Commissioner Corcoran has requested a meeting with the Council of Presidents on Tuesday, May 21 in Tampa to discuss PECO, small colleges, and dual enrollment, etc. There is a new PECO prioritization points system. This will change the way we calculate facilities utilization to make it more difficult to get funds to buy new facilities or repair current buildings. There will also be a new requirement where we set aside .5% of the cost for each future capital outlay project for future maintenance.

HB7071 The bill promotes career education and readiness opportunities for students in public schools and provides responsibilities for district school boards, the Department of Education (DOE), and the Commissioner of Education (commissioner) regarding career education opportunities; provides flexibilities and supports to public schools regarding teacher recruitment and training; strengthens transition pathways to college and career opportunities; establishes alignment between education and workforce needs; and specifies provisions related to the consolidation of accreditation of the University of South Florida branch campuses.

Specific impacts to the FCS include:

- That the statewide articulation agreement between the State Board of Education and the Board of Governors of the State University System of Florida (BOG) shall provide for a reverse transfer agreement for Florida College System (FCS) associate in arts (AA) degree-seeking students who transfer to a state university after earning more than 30 credit hours from an FCS institution but before earning an AA degree; and specifies related requirements for the state universities.
- That each career center and FCS institution with overlapping service areas must annually submit to the DOE by May 1, a regional career pathways agreement for each certificate program offered by the career center that is aligned with an associate degree offered by the FCS institution in the service area. Each career pathways agreement must guarantee college credit toward an aligned associate degree program for students who graduate from a career center with a career or technical certificate and meet specified requirements in accordance with the terms of the agreement.
- That the deadline for the annual reporting of postsecondary feedback information by the commissioner to specified entities is moved from November 30 to April 30.
- Establishes the “Strengthening Alignment between Industry and Learning (SAIL) to 60” Initiative to increase to 60 percent the percentage of working-age adults who hold a high-value postsecondary certificate, degree, or training experience by the year 2030.
- Establishes the “Last Mile Scholarship Program,” subject to legislative appropriation, to annually award the cost of in-state tuition and required fees for Florida resident students who are in good standing at FCS institutions and state universities and who are within 12 or fewer credit hours of completing their first associate or baccalaureate degree.
- Creates the “Florida Pathways to Career Opportunities Grant Program,” subject to legislative appropriation (\$10 million provided in specific appropriation 125A), to provide competitive grants to career and technical centers and Florida Colleges to expand existing or establish new apprenticeship and pre-apprenticeship programs.
- Reconstitutes the Higher Education Coordinating Council as the Florida Talent Development Council for the purpose of developing a coordinated, data-driven, statewide approach to meeting Florida’s need for a 21st-century workforce, which utilizes Florida’s talent supply system. The bill also moves the administrative support for the council from the DOE to the Department of Economic Opportunity, revises the council’s membership, and specifies reporting requirements.

Items to watch for the next session: Dual enrollment, Career and Technical programs, and Facilities.

Claire Brady

Dr. Brady reported that after a whirlwind few weeks leading up to our Commencement ceremonies, we are now settling into the summer semester and preparing for the busy months ahead.

Summer & Fall Enrollment Update

Registration is ongoing for the summer B and fall semesters. Summer enrollments are strong with year to year comparisons up in the double digits. Fall enrollments are also strong with significant gains in early registration by our currently enrolled students. Encouraging fall enrollment positively contributes to overall retention and completion efforts.

Commencement Update

We had a record number of students apply for spring graduation (~600) and a record number of students walking in the ceremonies. This spring brought newly updated graduation robes for the Bachelor degree students and a more formal diploma holder gift for both the Associate's degree and Bachelor degree students. This spring also marked our first graduating class from the Health Sciences Collegiate Academy (HSCA).

Our record-setting 60th Commencement Ceremonies began with the South Lake ceremony at the Clermont Arts & Recreation Center Wednesday (May 1). Albert Manero, President of Limbitless Solutions and student Nicholas Drechsler served as our speakers. On Friday, May 3rd we gathered at the Everett A. Kelly Conference Center at the Leesburg campus. Student speaker Jeffrey Paradee Jr and Catherine Stempien, President of Duke Energy Florida, served as our Commencement speakers. Among a notable list of special guests included "Swoop the Lakehawk", who took pictures with graduates, families, and faculty after the ceremony. The ceremonies aired on Facebook Live for the first time.

Other Divisional Updates:

On 4/29/19, we held the annual Student Leadership Awards event on the South Lake campus. 64 students were honored by 12 clubs and organizations.

On 4/30/19, Dr. Sidor and Dr. Brady attend the Take Stock in Children (TSIC) Class of 2019 senior event. 14 TSIC graduates will join the Lakehawk family this summer and fall.

On 5/09/19, the Division of Enrollment and Student Affairs (ESA) held their annual awards event. 30 staff were nominated and 11 awards were presented in 9 categories.

On 5/13/19, we had the formal opening" of the South Lake Veteran's College and Career Success Center.

Doug Wymer

Dr. Wymer reported that nearly 160 Lake and Sumter County high school students participated in our fourth-annual Lineworker Appreciation event last month. LSSC, in partnership with Duke Energy and The City of Leesburg, hosted the event at the Sumter Center. It's all to educate students about this high-demand career field. The tour included a live line safety demonstration,

pole climbing, and a tour of the Electrical Utility Institute. Admissions reps were readily available to answer student's questions and help them enroll.

Dr. Peter Olen, Instructor of Philosophy, has recently received considerable attention in the Journal for the History of Analytical Philosophy for a book he wrote in 2016. The book, entitled *Wilfrid Sellars and the Foundations of Normativity*, investigates the early days of analytical philosophy from a perspective informed by history. Experts in the field indicate that the book "illuminates hitherto unappreciated nuances" and "Olen's book situates Sellars' work with respect to his logical positivist peers and interlocutors in radically unexplored ways".

Dr. Wymer along with Dr. Albee-Levine met with Mark Starcher of Evergreen Construction last week in Mount Dora concerning a potential Associate in Science program in Construction Management. The demand numbers are good for the graduates from this program and the starting pay is comparable to the Lineworker starting salary. Mike will reach out to the other construction companies to help us build the advisory committee and to help us build support for this program.

Heather Bigard

Dr. Bigard reported that we have a new member of our finance team she joined the family this week. Melinda Barber is the new Associate Vice President and Controller.

Dr. Bigard updated on the budget. We are in the final stages of completing the balanced budget. It will be brought forward at the June meeting. The budget will include a three-year technology plan and a five-year plant survey.

The Foundation audit is also underway with the audit firm starting their fieldwork.

Committee Reports

2019-447

Executive Committee

Pete Wahl reported that the Executive Committee met and discussed items on the agenda.

Sumter Operations Committee

Mrs. Butler reported that the Sumter Operations committee met on May 9th and discussed a potential for a charter technical career center at the Sumter Center. A white paper has been developed with Sumter County Schools, The Villages Charter School, and Lake Technical College to begin a feasibility analysis.

The anticipated next steps are to present the proposal to the full DBOT and respective partner boards and create a partner MOU to develop a proposal that would answer questions regarding employer interest and hiring commitment, governance, cost, and operations. They also reviewed and discussed a proposal to create a partnership with Sun-State Trucking to establish CDL training onsite in Sumterville.

Foundation Liaison

The 34th Annual Gala was held April 13, 2019, at the Savannah Center. Thank you to Ernie Morris Enterprises for once again serving as the Presenting Sponsor and to Cemex and Tri-County Landscape for serving as Co-sponsors. This year, the gala raised \$126,000, showing an increase in sponsorships, and silent and live auction sales. The total raised after expenses was \$84,000, almost \$30,000 over last year's total. The majority of expenses were food, Qtego services, and printed materials. We are grateful to you for your support and to everyone who helped--board members, faculty, staff and the community.

Scholarship applications for summer closed with 170 student applications. The Foundation awarded 112 student scholarships, totaling \$81,294.

Don't forget to get your tickets to the Tony Pace Show. We are grateful to Chairman Wahl for making the introduction to Mr. Pace who is donating his time. All proceeds will benefit Veteran's programs at the College. The show is scheduled for June 15 at 2 p.m. in the Paul P. Williams Auditorium. General admission tickets are \$30 and for an additional \$5.00 you can enjoy wine with Tony Pace at a meet and greet after the show. Please contact the Foundation to purchase your ticket.

In the month of April, the Foundation received three substantial gifts as contributions to the Annual campaign which finished at \$106,151. Those gifts were:

Earl and Sophia Shaw \$10,000 for scholarships, Marion Shuck Scholarship Trust \$20,000 for scholarships, and Ruth & Roy Ryan Scholarship \$10,000 for scholarships

The Annual Planned Giving Seminar hosted by Lake-Sumter State College Foundation and Advent Health Waterman is scheduled for August 23rd beginning at 7:30 a.m. This year's event will be held at the Waterman location.

The 21st Annual Lake-Sumter State College Athletics Golf Classic is scheduled for Friday, September 20, 2019, with a shotgun start at 8:30 a.m. at Harbor Hills Country Club. Start working on your team and get your sponsorship in!

The Distinguished Alumni and Hall of Fame Awards Celebration is scheduled for October 17, 2019, at 6:00 p.m. at Mission Inn. We would love to have your support!

Board Attorney's Report

2019-448

Mrs. Geraci-Carver reported that she would have an update on pending items at the June 19th board meeting.

NEW BUSINESS

Beach Volleyball

2019-449

Mike Matulia introduced Head Volleyball Coach Amanda Phelps and Executive Director of the Florida Region United States Volleyball Association, Steve Bishop. He explained that the Lake-

Sumter State College Athletic Program desires to begin an intercollegiate Women's Beach Volleyball. Beach Volleyball is a new and emerging sport in the National Junior College Athletic Association and the Florida College System Activities Association. Lake-Sumter State College and Lake County would become a focal point for this sport and the destination for visitors throughout the Nation. This program will support the College strategic plan to develop local partnerships to enhance the student experience and provide new opportunities to expand the Athletic sports offerings for our local students.

LSSC Athletics desires to enter into an agreement with Florida Region USA Volleyball and Hickory Point Beach Volleyball Complex in order to utilize the Beach Volleyball Courts and additional amenities provided by this partner that will allow our team to practice, compete, and host regional and national events. The proposed addition of Women's Beach Volleyball would contribute to the College's retention and completion agenda while promoting enrollment growth and potential revenue from potential financial support from the Lake County Community.

The initial cost of beginning the Beach Volleyball program would include the stipend for one (1) part-time head coach and one (1) part-time assistant coach, necessary equipment, uniforms, and other miscellaneous expenses. The Athletic Department will fund two (2) Tuition and Textbooks Scholarship for the first three years of the program. The financial analysis includes the net income generated from the potential FTE's, based on the number of student-athletes involved in the program.

Bret Jones made a motion to approve the start of the new Beach Volleyball program, Emily Lee seconded the motion, and the motion carried. The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

Board Attorney Evaluation

2019-450

Dr. Sidor asked the board to accept the evaluation remarks submitted by each college trustee.

Marcia Butler made a motion to approve, and Bryn Blaise seconded, and the motion carried. The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

BAS-OM Program Change

2019-451

Dr. Wymer reported on the progress of the BASOM Program. The Advisory Committee has indicated the need for additional concentrations in this program; however, adding concentrations will require a re-design of the program and a new program name. After weighing the input of our local partners and looking at the Florida Department of Economic Opportunity job projections for our service area, we believe that adding concentrations will enrich the program and produce graduates with marketable skills in the local workforce.

The College would like to move forward with a plan to rename the program to Bachelor of Applied Science in Strategic Leadership with the following concentrations: Organizational Management, Criminal Justice Administration, Health Services Administration, Project Management, and Human Resources Management. All concentrations will share a common core of courses with both required and elective courses within each concentration as represented below.

These proposed concentrations will phase in over the next 3 to 4 academic years. Preliminary work has begun on Criminal Justice Administration and we are ready to start on Health Services and Project Management.

Emily Lee made a motion to approve, and Bret Jones seconded, and the motion carried. The motion was passed with the following vote: Voting “yea” – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

Board Self Evaluation

2019-452

On an annual basis, the District Board of Trustees takes part in a self-evaluation to determine their overall satisfaction with how well the board manages and oversees their responsibilities. The board members completed the survey to determine the overall satisfaction with themselves and fellow board members. The results are included in each packet. They range from Agree and Strongly Agree that all board members work well together, communicate well with each other and have a productive work environment.

BSE Program Update

2019-453

Dr. Wymer reported that in October 2018 the Board granted permission to the College to explore the idea of developing a Bachelor of Science degree in Secondary Education. Since then a robust team of people has been assembled to serve as the development group with subgroups working on curriculum, recruiting, field experiences, grant funding for startup support, and a timeline for implementation. The College’s project lead is Dr. Mark Thompson, Coordinator of Academic Assessment. The Notice of Intent, which is the first step in the state approval process, was submitted to the Chancellor’s office on Monday, April 1, 2019. The full proposal will be submitted in early July.

Subject matter experts are examining materials related to the subject area tests for STEM fields to ensure that we build a curriculum that is capable of meeting the goal of preparing a student to pass the subject area exams in two STEM fields.

Curriculum: Subject matter experts are examining materials related to the subject area tests for STEM fields to ensure that we build a curriculum that is capable of meeting the goal of preparing a student to pass the subject area exams in two STEM fields.

Recruiting: The key to success for this program will be to build relationships with secondary educators in Lake and Sumter Counties. One mechanism to accomplish this will be the Florida Institute for Teacher Excellence (FLITE). FLITE will focus on professional development for teachers and students interested in becoming teachers geared towards best practices in teaching, classroom management, communication skills, and reflective thinking. The official launch of FLITE is scheduled for November 8, 2019, on the Leesburg campus. The keynote speaker will be Mrs. Carleen Glasser of the William Glasser Institute, which is a leader in teacher development. We also will offer a Pre-FLITE program targeting middle and high school students with demonstrations of those best practices for teaching conducted by our own instructors. An MOU is also in development to establish Future Teacher Academies at partner secondary schools with a standard curriculum that will include dual enrollment opportunities.

Field Experiences: The Field Experiences Action Team, a subset of the development group, is working on a plan to get BSE students in area classrooms early and often through observation, substitute teaching, and final internships.

Grants and Funding: A group is working to identify and develop funding for scholarships, grants, and private partners to support the program.

The full proposal will be complete in early July and will include the draft curriculum, budget, and enrollment projections for the program.

Approval of Noticing the Capital Improvement Fee *2019-454*

Dr. Bigard reported that given the outcome of the 2019 Legislative Session did not result in a sufficient increase in PECO or Sum-of-the-Digits funding for the Florida College System. Our specific legislative appropriation requests for \$2.9M for deferred maintenance and \$900,000 for safety initiatives, yielded \$100,000 for fire panel replacements. Florida Statute 1009.23 outlines the District Board's authority to implement fees, including a capital improvement fee. LSSC current charges \$7.88 per credit hour as a capital improvement fee and recommends increasing the fee by \$2 per credit hour. This fee is part of the tuition and fee package. The increase would raise the tuition and fee package to \$107.73 per credit hour for fee-paying students.

We recommend approval of the public notice of intent to increase the Capital Improvement Fee Security Equipment by \$2.00 per credit hour, effective fall 2019.

Bret Jones made a motion to approve, and Emily Lee seconded, and the motion carried. The motion was passed with the following vote: Voting "yea" – Blaise, Butler, Hill, Hooten, Jones, Lee, and Wahl.

OTHER CONSIDERATIONS

As Needed by Chairman/President

Jennifer Hill spoke briefly regarding our facilities and PECO funding. She reported on a study that will be performed by the legislature which will most likely follow this year's proposed legislation and create a higher threshold of utilization which will make it hard to justify repair or replacement of our worn out buildings.

She suggested that the Facilities Committee restart the discussion about how to increase our building utilization and which of our building to take out of service. An update will be brought back to the July meeting.

- ✓ Chairman Wahl reviewed the events on the calendar. He announced that the next Board meeting will be on Wednesday, June 19, 2019, at 5 p.m. for the regularly scheduled meeting at the Leesburg Campus.

There being no further business, the meeting was adjourned at 6:41 p.m.

Respectfully submitted,

ATTEST:

Peter F. Wahl, Chairman

Stanley M. Sidor, Ed. D.
Secretary/College President

Recording Secretary: Claudia Morris



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 456 – Curriculum Revision

OVERVIEW:

For the purpose of complete institutional review, curriculum changes are submitted monthly to the District Board of Trustees for approval.

ANALYSIS:

The attached curriculum changes are for credit course modifications, credit course deletions, credit program additions, and credit program deletions.

RECOMMENDATION:

It is recommended that the Board approve this item as written.



Lake Sumter
State College

Date: May 2019

Curriculum and Instruction Committee Proposals

The following items have been approved by the Curriculum and Instruction committee:

Definition of Non-transferable
Program/Courses

- 69. CCA CNT 2212C Internet of Things
- 81. CCM HIM 1433 Concepts of Disease
- 82. CCM HIM 2253C CPT4 Coding &
Reimbursement
- 83. CCM HIM 2442 Pharmacology & Lab
Analysis
- 84. CPD Health Information Technology AS
- 85. CPD Healthcare Informatics Specialist TC

Committee Chairperson Kristen Chancey

Digitally signed by Kristen
Chancey
Date: 2019.05.07 15:03:00 -04'00'

Sign below to approve these proposals

Vice-President, Academic Affairs Douglas A. Wymer

Digitally signed by Douglas A. Wymer
DN: cn=Douglas A. Wymer, o=Lake-Sumter
State College, ou=Academic Affairs,
email=wymerd@lsssc.edu, c=US
Date: 2019.05.13 14:12:07 -04'00'

President

Digitally signed by Stanley Sidor
DN: cn=Stanley Sidor, o=Lake-Sumter State
College, ou=President,
email=msidor@lsssc.edu, c=US
Date: 2019.05.14 14:32:09 -04'00'

Curriculum and Instruction Committee

Credit Program Deletion Rationale

Health Information Technology AS

The AS in Health Information Technology has seen a steady decline in enrollment over the last 5 years. Additionally, there is a significant cost to maintain the accreditation status of the program. Because of the low enrollment size and significant costs associated with the program due to accrediting standards, LSSC representatives researched the feasibility of teaching out the program and offering a new program that will meet the needs of the local healthcare community.

The impact on students will be minimal as long as they are able to complete by May 2021, the end of the teach out period. If not, they will have to switch to the new degree (Health Services Management) in order to get an actual AS degree. They will, however, be able to complete either the Coding and Billing Certificate or the Medical Office Management Certificate any time they choose.

Healthcare Informatics Specialist TC

The technical certificate in Healthcare Informatics has seen a steady decline in enrollment over the last 5 years. During that time, there has been an average of 1-3 students enrolled in the program. Because of the low enrollment size, LSSC representatives are recommending the program be deleted and go through teach out.

Definition of Non-transferable Programs/Courses

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) released an updated policy statement in August 2018 addressing the quality and integrity of educational credentials. The statement included language regarding the designation of non-transferable courses: "Recent innovative educational pathways have the potential to blur [the] commonly held distinction between transfer and non-transfer programs Therefore, [each] institution must clearly disclose whether the intent of each of its undergraduate degrees is 'intended for transfer' or 'not intended for transfer.'"

In order to align with the SACSCOC policy statement, Lake-Sumter State College has created the following definitions of a Non-transferable Program and a Non-transferable Course:

Non-transferable Program: An academic program designated as an Associate in Applied Science or a certificate program aligned to an Associate in Applied Science program. This type of program is typically designed to prepare individuals for direct entry into employment by providing training in discipline-specific skills.

*Non-transferable Course: A course that provides the student training in discipline-specific skills as part of a program not intended for transfer to a related baccalaureate degree or a course for which a student receives articulated credit for demonstration of technical skills. These courses may not be transferred to the Associate in Arts (AA) degree within the institution. **

**Some institutions may choose to articulate a course designated by LSSC as non-transferable. This would be left to the discretion of the receiving institution.*

These definitions were approved by Curriculum Committee and will be included as a notation on all applicable courses in the student catalog.

Key for Curriculum and Instruction Committee Proposals

CCA – Credit Course Addition

CCD – Credit Course Deletion

CCM – Credit Course Modification

CPA – Credit Program Addition

CPD – Credit Program Deletion

CPM – Credit Program Modification




Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President 

RE: 457- Human Resources Transactions

OVERVIEW:

It is the intent of the College to keep the District Board informed of appointments, separations, resignations, and other Human Resources transactions among employees in the faculty, administrator, managerial, professional administrative, professional crafts-trades, and professional technical categories.

ANALYSIS:

Please review attached summary.

RECOMMENDATION:

The District Board acknowledges receipt and review of this information.

FACULTY

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Eric Stetler	Instructor Mathematics	F1-1	08/13/2019
Nancy Parks	Instructor Mathematics	F1-1	08/13/2019
Dr. Marcial Echenique	Assist. Professor Mathematics	F1-2	08/13/2019
Gregory Craig	Lecturer English	TF-1	08/13/2019

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

ADMINISTRATOR

APPOINTMENT.....None

SEPARATION.....None

RESIGNATION.....None

OTHER.....None

MANAGERIAL

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Tracey Hoff	Sr. Mgr. Talent Acq. & Engage.	MA-6	05/01/2019
Tammie Jo Drunasky	Athletic Program & Compliance Mgr	MA-5	05/16/2019

SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Sasha Aponte	Talent Acquisition Manager	MA-5	06/30/2019
Ryan Tomasiewicz	Director HSCA	MA-9	06/30/2019

RESIGNATION.....None

OTHER.....None

PROFESSIONAL ADMINISTRATIVE

SEPARATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Karen Simmons	Admin Staff Assistant SL	A1-3	06/03/2019

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jeffrey Wright	Shipping & Receiving Coord.	PA-8	05/13/2019
Margaret Johnson	Senior Staff Specialist Nursing	A2-9	06/07/2019

June 2019

APPOINTMENT.....None

PROFESSIONAL CRAFTS-TRADES

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Jeffrey DiBuono	Maintenance Service Worker II	C1-2	06/03/2019

OTHER (Retirement)

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Robert Fox	Building Maint. Supervisor	C2-5	07/01/2019

SEPARATION.....None

RESIGNATION.....None

PROFESSIONAL TECHNICAL

APPOINTMENT

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Kyle Cole	Interim Assist Dir. eLearning	PT-9	05/01/2019
Thomas Yaccarino	HRIS and Operations Analyst	PT-5	05/01/2019

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Classification</u>	<u>Effective Date</u>
Chance Pagan	Computer Technician	T1-4	05/30/2019

SEPARATION.....None

OTHER.....None



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: 458 – Monthly Fiscal Report

OVERVIEW

Each month a report is provided to the District Board of Trustees accounting for the activity in the major operating fund (Fund 1) of the College. This report is prepared by the offices of the Vice President of Administrative and Financial Affairs and the Controller, and is intended to keep the Board apprised of the financial condition of budget and the operating funds of the College. On a quarterly basis, a budget report for Funds 2, 3, 5 and 7 are also provided.

ANALYSIS

The General Operating Budget Fund 1 Report, Statement of Net Position/Balance Sheet, and Statement of Cash Flow are attached to this agenda item.

RECOMMENDATION

It is recommended that Board approve this item as presented.



Lake Sumter State College

Division of Business Affairs

MEMORANDUM

To: Dr. Sidor, President
District Board of Trustees

From: Dr. Bigard, Vice President for Administration and Financial Services

Date: June 19, 2019

Re: Monthly Fiscal Report – YTD May 2019

Each month a fiscal report is prepared to appraise your office and the District Board of Trustees on the status of the College budget. The MONTHLY FISCAL STATUS REPORT of the General Operating Fund (Fund1) provides a comparative summary of budget-to-actual revenues and expenses for the current period.

In addition to the Fund 1 Operating Budget Report, the current Balance Sheet and Statement of Cash Flows is provided.

FUND 1 OPERATING BUDGET

We are currently eleven months into our fiscal year or 92% completed.

Revenues

Revenue booked to-date total \$21,462,108, or 86% of the total budget of \$25,029,134. Year-end transfers from Auxiliary and Fund 2 will be made once posting in FY19 has completed in July of 2019.

- Tuition and fee revenue is trending above budget and is projected to be \$381,009 (5%) over the budget.
- State support revenue is received in installments throughout the fiscal year. We have received a total of \$10,495,095 in General Revenue and Performance Funding and \$1,927,221 in Lottery funds.
- Other Income and Other Support totals \$183,903 or 26% of budget. The majority of this category is support from Contracts and commitments.

Expenses

Expenses encumbered to-date total \$20,568,079 or 83% of the total budget of \$24,828,566.

- Salaries and benefits represent \$ 15,965,937 or 84% of budget.
- Currently, department operating and capital expenses represent \$4,602,142 or 79% of budget.

Overall revenues are expected to exceed expensed by \$601,235, of which, \$500,000 will transfer to Fund 7 for capital improvements.

Lake-Sumter State College
Statement of Net Position
As of May 31 2019

	Fund 1
	Unrestricted
Assets	
Cash and Cash Equivalents	\$ 3,073,959
Accounts Receivable, Net	6,834,946
Due from Other Governmental Agencies	6,700
Due from Component Units	43,028
Prepaid Expenses	243,482
Capital assets	-
Total Assets	\$ 10,202,115
Liabilities and fund balances	
Liabilities	
Accounts Payable	\$ 247,340
Salaries and Payroll Taxes Payable	(6,811)
Due to Other Governmental Agencies	1,262
Unearned Revenue	20,253
Deposits Held for Others	(1)
Bond Payable	-
Loans Payable	13,254,723
Compensated Absences Payable	1,443,124
Postemployment Benefits Payable	836,250
Total Liabilities	\$ 15,796,140
Fund balances	
Fund Balance - College	\$ (5,594,025)
Restricted - Grants and Contracts	-
Total Fund balances	\$ (5,594,025)
Total liabilities and fund balances	\$ 10,202,115

Lake-Sumter State College
Fiscal Status Report - Fund 1
General Current Fund
July 1, 2018 - May 31, 2019

	FY 2017-18		FY 2018-2019			
	Annual Budget	YTD Actual 5/31/2018	Annual Budget	YTD Actual 5/31/2019	Percent of Budget Earned/Spent	Projected 6/30/2019
REVENUES & BUDGETED FUND BALANCE						
Student Fees						
Fall						
Tuition	\$ 2,670,319	\$ 2,839,694	\$ 2,788,927	\$ 2,893,097	104%	\$ 2,893,097
Technology Fees	137,105	142,042	161,613	144,677	90%	144,677
Distance Learning	136,400	144,750	165,035	173,190	105%	173,190
Dual Enrollment	255,500	261,773	265,910	229,256	86%	229,256
HSCA Dual Enrollment	161,700	161,720	338,368	212,970	63%	416,780
Lab Fees	67,953	66,706	66,420	72,389		72,389
Spring						
Tuition	\$ 2,670,319	\$ 2,488,455	\$ 2,424,793	\$ 2,487,777	103%	\$ 2,496,780
Technology Fees	137,105	124,430	138,700	124,396	90%	124,847
Distance Learning	136,400	141,630	160,343	151,740	95%	151,890
Dual Enrollment	255,500	301,884	299,853	278,275	93%	249,483
HSCA Dual Enrollment	161,700	161,720	338,368	212,970	63%	416,780
Lab Fees	67,953	42,623	35,763	39,479	110%	39,509
Summer						
Tuition	\$ 728,269	\$ 1,043,817	\$ 925,680	\$ 1,094,726	118%	\$ 1,094,726
Technology Fees	37,392	\$ 52,194	\$ 36,308	\$ 54,730	151%	54,730
Distance Learning	37,200	\$ 107,640	\$ 79,933	\$ 117,075	146%	117,075
Dual Enrollment	-	(11,373)	-	66,725	0%	-
HSCA Dual Enrollment	-	-	-	-	0%	-
Lab Fees	18,532	12,637	5,083	12,744		12,744
Miscellaneous Fees	139,390	137,992	121,827	155,554	128%	165,781
Continuing Education	418,025	383,161	478,414	334,119	70%	428,414
Total Student Tuition and Fees	\$ 8,236,762	\$ 8,603,495	\$ 8,831,338	\$ 8,855,889	100%	\$ 9,282,147
State CCPF Support	\$ 10,853,152	\$ 10,123,412	\$ 10,730,454	\$ 9,836,235	92%	\$ 10,480,454
State Performance Funding	\$ 691,564	\$ 653,829	\$ 713,266	\$ 658,860	92%	\$ 713,266
State Lottery	2,727,807	2,182,244	3,212,033	1,927,221	60%	3,212,033
Miscellaneous State Support	165,836	-	219,836	-	0%	219,836
Federal Support Indirect Cost	80,000	66,768	80,000	60,689	76%	80,000
Foundation Support	191,314	20,377	425,633	12,593	3%	196,488
Contracts	84,576	26,686	87,800	66,353		87,800
Miscellaneous Revenue	121,976	1,601	121,977	44,268	36%	95,506
Total Revenues	\$ 23,152,987	\$ 21,678,412	\$ 24,422,337	\$ 21,462,108	88%	\$ 24,367,530
Transfers In	563,472	-	606,797	\$ -	0%	\$ 492,020
Board Reserves-HSCA	184,485	-	-	-		
Total Revenues and Transfers In	\$ 23,900,944	\$ 21,678,412	\$ 25,029,134	\$ 21,462,108	86%	\$ 24,859,550
EXPENDITURES						
Personnel Expenditures						
Salaries and Wages	14,119,120	12,281,596	14,041,337	11,833,455	84%	13,741,990
Benefits	4,741,303	3,733,886	4,934,606	4,132,483	84%	4,666,325
Current Operating Expenditures	5,040,521	4,550,886	5,455,129	4,596,100	84%	5,446,464
Capital Outlay Expenditures	0	7,841	0	6,042	0%	6,042
Contingency			397,494		0%	397,494
Total Expenditures	\$23,900,944	\$20,574,209	\$24,828,566	\$20,568,079	83%	\$ 24,258,315
Transfer to Fund 7						
Excess of Revenues over (Expenditures)	\$1	\$1,104,203	\$ 200,568	\$894,029		\$ 601,235

Lake-Sumter State College
Statement of Cash Flow
as of May 31, 2019

Cash Flows from Operating Activities

Tuition and Fees, Net	\$ 8,168,666
Grants and Contracts	12,051,834
Payments to Employees	(15,965,937)
Payments for Scholarships	(27,429)
Payments for Utilities and Communications	(1,151,124)
Payments to Suppliers	(3,482,376)
Sales and Services of Educational Departments	5,109
Other Receipts	38,458
Net Cash Provided (Used) by Operating Activities	<u>\$ (362,799)</u>

**Reconciliation of Operating Gain (Loss) to Net Cash
Provided (Used) by Operating Activities**

Operating Gain	\$ 798,396
Receivables, Net	(1,121,977)
Due from Other Governmental Agencies	0
Due from Component Unit	150
Due to Other Governmental Agencies	3,011
Unearned Revenue	0
Prepaid Expenses	(10,722)
Accounts Payable	(31,657)
Salaries and Payroll Taxes Payable	0
Net Cash Provided by Operating Activities	<u>\$ (362,799)</u>



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 459 - Facilities Monthly Report

OVERVIEW:

The Facilities Department prepares a monthly report on the status of capital projects and major repairs.

ANALYSIS:

A report on the status on facility projects is attached.

RECOMMENDATION:

Approve the current facilities project report.

Facilities Report

June 2019

<u>PROJECT</u>	<u>BUDGET</u>	<u>FUNDING</u>	<u>STATUS</u>	<u>COMMENTS</u>
Infrastructure Project Phase II (Leesburg)	\$687,000	PECO	In Progress	Progress to date: Contract will be awarded to Hartman Civil Contractors, Inc. Project kick-off meeting to be scheduled.
Exterior Lighting and LED Lighting Upgrades (All campuses)	\$40,000	LOCAL	In Progress	Progress to date: Project continues with exterior lighting upgrades being installed on the South Lake and Leesburg Campus. Leesburg North Parking Lot Lights will be converted to LED. Duke Energy is replacing old fixtures in South Lake with new LED fixtures as needed.
Signs and Branding (All campuses)	\$65,000	LOCAL	Design	Progress to date: Final phase of design for South Lake. Waiting on approval of location and signage. Leesburg to have modifications to existing signs and additional signs installed.
ADA Civil Rights Survey (All campuses)	\$5,000	LOCAL	Planning	Progress to date: Continuing to correct the findings of the Office of Civil Rights survey on the Leesburg campus. South Lake and Sumter campuses are complete. The corrections include items such as restroom fixtures, signage and building access. The project is 95% complete.
SSB Second Floor HVAC Replacement (Leesburg)	\$300,000	PECO	Planning	Progress to date: Phase I of project has started. Awaiting on quote for materials.
Grounds Beautification	\$150,000	LOCAL	In Progress	Progress to date: Progress continues on irrigation repairs. South Lake irrigation is working. Leesburg well pump controllers are in repair status. Sumter irrigation needs much work. Working with landscape contractor to determine best needs. New outdoor table umbrellas have been ordered to replace existing fixtures on the Leesburg campus.
South Lake Building #1 Cooling Unit Replacement	\$160,000	LOCAL	Design/Scope	Progress to date: Engineering and design agreement has been signed. Obtaining final bids for review. Project goal is to correct multiple deficiencies in the facility under the current budget that we have allocated.
LE Building M Parking Lot	\$65,000	PECO	Bidding	Progress to date: Reviewing bids submitted. This project will repair and restripe existing Building M parking areas and pave gravel area on North side of building.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 460-Purchases Over \$25,000

OVERVIEW:

Each month a report is provided to the Board of Trustees accounting for any purchases that have been approved by the President which fall between \$25,000 and \$150,000. This report is prepared by the Office of the Vice President of Finance and Administration and is intended to keep the Board apprised of these purchases which fall under the authority of the President to be approved.

ANALYSIS:

The purchases greater than \$25,000 for the period of 05/01/2019 – 05/31/2019 are attached.

RECOMMENDATION:

It is recommended that the Board acknowledge or accept this item as written.

Purchase Over \$25,000
Detail

Document	Date	Vendor	Description	Amount
P1900506	5/22/2019	Ellucian Company LP	Renewal Maintenance Agreement	61,296.00
P1900458	5/2/2019	Oracle America Inc	Technical Support Services/Benefits	48,095.06



Lake Sumter
State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley Sidor
President

RE: #461 - Write-Off of Uncollectible Accounts

OVERVIEW

Florida Statute 1010.03 Delinquent Accounts, permits the District Board of Trustees to write-off (expense) delinquent accounts. Student records will remain on "HOLD" to prohibit students from registering for future classes or obtaining transcripts, until amounts due to the College are paid.

STATUS

The College contracts with Conserve, Williams and Fudge, and Mercantile collection agencies to recover bad debts. The attached Accounts Receivable list includes returned checks, outstanding fee deferments, Pell repayments, and Return to Title IV repayments for a total write-off of \$62,804.25. The largest amount comes from Pell repayments and Return to Title IV repayments totaling \$40,093.51 (63.8%). The next largest, delinquent accounts, are from Tuition and Fees (9.2%). For FY2016-17*, total revenue from tuition and fees was \$8,568,520.00 therefore the \$62,804.25 in write-offs represents only .73% of total tuition and fees that were due for that fiscal year.

At total of \$5,154.82 or 8.2% was collected during the 2018-2019 fiscal year against previous bad debt expense.

The collection agencies automatically list past due uncollected accounts with TRW Credit Bureau, Trans Union Credit and Equifax, Inc. National Credit Bureau.

*Accounts are written off as bad debt or uncollectible two years after they become due.

RECOMMENDATION

It is recommended that the District Board of Trustees approve the write-off of uncollectable accounts as presented.



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Dr. Stanley M. Sidor
President

RE: 462 – Anita Geraci-Carver Contract Extension

OVERVIEW:

The District Board of Trustees maintains an agreement with the Law Office of Anita Geraci-Carver for legal services.

ANALYSIS:

The term of the agreement, including the one-year extension will end June 30, 2019. The District Board of Trustees completed a positive evaluation of Ms. Geraci-Carver's performance at the last meeting. An amendment follows to extend the term of the agreement two years.

RECOMMENDATION:

We recommend approval of the contract amendment to extend the term of the agreement for two years, through June 30, 2021.

AMENDMENT TO AGREEMENT

Agreement by and between **Anita Geraci-Carver, Esquire** (hereinafter referred to as ATTORNEY), LAW OFFICE OF ANITA GERACI-CARVER, P.A., 1560 Bloxam Avenue, Clermont, FL 34711, and the **DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE** (hereinafter referred to as BOARD).

WHEREAS the parties entered into an agreement on July 1, 2016 (the "Original Agreement").

WHEREAS the parties hereby agree to extend the term of the agreement in accordance with the terms of the Original Agreement as well as the terms provided herein.

In mutual consideration of the mutual covenants contained herein, each party agrees to the following:

- The Original Agreement ended on June 30, 2018.
- The Original Agreement provided for a 12-month extension ending June 30, 2019, to which both parties agreed.
- The term is hereby extended through June 30, 2021.
- All other terms of the Original Agreement remain in effect.

Anita Geraci-Carver

Date

Pete Wahl, Chair

District Board of Trustees

Date



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 463- Approval of the 2019-20 LSSC/Lake County Schools Collegiate High
School Agreement

OVERVIEW:

We are required by statute to update and sign new Collegiate High School Agreements each year with our local school districts.

ANALYSIS:

There were no state-mandated changes to the Collegiate High School template and no substantive changes were made to the Dual Enrollment/Collegiate High School-related statutes. This agreement was edited for language consistency. The College Attorney has reviewed and approved these minor changes to this agreement.

RECOMMENDATION:

It is recommended that Board approve this item as written

**COLLEGIATE HIGH SCHOOL DUAL ENROLLMENT
AGREEMENT BETWEEN THE SCHOOL BOARD OF LAKE COUNTY, FLORIDA
AND THE DISTRICT BOARD OF TRUSTEES, LAKE-SUMTER STATE COLLEGE**

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) concerning Advanced Instruction (Dual Enrollment) and the Collegiate High School Program as described in Senate Bill 850 (Collegiate High School Program). 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 the Dual Enrollment Collegiate High School Program effective July 1, 2019 and ending June 30, 2020.

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)
§1007.273, Florida Statutes (Collegiate High School Program)
§1011.62, Florida Statutes (Funds for Operation of Schools)
HB 7057 6A-10.024 House Bill (Articulation between Universities, Community Colleges and School Districts)
HB 7059 (2012), House Bill (Acceleration Options in Public Education)
SB1514 (2013) Senate Bill (Education)
Rule 6A-10.0315 Common Placement Testing and Instruction
Senate Bill 850 (2014); also referred to as Chapter 2014-184 Laws of Florida (Collegiate High School Program)

This Agreement is being entered into between the parties in accordance with 2019-20 LSSC/LCSB Dual Enrollment Agreement that governs dual enrollment effective July 1, 2019 and ending June 30, 2020. This agreement shall be revised and reviewed on an annual basis in coordination with the annual Dual Enrollment Agreement. 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.

I. DESCRIPTION OF THE PROGRAM

Overview of the Collegiate High School Program

The LSSC 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 Collegiate High School Program, also known as 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 or baccalaureate degree. The LSSC Collegiate High School Program includes two tracks: an AA degree track and a Technical Certificate/AS degree track.

Pursuant to Senate Bill 850 (§1007.273), at a minimum a collegiate high school program:

- Is available to eligible public school students in grade 12;
- Allows eligible students to participate for at least one full school year;
- Allows eligible students to earn CAPE industry certifications; and
- Allows eligible students to complete 30 college credit hours through dual enrollment

Location of the Collegiate High School Program

Pursuant to Senate Bill 850, eligible students may complete 30 college credit hours through the Collegiate High School Program by taking courses offered on the high school campus, at the college, through online LSSC courses, or any combination thereof.

Grade level to be included

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.

II. DELINEATION OF THE COURSES AND INDUSTRY CERTIFICATIONS OFFERED, INCLUDING ONLINE COURSE AVAILABILITY HIGH SCHOOL AND COLLEGE CREDITS EARNED

Each year, LSSC and LCSB will collaboratively develop a class schedule available to LCSB students for both Collegiate High School Program tracks. These classes must adhere to the [High School Subject Area Equivalency List](#). New high-school campus-based course offerings must be negotiated each year through the established LSSC process in collaboration with the Dean for General Education and Transfer programs.

LCSB 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 LSSC Academic Advising Guide and the mandated Collegiate High School Program Student Performance Contract.

Courses and programs not available to dual enrollment, including Collegiate High School Program students:

- LSSC independent study courses
- LSSC developmental courses
- LSSC physical education skills courses
- LSSC's Associate in Science in Nursing limited access program and Baccalaureate programs
- 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, including the Collegiate High School Program

Industry Certifications

Both LCSB and LSSC currently offer courses leading to [CAPE industry certifications and credentials](#). All Collegiate High School Program students will be afforded opportunities to take courses that lead to certifications and credentials. Collegiate High School Program students will receive the necessary preparation and support to complete certification/credential testing while participating in the program.

Online course availability

Collegiate High School students are eligible to enroll in fully online, hybrid and technology enhanced courses provided that these courses are approved by the high school counselor and LSSC Dual Enrollment staff.

III. STUDENT ELIGIBILITY CRITERIA

Initial dual enrollment eligibility requirements: (§1007.271)

- College credit: 3.0 unweighted high school GPA.
- Workforce/career credit: 2.0 unweighted high school GPA.
- 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 and as outlined in the 2019-20 annual Dual Enrollment Agreement.
- A student projected to graduate from high school before the scheduled completion date of a college course may not register for that course through dual enrollment.

Additional the Collegiate High School Program eligibility requirements:

- 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 in the Collegiate High School Program.

IV. ENROLLMENT PROCESSES

Process by which students register for courses

Collegiate High School Program students must register for courses online using LOIS, LSSC's online course management system.

Once registered, Collegiate High School Program 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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted 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](#), [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.

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.

Maximum course loads

Collegiate High School Program 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. Pursuant to Senate Bill 850, a Collegiate High School program allows eligible students to complete 30 college credit hours in their senior year.

V. DESCRIPTION OF THE METHODS, MEDIUM AND PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED OF THE OPTION TO PARTICIPATE

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](#).

VI. IDENTIFICATION OF STUDENT ADVISING AND PROGRESS MONITORING MECHANISMS & COLLEGE-LEVEL EXPECTATIONS

Academic Advising

School Counselors and LSSC Academic Advisors provide academic advisement and guidance services to Collegiate High School Program 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.

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, meta-major/transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic Advising Guide will be utilized in all subsequent LSSC academic advising sessions.

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registration and at least once per subsequent semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

Student Performance Contract

Pursuant to Senate Bill 850 (FS.1007.273), each student participating in a collegiate high school program must enter into a student performance contract which must be signed by the student and LSSC dual enrollment staff member. The performance contract must include the schedule of courses, by semester, and industry certifications to be taken by the student, attendance requirements, and course grade requirements. The performance contract will be completed at time of admission into the Collegiate High School Program with LSSC dual enrollment staff.

Ongoing monitoring for continued participation in Dual Enrollment

Students seeking to continue taking LSSC academic credit through the Collegiate High School Program must maintain a minimum 3.0 unweighted cumulative high school GPA and a 2.0 unweighted cumulative LSSC GPA. Collegiate High School Program 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 Collegiate High School Program eligibility. Students who do not meet either the high school or college GPA requirement will not be eligible to continue the Collegiate High School Program or participation. A student that no longer meets the Collegiate High School Program 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.

VII. DESCRIPTION OF PROGRAM REVIEW PROTOCOLS AND STUDENT PERFORMANCE REPORTING MECHANISMS

Program analysis and review

LSSC will collect and compile the Collegiate High School Program data to develop the *LSSC Dual Enrollment Research Review* to be updated and distributed once per semester. Data requests beyond semester grade and enrollment reports must be submitted by the requesting party with minimum 30 days advance notice.

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LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC courses available for dual enrollment. the Collegiate High School Program 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 district 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](#).

Collegiate High School Program 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](#).

Transmission of student grades to the School District

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, LSSC will provide LCSB with student academic progress feedback from the LSSC Starfish system at designated points in the semester (fall, spring, and summer).

VIII. 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. Collegiate High School Program students seeking academic accommodations for college-based or online courses should register with LSSC's Office for Students with Disabilities, in order to determine eligibility for services and submit valid disability documentation for review and processing.

XIV. DESCRIPTION OF THE FUNDING ARRANGEMENTS

Registration, matriculation and laboratory fees

Per §1007.271 (2), Collegiate High School Program 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), LCSB loans dual enrollment students the required textbooks and provides electronic access codes, free of charge, to Collegiate High School Program students. Collegiate High School Program textbooks are the property of the LCSB and all LCSB textbook policies apply. Collegiate High School Program 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 §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 §1007.271, F.S., LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

Waivers

Pursuant to Florida statute, 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.

SCHOOL BOARD OF LAKE COUNTY, FLORIDA

Ms. Diane Kornegay, Superintendent

Mr. Sandy Gamble , Chairperson
School Board of Lake County, Florida

DATE

LAKE-SUMTER STATE COLLEGE

Dr. Stanley M. Sidor, President

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 464- Approval of the 2019-20 LSSC/Sumter County Schools Collegiate High
School Agreement

OVERVIEW:

We are required by statute to update and sign new Collegiate High School Agreements each year with our local school districts.

ANALYSIS:

There were no state-mandated changes to the Collegiate High School template and no substantive changes were made to the Dual Enrollment/Collegiate High School-related statutes. This agreement was edited for language consistency. The College Attorney has reviewed and approved these minor changes to this agreement.

RECOMMENDATION:

It is recommended that Board approve this item as written

**COLLEGIATE HIGH SCHOOL DUAL ENROLLMENT
AGREEMENT BETWEEN THE SCHOOL BOARD OF SUMTER COUNTY, FLORIDA
AND THE DISTRICT BOARD OF TRUSTEES, LAKE-SUMTER STATE COLLEGE**

The Agreement is entered into by and between the School Board of Sumter County, Florida, ("SCSB") and Lake-Sumter State College District Board of Trustees (LSSC) concerning Advanced Instruction (Dual Enrollment) and the Collegiate High School Program as described in Senate Bill 850 (Collegiate High School Program). 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 the Dual Enrollment Collegiate High School Program effective July 1, 2019 and ending June 30, 2020.

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)
§1007.273, Florida Statutes (Collegiate High School Program)
§1011.62, Florida Statutes (Funds for Operation of Schools)
HB 7057 6A-10.024 House Bill (Articulation between Universities, Community Colleges and School Districts)
HB 7059 (2012), House Bill (Acceleration Options in Public Education)
SB1514 (2013) Senate Bill (Education)
Rule 6A-10.0315 Common Placement Testing and Instruction
Senate Bill 850 (2014); also referred to as Chapter 2014-184 Laws of Florida (Collegiate High School Program)

This Agreement is being entered into between the parties in accordance with 2019-20 LSSC/SCSB Dual Enrollment Agreement that governs dual enrollment effective July 1, 2019 and ending June 30, 2020. This agreement shall be revised and reviewed on an annual basis in coordination with the annual Dual Enrollment Agreement. The SCSB 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.

I. DESCRIPTION OF THE PROGRAM

Overview of the Collegiate High School Program

The LSSC 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 Collegiate High School Program, also known as 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 or baccalaureate degree. The LSSC Collegiate High School Program includes two tracks: an AA degree track and a Technical Certificate/AS degree track.

Pursuant to Senate Bill 850 (§1007.273), at a minimum a collegiate high school program:

- Is available to eligible public school students in grade 12;
- Allows eligible students to participate for at least one full school year;
- Allows eligible students to earn CAPE industry certifications; and
- Allows eligible students to complete 30 college credit hours through dual enrollment

Location of the Collegiate High School Program

Pursuant to Senate Bill 850, eligible students may complete 30 college credit hours through the Collegiate High School Program by taking courses offered on the high school campus, at the college, through online LSSC courses, or any combination thereof.

Grade level to be included

Student must be classified as a full-time SCSB senior in secondary coursework on or before the first day of the college semester for which they are enrolling.

II. DELINEATION OF THE COURSES AND INDUSTRY CERTIFICATIONS OFFERED, INCLUDING ONLINE COURSE AVAILABILITY HIGH SCHOOL AND COLLEGE CREDITS EARNED

Each year, LSSC and SCSB will collaboratively develop a class schedule available to SCSB students for both Collegiate High School Program tracks. These classes must adhere to the [High School Subject Area Equivalency List](#). New high-school campus-based course offerings must be negotiated each year through the established LSSC process in collaboration with the Dean for General Education and Transfer programs.

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 LSSC Academic Advising Guide and the mandated Collegiate High School Program Student Performance Contract.

Courses and programs not available to dual enrollment, including Collegiate High School Program students:

- LSSC independent study courses
- LSSC developmental courses
- LSSC physical education skills courses
- LSSC's Associate in Science in Nursing limited access program and Baccalaureate programs
- 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, including the Collegiate High School Program

Industry Certifications

Both SCSB and LSSC currently offer courses leading to [CAPE industry certifications and credentials](#). All Collegiate High School Program students will be afforded opportunities to take courses that lead to certifications and credentials. Collegiate High School Program students will receive the necessary preparation and support to complete certification/credential testing while participating in the program.

Online course availability

Collegiate High School students are eligible to enroll in fully online, hybrid and technology enhanced courses provided that these courses are approved by the high school counselor and LSSC Dual Enrollment staff.

III. STUDENT ELIGIBILITY CRITERIA

Initial dual enrollment eligibility requirements: (§1007.271)

- College credit: 3.0 unweighted high school GPA.
- Workforce/career credit: 2.0 unweighted high school GPA.
- 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 and as outlined in the 2019-20 annual Dual Enrollment Agreement.
- A student projected to graduate from high school before the scheduled completion date of a college course may not register for that course through dual enrollment.

Additional the Collegiate High School Program eligibility requirements:

- Student must be classified as a full- time SCS 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 SCS high school of record and LSSC.
- Must pass all EOC requirements for high school graduation prior to enrolling in the Collegiate High School Program.
- Sumter County: Students must enroll in one course at SCS secondary school of enrollment while participating in Early Admission.

IV. ENROLLMENT PROCESSES

Process by which students register for courses

Collegiate High School Program students must register for courses online using LOIS, LSSC's online course management system.

Once registered, Collegiate High School Program 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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted 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](#), [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.

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.

Maximum course loads

Collegiate High School Program 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. Pursuant to Senate Bill 850, a Collegiate High School program allows eligible students to complete 30 college credit hours in their senior year.

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XIV. DESCRIPTION OF THE FUNDING ARRANGEMENTS

Registration, matriculation and laboratory fees

Per §1007.271 (2), Collegiate High School Program students shall be exempt from the payment of registration, matriculation and laboratory fees.

Textbook, electronic access codes and other course materials

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enrollment is provided on a SCSB High School campus by LSSC faculty, SCSB shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction. SCSB will not be invoiced for any student tuition during the summer semester. LSSC shall provide SCSB itemized tuition invoices following established LSSC third party billing procedures and timelines. Per §1007.271, F.S., LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

Waivers

Pursuant to Florida statute, the President of LSSC (or designee) and the SCSB 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.

SCHOOL BOARD OF SUMTER COUNTY, FLORIDA

Mr. Richard A. Shirley, Superintendent

Ms. Kathy Joiner, Chairperson
School Board of Sumter County, Florida

DATE

LAKE-SUMTER STATE COLLEGE

Dr. Stanley M. Sidor, President

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 465- Approval of the 2019-20 LSSC/Villages Early College Program Memo of Understanding

OVERVIEW:

Each year, we review and edit the LSSC/Villages Early College Program Memo of Understanding with our partners at the Villages Charter High School.

ANALYSIS:

This agreement has minor edits. The College Attorney has reviewed and approved these changes to this agreement.

RECOMMENDATION:

It is recommended that Board approve this item as written

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE DISTRICT BOARD OF TRUSTEES OF
LAKE-SUMTER STATE COLLEGE AND
THE VILLAGES CHARTER SCHOOL, INC.
RELATING TO OPERATION OF EARLY COLLEGE SITE**

This Memorandum of Understanding ("Agreement") made by and between The District Board of Trustees of Lake-Sumter State College, a political subdivision of the State of Florida (the "TRUSTEES"), and the Villages Charter School, Inc. (the "SCHOOL") effective July 1, 2019 and ending June 30, 2020. Collectively, the TRUSTEES and SCHOOL may be referred to as the "PARTIES."

RECITALS

Whereas, the program shall be known as the Lake-Sumter State College/Villages Charter School Early College Site (the "Program"); and

Whereas, the purpose of this Agreement is to provide for the operation of the Program at the SCHOOL only for students of the SCHOOL with financial support and other support provided by the SCHOOL as hereinafter described; and

Whereas, the PARTIES desire to acknowledge their intentions in this written Agreement, and each commit to the responsibilities set forth herein; and

Whereas, this Agreement is entered into pursuant to and in accordance with all applicable provisions of Florida law.

NOW, THEREFORE, IN CONSIDERATION of mutual covenants set forth in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the PARTIES agree as follows:

1. **RECITALS**. The Recitals set forth above are true and correct, form a material part of this Agreement and are incorporated herein by reference.
2. **TERM OF AGREEMENT**. The term of this Agreement will be from July 1, 2019 to June 30, 2020. The TRUSTEES will implement the Program at the SCHOOL for classes to be offered only for TRUSTEES' fall and spring semesters. This agreement may be renewed upon written agreement of both PARTIES. If either party desires to renew the Agreement they should notify the other party at least sixty (60) days prior to the expiration of the Agreement.
3. **EARLY COLLEGE SITE COORDINATOR**. TRUSTEES will employ the Early College Site Coordinator, who will work cooperatively with SCHOOL'S administration, faculty & staff to support all Dual Enrollment students. In the area of Academic Affairs the Early College Site Coordinator's duties include, but are not limited to, assisting in the supervision and assessment of faculty members; recommending and coordinating courses, days, times, and instructors for class schedules; assisting with planning and coordination of adjunct faculty orientation; coordinating and assisting in the recruitment and selection of adjunct faculty and mentoring of new faculty; responsible for student advising functions to fulfill department duties, as directed by the respective Dean, in matters of grade appeals and student grievances; assisting with course content and curriculum in keeping catalog information current, complete, and accurate; facilitating textbook adoption and circulation; and holding meetings with

department faculty on a regularly scheduled time frame. In the area of Student Services the Early College Site Coordinator's duties include, but are not limited to, recruiting students for dual enrollment program, serving as the primary point of contact for dual enrolled VHS students and their parents, teaching courses if needed, advising students regarding high school and college requirements, coordinating registration for students, monitoring academic progress of students, coordinating textbook distribution/collection. Scheduling of hours for this position will be worked out collaboratively between the hiring supervisor at the college and high school administrative personnel.

4. **FUNDING.** The SCHOOL shall provide the TRUSTEES funding and support for on-site coordination and services to SCHOOL students. The budget is based on the assumption that 60% of the Site Coordinator position would serve the SCHOOL program and the remaining 40% of the time would be assigned to TRUSTEES work. Services include, but are not limited to, learning center, library, and technology support as more particularly described below:
 - A. **EARLY COLLEGE SITE COORDINATOR.** SCHOOL will make a maximum payment of \$2,700 per month for the Early College Site Coordinator, who will be hired by and be an employee of TRUSTEES. SCHOOL will make a payment on the first day of each month commencing thirty (30) days after employment of coordinator.
 - B. **LEARNING CENTER SERVICES.** SCHOOL will pay a maximum of \$2,000 per year during the term of this Agreement for training for Learning Center services for the Program. This training will be done on an as-needed basis as determined by mutual agreement of the PARTIES.
 - C. **LIBRARY SUPPORT & INSTRUCTION.** SCHOOL will pay a maximum of \$1,000 per year during the term of this Agreement for training and support for Library instruction for the Program. This training and support will be done on an as-needed basis as determined by mutual agreement of the PARTIES.
 - D. **IT SUPPORT.** SCHOOL will provide in-kind support to provide a network and connectivity capable of allowing access for SCHOOL's Dual Enrollment students to TRUSTEES network, student email and LOIS, Library databases, Learning Center, Collaborate and other services as needed.
 - E. **HIGH SCHOOL INSTRUCTORS.** SCHOOL will provide, at its sole discretion, the course instructors for the Program. TRUSTEES reserve the right to approve the qualifications of instructors for TRUSTEES course assignments based on SACS criteria and LSSC Faculty Qualifications Manual. The PARTIES will mutually agree on the number and types of courses that will be offered under the Program.
 - F. **HIGH SCHOOL TUTORS.** SCHOOL will provide such tutoring services to the Program as the PARTIES deem appropriate.
 - G. **PAYMENT.** Payment under 4.B. and C. above will be due and payable to TRUSTEES within thirty (30) days after an appropriate invoice is remitted to the SCHOOL.
5. **CURRICULUM.** The curriculum offered through the Program is identified in the Lake-Sumter State College Site Substantive Change Prospectus. If the TRUSTEES decide to make any changes to the curriculum or schedule, then the TRUSTEES agree to notify the SCHOOL of the proposed changes at

least one hundred twenty (120) days prior to the next semester. However, if the TRUSTEES are mandated by an accrediting agency, or state or federal law to make changes to the curriculum or schedule, then TRUSTEES' obligation to notify SCHOOL at least one hundred twenty (120) days prior to the next semester is waived.

6. **ELIGIBILITY.** SCHOOL will determine which students are eligible to participate in the Program based upon current entry level criteria established by the Florida Department of Education and the TRUSTEES Inter-institutional Articulation Agreement with the Villages Charter School, Inc. Only full-time students of the SCHOOL are eligible to participate in the Program.
7. **FURTHER AGREEMENT/S.** TRUSTEES and the SCHOOL acknowledge future agreements between the PARTIES may be necessary. The PARTIES each agree to work cooperatively in developing such other agreements as may be necessary from time to time.
8. **DEFAULT, TERMINATION AND ENFORCEMENT OF AGREEMENT.**
 - A. The PARTIES may terminate this Agreement at any time provided such termination is mutually agreeable and the terms are reduced to writing and signed by all PARTIES.
 - B. If for any cause other than something outside either party's control, the SCHOOL or the TRUSTEES shall default in the performance of any of the material covenants, agreements, terms, conditions or stipulations of this Agreement and shall fail to cure such default within fifteen (15) calendar days after receiving written notice of such default from the non-defaulting party, in addition to any other rights and remedies available to it, the non-defaulting party will thereupon have the right to terminate this Agreement upon providing the defaulting party five (5) business days prior written notice of its intent to terminate (such five (5) day period to commence upon the defaulting party's receipt of such notice). Notice shall be provided to the undersigned persons at the address listed.
 - C. If this agreement is terminated under either subsection A or B above, notwithstanding that termination may be immediately, the PARTIES shall continue to teach current students enrolled in the Program until the end of the then current semester so students can complete the semester and payments to TRUSTEES for coordinator shall continue until the end of the then current semester.
9. **REPRESENTATIONS AND WARRANTIES.**
 - A. The TRUSTEES represents and warrants to the SCHOOL that: (i) the District Board of Trustees of Lake-Sumter State College is a duly authorized and existing political subdivision of the State of Florida; (ii) the TRUSTEES have the full right and authority to enter into this Agreement; (iii) each of the persons executing this Agreement on behalf of the TRUSTEES is authorized to do so; and (iv) this Agreement constitutes a valid and legally binding obligation of the TRUSTEES, enforceable in accordance with its terms.

B. The SCHOOL represents and warrants to the TRUSTEES that: (i) The Villages Charter School, Inc. is a Florida corporation; (ii) the SCHOOL has the full right and authority to enter into this Agreement; (iii) each of the persons executing this Agreement on behalf of the SCHOOL is authorized to do so; and (iv) this Agreement constitutes a valid and legally binding obligation of the SCHOOL, enforceable in accordance with its terms.

10. **ASSIGNMENT**. Neither TRUSTEES nor SCHOOL may assign any rights or delegate any duties under this Agreement without the written consent of the other party.

11. **NOTICES**. All notices, demands, requests for approvals or other communications which are required to be given by either party to the other shall be in writing and shall be deemed given and delivered on the date delivered in person to the authorized representative of the recipient provided below, upon the expiration of five (5) calendar days following the date mailed by registered or certified mail, postage prepaid, return receipt requested, or upon the date delivered by overnight courier (signature required) and addressed:

TO THE TRUSTEES: Office of the President
Lake-Sumter State College
9501 U. S. Highway 441
Leesburg, Florida 34788

TO THE SCHOOL: Director of Education
Dr. Randy McDaniel
350 Tatonka Terrace
The Villages, Florida 32162

12. **WAIVER**. No act or omission or commission of either party, including without limitation, any failure to exercise any right, remedy, or recourse, shall be deemed to be a waiver, release, or modification of the same. Such a waiver, release, or modification is to be effect only through a written modification to this Agreement.

13. **GOVERNING LAW**. This Agreement shall be construed in accordance with the laws of the State of Florida. Venue shall be in Sumter County, Florida.

14. **NO THIRD PARTY BENEFICIARY**. Persons not a party to this Agreement may not claim any benefit hereunder or as third party beneficiaries hereto.

15. **HEADINGS**. The paragraph headings are inserted herein for convenience and reference only and in no way define, limit, or otherwise describe the scope or intent of any provisions hereof.

16. **DRAFTING OF AGREEMENT**. This Agreement has been drafted and negotiated by the TRUSTEES and the SCHOOL and the same shall not be construed against either party.

17. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the PARTIES relating to the preparation of the prospectus and no change will be valid unless made by supplemental written agreement executed by both PARTIES.

18. **SEVERABILITY.** Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any other part of any section of this Agreement provided that the PARTIES continue to enjoy the intended benefits for which they entered this Agreement.

IN WITNESS WHEREOF, the PARTIES have caused this Agreement to be executed by their duly authorized representatives on the date first above written.

THE DISTRICT BOARD OF TRUSTEES OF LAKE-SUMTER STATE COLLEGE,

APPROVED:

Dr. Stanley Sidor, President

Dated: _____

Mr. Peter Wahl, Board Chairman

Dated: _____

THE VILLAGES CHARTER SCHOOL, INC.,

APPROVED:

Dr. Randy McDaniel, Director of Education

Dated: _____

Dr. Gary L. Lester, Chairman

Dated: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

LEGAL COUNSEL



Lake Sumter State College

OFFICE OF THE PRESIDENT

Present to the Board: June 19, 2019

TO: Lake-Sumter State College
District Board of Trustees

FROM: Stanley M. Sidor
President

RE: 466- Approval of the 2019-20 Dual Enrollment Agreement

OVERVIEW:

We are required by statute to update and sign new Dual Enrollment Agreements each year.

The agreements included under this action include:

- 2019-20 Lake County Schools/LSSC Dual Enrollment agreement
- 2019-20 Sumter County Schools/LSSC Dual Enrollment agreement
- 2019-20 Home Education/LSSC Dual Enrollment agreement
- 2019-20 Non-public school/LSSC Dual Enrollment agreement
- 2019-20 Villages Early College Program/LSSC Dual Enrollment agreement

ANALYSIS:

There were no state-mandated changes to the Dual Enrollment template and no substantive changes were made to the Dual Enrollment-related statutes. These agreements were edited mostly for language consistency. The College Attorney has reviewed these changes to the agreements.

RECOMMENDATION:

It is recommended that Board approve this item as written

DUAL ENROLLMENT AGREEMENT

BETWEEN

(LAKE & SUMTER COUNTY HOME EDUCATION PROGRAM)

AND

DISTRICT BOARD OF TRUSTEES

LAKE-SUMTER STATE COLLEGE

2019-2020

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2019-2020 LAKE AND SUMTER COUNTY HOME EDUCATION DUAL ENROLLMENT AGREEMENT

I. THE DUAL ENROLLMENT PROGRAM

This Agreement is entered into by and between Lake-Sumter State College District Board of Trustees ("LSSC") and the Home Education Program Official (parent/legal guardian's full name) _____, collectively known as the "Partners" and on behalf of _____ (student's full name). The Agreement shall govern the eligibility and enrollment of the students and the administration of college-based courses offered via dual enrollment effective July 1, 2019 and ending June 30, 2020.

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

- §1002.01, Florida Statutes (Student and Parental Rights and Educational Choices)
- §1007.24, Florida Statutes (Statewide Course Numbering system)
- §1007.27, Florida Statutes (Articulated Acceleration Mechanisms)
- §1007.271, Florida Statutes (Dual Enrollment Programs)
- HB 7055, House Bill (Education)
- HB 7057 6A-10.024 House Bill (Articulation between Universities, Community Colleges and School Districts)
- HB 7059 (2012), House Bill (Acceleration Options in Public Education)
- State Board of Education Rule 6A-10.0315 (Common Placement Testing and Instruction)
- SB1514 (2013) Senate Bill (Education)

Description of the Dual Enrollment program and the Agreement

The Home Education Articulation Agreement, pursuant to section (s.) 1007.271 (13) (b), Florida Statutes (F.S.), requires each postsecondary institution to enter into an agreement with each home education student seeking enrollment in a Dual Enrollment program. 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 home education 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.

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, 2019, and end June 30, 2020, and shall be revised and reviewed on an annual basis. The LSSC President or designee shall conduct the annual renewal by presenting any revisions

for Home Education Program Official. This Agreement, once it has been signed by the Partners can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. All parties agree to abide by any Florida Department of Education rule changes regarding college credit Dual Enrollment passed during the relevant fiscal year. Should LSSC initiate a modification or amendment to the Agreement, the LSSC Vice President for Enrollment and Student Affairs will develop an action plan. The final amendment will go to the LSSC Board of Trustees for formal approval.

Terms to this agreement

This agreement shall be effective for the period beginning July 1, 2019 until June 30, 2020. The Home Education Program Official must renew the annual home education articulation agreement each fall prior to course registration.

II. STUDENT AND PARENT PARTICIPATION NOTIFICATION

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

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 [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.

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. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT

Home education students must present evidence to LSSC that the home education program is in compliance with section (s.) 1002.41, Florida Statutes (F.S.). In order for LSSC to provide Dual Enrollment opportunities comparable to those for public school students, LSSC requires a declaration of student grade level upon entry to the Dual Enrollment program. It is not a statutory requirement that home education students present a transcript at the time of entry to the Dual Enrollment program; however there may be educational benefits to the student for sharing his or her education background. The term "umbrella school" is sometimes used to refer to a private school offering programs or services to enrolled students. If students are registered with a school listed in the [Florida Private Schools Directory](#), they are considered private school students, not home education students.

Home education students are eligible to dual enroll at LSSC for a maximum of six (6) semesters (including summers) from the time they enter the program depending on their grade level.

Students who will graduate from high school prior to completion of the postsecondary course may not register through Dual Enrollment. Once a graduation date is established on the LSSC Dual Enrollment Admissions Application and Lake and Sumter County Home Education Programs Verification form, the graduation date cannot be changed. After eligibility for Dual Enrollment expires, students must provide proof of high school graduation and matriculate to LSSC degree-seeking status.

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](#), [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. There is no admissions application fee for Dual Enrollment applicants. Once the LSSC Articulation and Interagency Agreement is submitted and eligibility is confirmed, LSSC Dual Enrollment staff will provide the home education student with LSSC Dual Enrollment admissions materials.

These include:

- LSSC Dual Enrollment Admissions Application
- LSSC Test Referral Form
- Home Education Course School Approval form
- LSSC Lake County or Sumter County Home Education Dual Enrollment Articulation Agreement
- Lake and Sumter County Home Education Verification form

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 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 Home Education Program Official.

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.

Once registered, Dual Enrollment and Early Admission students must seek course approval through their School Counselor/Parent 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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account through the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process prior to the posted 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](#), [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.

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/Parent and the LSSC Dual Enrollment staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

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.

Second attempts

Students who earn a "D," "F," or "W" 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," or "W". 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 Home Education Program Official 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 Home Education Grade Forgiveness/Credit Recovery Policy (if available).

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, the Home Education Program Official cannot make any grade changes when recording or posting grades to the high school transcript. The Home Education Program Official 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 Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 1007.271)

- Current registration with Lake County School Board or Sumter County School Board as a home education student in good standing.
- A completed [Lake and Sumter County Home Education Verification form](#) signed by the Lake/Sumter County School Board Student Services staff.
- 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.
- Students must be classified as 6th-12th grade and have a high school GPA.
- 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 for readmission to LSSC as a traditional degree seeking student and pay the required registration, tuition, and fees if the student meets the LSSC admissions requirements under s. 1007.263, F.S.

Home Education Dual Enrollment continued eligibility requirements:

- Maintain the minimum 2.0 semester LSSC GPA. Dual enrollment students whose LSSC cumulative GPA falls below a 2.0 will not be allowed to continue in the dual enrollment program.
- Renew the annual home education Dual Enrollment agreement each fall prior to the first LSSC fee payment deadline.
- Submit the LSSC Dual Enrollment Course Approval form every semester of enrollment by the posted fee payment deadline.
- Must be in good conduct standing at both the school of record and LSSC.

Additional dual enrollment eligibility requirements for Early Admission:

- Student must be classified as a junior or senior in secondary coursework.
- Student must have a minimum 3.0 LSSC GPA.
- Student must successfully complete one semester of dual enrollment prior to enrolling in the Early Admission Program.
- Continued eligibility for college credit Early Admissions requires the maintenance of a 3.0 LSSC GPA and a valid signed annual home education Dual Enrollment articulation agreement.
- Must be in good conduct standing at both the school of record and LSSC.

Common placement test scores

In accordance with State Board of Education Rule 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.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
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.

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 [Florida 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.

The Department of Education Statement of 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, 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

Home Education Program Official 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 "Academic 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, meta-major/transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic 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 Home Education Program Official 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 subsequent semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

LSSC Academic Advising 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.
- 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.

Home Education Guidance Services

The Home Education Program Official will notify qualified students of Dual Enrollment requirements and advise them to contact LSSC Dual Enrollment staff to begin the Dual Enrollment admissions process. If applicable, the Home Education Program Official will ensure that Dual Enrollment coursework meets all requirements for Bright Future Scholarships and the Florida College System and State University System's entrance requirements.

The Home Education Program Official will serve as the student's school counselor and therefore will be required to sign all Dual Enrollment related forms that requires a school counselor signature. Students will obtain the LSSC Home Education Course Approval form from their Home Education Program Official each semester of enrollment.

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. The LSSC FERPA waiver form, "*Authorization for Release of Student Information*" is available at the New Student Orientation sessions (SOAR), on the LSSC website, and at the LSSC Admissions and Records Office/Enrollment Services. Completed forms must be submitted in person by the student with a photo ID to the LSSC Admissions and Records Office/Enrollment Services.

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, [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 schools maintain a website that includes a link to the [LSSC Dual Enrollment webpage](#).

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 dropped from all courses.

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 Home Education Program Official verify high school GPA, college placement test scores, and academic standing.

Ongoing monitoring for continued participation in Dual Enrollment

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.

The Home Education Program Official 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.

Student behavior and suspension/expulsion policy

Dual enrollment students, including Early Admission, must adhere to 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](#).

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.

XIV. FUNDING PROVISION AND COSTS INCURRED BY EACH ENTITY

Registration, matriculation and laboratory fees

Per §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 HB 7055, LSSC will provide instructional materials for Dual Enrollment home education students. Students will receive information regarding instructional material pick-up in the weeks prior to the beginning of each

semester. Dual Enrollment home education students are responsible for securing additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, etc...

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 Office for Students with Disabilities, in order to determine eligibility for services and submit valid disability documentation for review and processing.

XVII. ADDITIONAL POLICIES AND PROCEDURES

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.

Background investigations

LSSC represents and warrants to the Home Education Program Official that it has read and is familiar with §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 Home Education Program Official with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in §768.28, LS F.S. LSSC agrees to indemnify and hold harmless the Home Education Program Official, 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 §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 LSSC (or designee) waive Dual Enrollment eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

HOME EDUCATION PROGRAM

PRINT NAME

SIGNATURE

DATE

LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor, President

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

DUAL ENROLLMENT AGREEMENT
BETWEEN
PARTNER NAME
AND
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
2019-2020

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2019-2020 LAKE AND SUMTER COUNTY NON-PUBLIC DUAL ENROLLMENT AGREEMENT

I. THE DUAL ENROLLMENT PROGRAM

This Agreement is entered into by and between **LONG NAME ("SHORT NAME")** and Lake-Sumter State College District Board of Trustees ("LSSC"), collectively known as the "Partners," 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, 2019 and ending June 30, 2020.

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

- §1002.01, Florida Statutes (Student and Parental Rights and Educational Choices)
- §1007.24, Florida Statutes (Statewide Course Numbering system)
- §1007.27, Florida Statutes (Articulated Acceleration Mechanisms)
- §1007.271, Florida Statutes (Dual Enrollment Programs)
- HB 7055, House Bill (Education)
- HB 7057 6A-10.024 House Bill (Articulation between Universities, Community Colleges and School Districts)
- HB 7059 (2012), House Bill (Acceleration Options in Public Education)
- State Board of Education Rule 6A-10.0315 (Common Placement Testing and Instruction)
- SB1514 (2013) Senate Bill (Education)

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 private 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, 2019, and end June 30, 2020, and shall be revised and reviewed on an annual basis. The **SHORT NAME** 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, **SHORT NAME** and LSSC will develop an action plan. The final amendment will go to both the **SHORT NAME** School Board and the LSSC Board of Trustees for formal approval.

II. STUDENT AND PARENT PARTICIPATION NOTIFICATION

Students and parents receive information concerning Dual Enrollment opportunities through the following: individual student advisement with the School Counselor.

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

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 [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.

College credit courses available through Dual Enrollment on the high school campuses

No high school-based LSSC courses are available on Non-Public high school campuses.

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. 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](#), [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 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 eligible placement test scores 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.

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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted 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](#), [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.

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.

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.

Second attempts

Students who earn a "D," "F," or "W" 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," or "W". 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 **SHORT NAME** 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, the school of record cannot 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 Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 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 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.
- Be a student in grades 6-12 in a public or eligible private secondary school. Students in grades 6-12 who meet high school GPA and placement tests requirements may participate in dual enrollment.
- 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.

Additional initial eligibility requirements:

- Student must be a resident of Lake or Sumter County.
- 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. Students in 6th-10th 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.
- Students enrolled with a Florida private high school pursuant to Florida Statue, Section 1002.01 (2);
- If students are registered with a private school or "umbrella school", they are considered private school students, not home education students;
- Must be in good conduct standing at both the **SHORT NAME** high school of record and LSSC.

Additional Dual Enrollment eligibility requirements for Early Admissions:

- 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.
- Student must have an unweighted 3.0 high school GPA.
- Student 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 college credit Dual Enrollment requires the maintenance of a 3.0 LSSC GPA and 3.0 high school GPA.
- Must be in good conduct standing at both the **SHORT NAME** school and LSSC.

Common placement test scores

In accordance with State Board of Education Rule 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.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
PERT	106	103	114
ACT	19	17	19
SAT taken as of 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.

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 [Florida 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.

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, 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 "Academic 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, meta-major/transfer plan

requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic 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 subsequent 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.
- 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 (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. The LSSC FERPA waiver form, "Authorization for Release of Student Information" is available at: New Student Orientation sessions, on the LSSC website, and at the LSSC Admissions and Records Office/Enrollment Services. Completed forms must be submitted in person by the student with a photo ID to the LSSC Admissions and Records Office/Enrollment Services.

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, [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 schools maintain a website that includes a link to the [LSSC dual enrollment webpage](#).

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 dropped from all courses.

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.

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 **SHORT NAME** and with the Division of Florida Colleges on an annual basis.

XII. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

Student eligibility screening

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

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.

Student behavior and suspension/expulsion policy

Dual enrollment students, including Early Admission, must adhere to both the **SHORT NAME** 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 **SHORT NAME** using a secure online system. The **SHORT NAME** 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, LSSC will provide **SHORT NAME** 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 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

Dual enrollment Non-Public students are financially responsible for textbooks and electronic access codes as well as 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 (21) (n) (1), F.S. Dual Enrollment programs, **SHORT NAME** shall pay the standard tuition rate per credit hour (\$71.98) to LSSC for enrollment in the fall and spring semesters. **SHORT NAME** will not be invoiced for enrollments during the summer semester (A, AE & B). LSSC shall provide **SHORT NAME** an itemized tuition invoices following established LSSC third party billing procedures and timelines.

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 Office for Students with Disabilities, in order to determine eligibility for services and submit valid disability documentation for review and processing.

XVII. ADDITIONAL POLICIES AND PROCEDURES

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.

Background investigations

LSSC represents and warrants to the **SHORT NAME** that it has read and is familiar with §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 **SHORT NAME** with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in §768.28, LS F.S. LSSC agrees to indemnify and hold harmless the **SHORT NAME**, 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 §1012.315, 1012.32, 1012.465, 1012.467 and 1012.468.

Right to audit

The Partners 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 (or designee) and the **SHORT NAME** 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.

NON-PUBLIC SECONDARY SCHOOL

PRINCIPAL/COUNSELOR (PRINT NAME)

PRINCIPAL/COUNSELOR SIGNATURE

DATE

LAKE-SUMTER STATE COLLEGE

Dr. Stanley Sidor, President

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

DUAL ENROLLMENT AGREEMENT

BETWEEN

LAKE COUNTY SCHOOL BOARD

AND

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

2019-2020

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2019-2020 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 LAKE COUNTY SCHOOL BOARD ("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, 2019 and ending June 30, 2020.

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

§1002.01, Florida Statutes (Student and Parental Rights and Educational Choices)
§1007.24, Florida Statutes (Statewide Course Numbering system)
§1007.27, Florida Statutes (Articulated Acceleration Mechanisms)
§1007.271, Florida Statutes (Dual Enrollment Programs)
HB 7055, House Bill (Education)
HB 7057 6A-10.024, House Bill (Articulation between Universities, Community Colleges and School Districts)
HB 7059 (2012), House Bill (Acceleration Options in Public Education)
Rule 6A-10.0315 Common Placement Testing and Instruction
SB1514 (2013) Senate Bill (Education)

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, 2019, and end June 30, 2020, 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 School Board 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, 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 [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.

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. 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](#), [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 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 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.

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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted 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](#), [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.

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.

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.

Second attempts

Students who earn a "D," "F," or "W" 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," or "W". 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 Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 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 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.
- 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.

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 6th-10th 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.
- Sumter County: Students must enroll in one course at SCSB secondary school of enrollment while participating in Early Admission.

Specialized Dual Enrollment Programs Eligibility Guidelines

- Lake County: Eligibility requirements for HSCA Scholars are outlined in the HSCA Operations Agreement.
- Sumter County: Students who successful complete the Summer RISE Academy are eligible to enroll in MAT 1033 (or higher level math course) and SLS 1501 in the two (2) semesters following completion of the Academy.

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 State Board of Education Rule 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.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
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.

Common Placement Test Pilot Program

In order to increase access to higher education through dual enrollment for students, a 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 this 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 1st for fall or December 1st for spring. Participants in this pilot are responsible for completing all required enrollment steps for dual enrollment students.

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 [Florida 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

Sumter County - Dual enrollment, college-level, academic credit courses are weighted at 5.0 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, 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 "Academic 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, meta-major/transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic 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 subsequent 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.
- 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 (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. The LSSC FERPA waiver form, “Authorization for Release of Student Information” is available at: New Student Orientation sessions, on the LSSC website, and at the LSSC Admissions and Records Office/Enrollment Services. Completed forms must be submitted in person by the student with a photo ID to the LSSC Admissions and Records Office/Enrollment Services.

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, [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 schools maintain a website that includes a link to the [LSSC dual enrollment webpage](#).

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 dropped from all 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.

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 LCSB and with the Division of Florida Colleges on an annual basis.

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.

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, 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 §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 §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 §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 §1007.271, F.S., 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.

Sumter County Public Dual Enrollment students who enroll in LSSC courses at the Sumter Center have the option of utilizing transportation provided by SCSB if such transportation is offered.

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 Office for Students with Disabilities, 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 §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 §768.28, LS F.S. 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 §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 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.

SCHOOL BOARD OF LAKE COUNTY, FLORIDA

LAKE-SUMTER STATE COLLEGE

Ms. Diane Kornegay, Superintendent

Dr. Stanley Sidor, President

Mr. Sandy Gamble, Chairperson
School Board Lake County, Florida

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

DATE

DUAL ENROLLMENT AGREEMENT

BETWEEN

SUMTER COUNTY SCHOOL BOARD

AND

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

2019-2020

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2019-2020 DUAL ENROLLMENT AGREEMENT BETWEEN SUMTER COUNTY SCHOOL BOARD AND LAKE-SUMTER STATE COLLEGE

I. THE DUAL ENROLLMENT AGREEMENT

The Agreement is entered into by and between the SUMTER COUNTY SCHOOL BOARD ("SCSB") 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, 2019 and ending June 30, 2020.

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

- §1002.01, Florida Statutes (Student and Parental Rights and Educational Choices)
- §1007.24, Florida Statutes (Statewide Course Numbering system)
- §1007.27, Florida Statutes (Articulated Acceleration Mechanisms)
- §1007.271, Florida Statutes (Dual Enrollment Programs)
- HB 7055, House Bill (Education)
- HB 7057 6A-10.024, House Bill (Articulation between Universities, Community Colleges and School Districts)
- HB 7059 (2012), House Bill (Acceleration Options in Public Education)
- Rule 6A-10.0315 Common Placement Testing and Instruction
- SB1514 (2013) Senate Bill (Education)

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, 2019, and end June 30, 2020, and shall be revised and reviewed on an annual basis. The SCSB 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, SCSB and LSSC will develop an action plan. The final amendment will go to both the SCSB School Board 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, 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 [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.

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. 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](#), [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 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 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.

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 posted fee payment deadline and/or add/drop deadline will result in the student being dropped from all courses. 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.

Once registered, a registration hold will be placed on the student's account until the add/drop deadline. Students seeking to make changes to their schedule must contact LSSC Academic Advising to have their hold lifted. Once schedule changes are made, students must repeat the course approval process through their School Counselor prior to the posted 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](#), [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.

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.

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.

Second attempts

Students who earn a "D," "F," or "W" 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," or "W". 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 SCSB 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 SCSB 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 Director of Student Development using LSSC's administrative appeal process outlined in the [LSSC Catalog & Student Handbook](#).

V. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Statutory eligibility requirements: (Florida Statutes, Section 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 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.
- 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.

Additional initial Dual Enrollment eligibility requirements:

- Student must attend an SCSB 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 6th-10th 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 SCSB high school of record and LSSC

Additional dual enrollment eligibility requirements for Early Admission:

- Student must be classified as a full- time SCSB 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 SCSB high school of record and LSSC.
- Must pass all EOC requirements for high school graduation prior to enrolling as Early Admission.
- Sumter County: Students must enroll in one course at SCSB secondary school of enrollment while participating in Early Admission.

Specialized Dual Enrollment Programs Eligibility Guidelines

- Lake County: Eligibility requirements for HSCA Scholars are outlined in the HSCA Operations Agreement.
- Sumter County: Students who successful complete the Summer RISE Academy are eligible to enroll in MAT 1033 (or higher level math course) and SLS 1501 in the two (2) semesters following completion of the Academy.

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 State Board of Education Rule 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.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
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.

Common Placement Test Pilot Program

In order to increase access to higher education through dual enrollment for students, a 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 this 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 1st for fall or December 1st for spring. Participants in this pilot are responsible for completing all required enrollment steps for dual enrollment students.

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 [Florida 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

Sumter County - Dual enrollment, college-level, academic credit courses are weighted at 5.0 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, 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 "Academic 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, meta-major/transfer plan requirements, general education requirements, and any prerequisite requirements for entrance into a selected baccalaureate degree program. The Academic 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 subsequent 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.
- 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 (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. The LSSC FERPA waiver form, “Authorization for Release of Student Information” is available at: New Student Orientation sessions, on the LSSC website, and at the LSSC Admissions and Records Office/Enrollment Services. Completed forms must be submitted in person by the student with a photo ID to the LSSC Admissions and Records Office/Enrollment Services.

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, [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 schools maintain a website that includes a link to the [LSSC dual enrollment webpage](#).

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 dropped from all courses.

High School Based Course Enrollment Capacities

Minimum and maximum enrollments for LSSC courses taught on the SCSB 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.

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 SCSB and with the Division of Florida Colleges on an annual basis.

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 SCSB 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.

Student behavior and suspension/expulsion policy

Dual enrollment students, including Early Admission, must adhere to both the SCSB 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 SCSB using a secure online system. The SCSB 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, LSSC will provide SCSB 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 §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 §1007.271 (17), SCSB 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 SCSB and all SCSB 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 §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 SCSB on SCSB property. When dual enrollment is provided on a SCSB High School campus by LSSC faculty, SCSB shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction. SCSB will not be invoiced for any student tuition during the summer semester. LSSC shall provide SCSB itemized tuition invoices following established LSSC third party billing procedures and timelines. Per §1007.271, F.S., LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

Textbook processes

1. SCSB purchases, stores, and maintains all hard copy textbooks.
2. SCSB loans textbooks and purchases access codes for Dual Enrollment students for use in LSSC courses.

3. LSSC's Bookstore Manager provides SCSB 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, SCSB 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 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 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 SCSB.

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.

Sumter County Public Dual Enrollment students who enroll in LSSC courses at the Sumter Center have the option of utilizing transportation provided by SCSB if such transportation is offered.

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 Office for Students with Disabilities, 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 SCSB. 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 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.

Background investigations

LSSC represents and warrants to the SCSB that it has read and is familiar with §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 SCSB with proof of compliance upon request. To the extent permitted by and subject to the limitations specified in §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 §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 LSSC (or designee) and the SCSB 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.

SCHOOL BOARD OF SUMTER COUNTY, FLORIDA

LAKE-SUMTER STATE COLLEGE

Mr. Richard A. Shirley, Superintendent

Dr. Stanley Sidor, President

Ms. Kathy Joiner, Chairperson
School Board Sumter County, Florida

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

DATE