

DUAL ENROLLMENT AGREEMENT
BETWEEN
CHARTER SCHOOL
AND
LAKE-SUMTER STATE COLLEGE DISTRICT BOARD OF TRUSTEES
2026-2027

TABLE OF CONTENTS

1. THE DUAL ENROLLMENT AGREEMENT	5
A. Description of the Dual Enrollment Program and the Agreement	5
B. Amendments to the Agreement	5
C. Ratification of Additional Agreements.....	6
2. STUDENT AND PARENT PARTICIPATION NOTIFICATION	6
3. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS	6
A. Dual Enrollment Defined.....	6
B. Types of Dual Enrollment.....	6
C. Dual Enrollment Course Options.....	7
D. Courses and programs not available to dual enrollment students:	7
4. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS	8
A. Statutory eligibility requirements: (Florida Statutes § 1007.271)	8
B. Additional initial Dual Enrollment eligibility requirements for LSSC's Dual Enrollment Program:	8
C. Eligibility Requirements to Continue in Dual Enrollment Program.....	8
D. Common placement testing	8
E. Pilot Programs	9
F. Dual Enrollment Transfer Students	10
5. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT	10
A. Established deadlines.....	10
B. Counselor Meeting and Approval	10
C. Dual Enrollment Application	10
D. Acceptance to Dual Enrollment Program	11
6. DUAL ENROLLMENT COURSE CREDIT AND COURSE EQUIVALENCY	11
A. High School Credit Course Equivalency	11
B. Alternative Credit	11
C. Transfer Guarantees	11
7. COLLEGE-LEVEL EXPECTATIONS	12
A. Academic Advising Staff.....	13
B. Academic Advising	13

C. Dual Enrollment Student Academic Expectations	13
D. Student Privacy of Records	13
8. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES	14
9. DUAL ENROLLMENT COURSE POLICIES AND PROCEDURES.....	14
A. Academic deadlines	14
B. SLS course guidance	15
C. Process by which students register for courses.....	15
D. Course Approval	15
E. Short-Term Courses.....	15
F. Policy by which students add/drop courses.....	16
G. Maximum course loads.....	16
H. Withdrawal Policy and Procedure	16
I. Course Repeat Policy	16
J. First-Term Grace Period	17
K. Dual Enrollment Classes at the High School.....	17
L. Student behavior and suspension/expulsion policy.....	17
M. Dual Enrollment Appeals	18
N. Dual enrollment students taken into custody	18
10. DELINEATION OF DUAL ENROLLMENT RESPONSIBILITY BETWEEN SCHOOLS	19
A. Advising responsibilities between partner school and LSSC.....	19
B. Student eligibility screening	19
C. College readiness testing at the high school and college site.....	19
D. Ongoing monitoring for continued participation in Dual Enrollment	19
E. Transferring Schools.....	20
F. Staff Turnover.....	20
11. TRANSMISSION OF STUDENT GRADES	20
A. Student Grades	20
B. Grade-Sharing Between Schools.....	21
12. DUAL ENROLLMENT FACULTY	21
A. Qualifications and Selection of Instructors.....	21
B. Procedure for Credentialing a Dual Enrollment Instructor	21
C. Reporting Structure of Instructors	21
D. Assessment of Instructors	21

E. Curriculum	21
13. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS	22
14. FUNDING PROVISION AND COSTS INCURRED BY EACH PARTNER.....	22
A. Tuition, registration, matriculation and laboratory fees	22
B. Textbook, electronic access codes and other course materials	22
C. Textbook process	22
D. Instructional cost arrangements.....	22
E. Textbook selection and use.....	23
15. STUDENT TRANSPORTATION	23
16. RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES.....	23
17. EARLY ADMISSION PROGRAM AT LSSC	23
A. Early Admission Initial Eligibility Requirements.....	23
B. Eligibility Requirements to Continue in Early Admission Program	24
C. Process to Apply for Early Admission.....	24
D. Early Admission Advisement and Engagement	24
18. ADDITIONAL POLICIES AND PROCEDURES	24
A. Student data requests.....	24
B. Attendance requests related to state-mandated end-of-course assessments	25
C. Mailings	25
D. Background investigations.....	25
E. Right to audit.....	25
F. Waivers & Changes to Law	25

Charter School Dual Enrollment Agreement with Lake-Sumter State College

1. THE DUAL ENROLLMENT AGREEMENT

Pursuant to Florida Statute 1007.271, this Agreement is entered into by and between the charter school described in the accompanying signature page ("Partner School") 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 August 1, 2026 and ending July 31, 2027. The Partners shall establish a committee for the purpose of developing this Agreement annually.

A. 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 a certificate, an associate degree, or baccalaureate degree. The program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school. Career Dual Enrollment is a form of dual enrollment through which eligible high school students enroll in workforce-focused programs through clock-hour courses. LSSC does not offer clock-hour career dual enrollment courses.

The purpose of the Agreement is to develop and implement a comprehensive acceleration program for 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, joint professional development opportunities and parental involvement activities that serve the needs of the local community. The LSSC Dual Enrollment Program includes options to pursue an Associate of Arts degree, an Associate of Science degree, a College Credit Certificate, and a Bachelor degree pending program acceptance through meeting program requirements

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.

B. Amendments to the Agreement

The Agreement shall be reviewed and revised on an annual basis. The Partner School Principal 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, Partner School and LSSC will develop an action plan. The final amendment will go to both the Partner School and the LSSC Board of Trustees for formal approval.

C. Ratification of Additional Agreements

This section attests to the ratification of all other agreements between the college and the school district that may affect dual enrollment. Such agreements might include: career and technical center/Florida College transfer agreements; testing agreements; and dual enrollment agreements beyond the scope of this document.

2. 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. LSSC staff shall regularly visit local schools to share college and career programs 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 at [lssc.edu/ECP](https://www.lssc.edu/future-students/de/).
<https://www.lssc.edu/future-students/de/>

3. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS

A. Dual Enrollment Defined

Dual enrollment is a type of Early College Program that allows secondary students to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification, a college credit certificate, or an associate or baccalaureate degree at a Florida public or eligible private institution.

B. Types of Dual Enrollment

There are several types of Dual Enrollment programs offered at Lake-Sumter State College.

Dual Enrollment- An acceleration program where students can take college courses on a part time basis while still in secondary school to earn a college credit certificate, an associate degree or a bachelor's degree. Credits earned in the program count for both high school and college credit. The stipulations of the Dual Enrollment program are covered under this agreement.

Career Dual Enrollment- Career dual enrollment includes courses offered through career certificate (clock hour) programs. LSSC does not offer clock hour career dual enrollment courses.

Early Admission– A form of dual enrollment that allows eligible students to complete their first full year of college an entire year early, allowing students to gain the full Lakehawk experience and participate in college programs like any other student. Early Admission students take a full-time college course load between 12-18 credit hours. The stipulations of the Early Admission program are covered under this agreement. Unless stated otherwise in Section 16, all policies that apply to Dual Enrollment also apply to Early Admission.

Early College Academy– Structured Dual Enrollment programs that provide students an opportunity to acquire their associate’s degree through a cohort class model. Students join the program with a group of students and take a predetermined sequence of courses that will eventually lead to an associate’s degree. The Engineering Tech Early Career Academy is a modified dual enrollment program with a workforce focus in collaboration with Sumter County Schools. The stipulations of the Early College Academies are covered in their own, separate agreements. For more information, visit LSSC’s Early College Programs website at lssc.edu/ECP.

C. Dual Enrollment Course Options

Pursuant to Florida Statute § 1007.27, Dual Enrollment course options are intended to shorten the time necessary for a student to complete the requirements associated with the completion of a high school diploma and a postsecondary degree, broaden the scope of curricular options available at the high school, and increase the depth of study available.

The Partners will guide students toward courses that supplement rather than supplant what is available at the student’s school of record. LSSC will advise each student in the development of an LSSC Advising Guide that aligns Dual Enrollment and Early Admission course selections to LSSC graduation requirements. The secondary schools will advise dual enrollment students to prioritize enrollment in academic core courses that meet educational high school diploma objectives. LSSC will advise dual enrollment students to prioritize enrollment in academic courses that meet education requirements for Associate degrees and for entrance into a selected baccalaureate degree program. The Partners will adhere to the Dual Enrollment Course – High School Subject Area Equivalency List, which can be found at <https://www.fldoe.org/schools/higher-ed/fl-college-system/dual-enroll-transfer/> 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.

D. Courses and programs not available to dual enrollment students:

- LSSC independent study courses
- LSSC developmental education courses
- LSSC physical education skills courses
- Any LSSC limited access programs
- Programs or courses with minimum age restrictions not met by student
- Dual Enrollment students are not permitted to audit any LSSC course

- A student projected to graduate from high school before the scheduled completion date of an LSSC course may not register for that course through dual enrollment, including the Early College Program.

4. DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

A. Statutory eligibility requirements: (Florida Statutes § 1007.271)

- A minimum of 3.0 unweighted high school GPA for college-credit Dual Enrollment courses
- Demonstrated readiness for college coursework as demonstrated through scores on a common placement test as established in F.A.C. 6A-10.0315, section (2). 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. Please refer to Section 4(C) of this agreement for minimum test score requirements.
- Be a student in grades 6-12 in an eligible school. Students in grades 6-12 who meet high school GPA and placement test requirements must be allowed to participate in dual enrollment, any restrictions on participation applied to different grade levels must be only to ensure student readiness for college and not to arbitrarily limit participation for students who have demonstrated readiness.

B. Additional initial Dual Enrollment eligibility requirements for LSSC's Dual Enrollment Program:

- Student must attend a participating high school full time.
- Completion of at least two high school-level classes with a passing grade. HOPE Class does not count toward the two-class requirement.
- Must be in good conduct standing at both the high school of record and LSSC. Students must not be on disciplinary probation or suspension when applying for Dual Enrollment.

C. Eligibility Requirements to Continue in Dual Enrollment Program

- Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA, and the maintenance of a minimum 2.0 LSSC cumulative 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.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

D. Common placement testing

In accordance with F.A.C. 6A-10.0315, students must successfully complete all sections of a common placement test, through scores on a single test or combination of tests, and meet all college ready cut score requirements as a prerequisite to Dual Enrollment eligibility and participation. LSSC accepts the highest test scores on any of the tests or combination of tests identified in the table below. Test scores are valid for up to two years, determined at time of application.

MINIMUM TEST SCORES FOR STATUTORY DUAL ENROLLMENT ELIGIBILITY			
TEST	READING	WRITING	MATH
PERT	106	103	114
ACT	19	17	19

SAT	490	480
Classic Learning Test	38	16

LSSC offers PERT Testing at the Leesburg Campus and South Lake Campus, 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. For LSSC policies regarding PERT Testing, please refer to the LSSC Learning Services webpage: <https://lssc.libanswers.com/testing/faq/410583>.

E. Pilot Programs

In order to increase access to higher education through dual enrollment for students, the PERT Pilot Program admits students to the Dual Enrollment program who have passed two of the three PERT sections. A student who submits a dual enrollment application with a passing grade in reading and at least one other section will automatically be placed in the PERT Pilot program. Only PERT/SAT/ACT/CLT scores may be used to determine eligibility for the PERT Pilot Program. Students with SAT and CLT scores may only be eligible for PERT Pilot English due to the way the scores are reported. PERT Pilot students may only take full-term courses, even if they attend a school that allows short-term courses.

PERT Pilot English:

Eligible students who have met college-ready cut scores on the PERT (or equivalent test) in **Reading and Writing** will only be eligible to enroll in the following courses:

- Students may take SLS 1122
- Students may take up to 2 courses from the below list of courses, pending meeting minimum test score and/or prerequisite requirements. Students must meet with a Dual Enrollment Advisor to select courses best aligned with their career goals.
 - o ENC 1101
 - o ENC 1102
 - o ENC 2210
 - o SPC 2608

PERT Pilot Math:

Eligible students who have met college-ready cut scores on the PERT (or equivalent test) in **Reading and Math** will only be eligible to enroll the following courses:

- Students may take SLS 1122
- Students may take up to 2 courses from the below list of courses, pending meeting minimum test score and/or prerequisite requirements. Students must meet with a Dual Enrollment Advisor to select courses best aligned with their career goals.
 - o MAT 1033
 - o MGF 1100
 - o MGF 1130
 - o MGF 1131
 - o MAC 1105C

- MAC 1105
- MAC 1106
- STA 2023

SLS Pilot:

The SLS Pilot program is an additional initiative to increase access to dual enrollment classes. Under the SLS Pilot program, high school students may enroll in SLS 1122 at LSSC without meeting the traditional dual enrollment GPA or testing requirements. Students in the SLS Pilot program must submit a dual enrollment application, attend an orientation, and meet all course expectations. SLS Pilot students must meet traditional dual enrollment eligibility criteria to take additional dual enrollment coursework.

F. Dual Enrollment Transfer Students

Students who apply for LSSC's Dual Enrollment program and have achieved at least three or more Dual Enrollment credits at another college or university will be considered Dual Enrollment Transfer Students. Dual Enrollment Transfer students are exempt from submitting college placement test scores that are within 2 years old as long as they are able to provide college transcripts showing at least 3 credits of dual enrollment coursework and meet the continued Dual Enrollment GPA eligibility requirements. Dual Enrollment Transfer students must still meet all other initial eligibility requirements to begin taking Dual Enrollment classes at LSSC.

5. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT

A. Established deadlines

Dual Enrollment student registration, course approval, enrollment, add/drop, and withdrawal must comply with all LSSC policies and deadlines as published in the LSSC Catalog & Student Handbook (lssc.edu/catalog) and the LSSC Early College Programs website (lssc.edu/ECP).

B. Counselor Meeting and Approval

To begin the Dual Enrollment application process, a student must meet with their counselor to discuss their interest in the program. Once a student has met with their school counselor to ensure they are eligible for Dual Enrollment, the student may submit the dual enrollment application.

C. Dual Enrollment Application

The student can access the Dual Enrollment Application on the LSSC website (lssc.edu). The student will need to select the specific Dual Enrollment program to which they are applying. There is no application fee for Dual Enrollment applicants.

Students submit the completed LSSC Dual Enrollment Admissions Application, along with the following supporting documentation:

- GPA Verification and 2-HS class verification through transcript (*Public, Private, and Charter school students*)
- Proof of Qualifying Test Scores (*All students*)
- Proof of alternative credit such as AP/IB/AICE/CTE (*All students*)

- Proof of enrollment in Lake or Sumter County (*Home Education students only*)
- DE Home Education Agreement (*Home Education students only*)
- PEP Agreement (*PEP students only*)
- Proof of enrollment in PEP (*PEP students only*)

Official scores of alternative credit must be sent by the reporting body directly to LSSC to grant credit and post on the student's college transcript.

D. Acceptance to Dual Enrollment Program

Students will receive an admissions decision by email within one to two weeks of submitting a completed application. Please note that during peak application periods, processing times may extend beyond two weeks due to increased volume. The admissions letter will include the student's LSSC XID and LakeHawk email address. These are required to log into the LSSC portal and register for New Student Advising.

Before being allowed to register for classes, students will need to sign-up for a New Student Advising session. Instructions for signing up are included in the student's admissions letter. At the New Student Advising session, the student will meet their LSSC Dual Enrollment Advisor and learn about the registration process for Dual Enrollment students. Once the session is complete, the student's enrollment hold will be removed and they will be allowed to register for classes.

6. DUAL ENROLLMENT COURSE CREDIT AND COURSE EQUIVALENCY

A. High School Credit Course Equivalency

Under Dual Enrollment, approved LSSC courses will be used to fulfill academic or academic elective credit requirements for high school graduation. All LSSC courses available to dual enrollment students are included in the Dual Enrollment Course – High School Subject Area Equivalency List found at <https://www.fldoe.org/schools/higher-ed/fl-college-system/dual-enroll-transfer/> and, as such, upon successful completion, credits apply to high school diploma coursework requirements.

B. 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 \(lssc.edu/catalog\)](https://lssc.edu/catalog). Alternative credit will not be awarded for a course which credit has already been earned and alternative credit cannot be used to forgive a grade previously earned in a course. Students may only earn college credit or alternative credit, not both. To receive this credit, it is the student's responsibility to include official documentation of alternative credit along with their DE Application. If they receive the credit after becoming a Dual Enrollment student, it is the student's responsibility to provide the documentation to the LSSC Registrar's office for review.

C. Transfer Guarantees

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at <https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>.

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

7. COLLEGE-LEVEL EXPECTATIONS

All LSSC courses meet the same 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 Advising & Registration session

2026-2027 Dual Enrollment Agreement Page 12 of 26

(NSAR), on the College's and dual enrollment program's web pages, in the LSSC Catalog & Student Handbook (lssc.edu/catalog) and during individual academic advising sessions with LSSC Academic Advisors.

A. Academic Advising Staff

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 group guidance, college workshops and college transition resources, college majors and prerequisite information, and HS GPA weighting systems. The roles and responsibilities of School Counselors and LSSC Advisors differ slightly. Dual Enrollment students are encouraged to work with both to ensure success in the program.

B. Academic Advising

The New Student Advising & Registration session (NSAR) 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 NSAR program prior to beginning Dual Enrollment coursework. Each Dual Enrollment student will be notified of the online LSSC Catalog & Student Handbook (lssc.edu/catalog) at NSAR. All students will receive instructions on how to register for New Student Advising & Registration in their acceptance letter.

Students are advised of the expectations for continued Dual Enrollment eligibility during individual advising sessions with the School Counselors and with the LSSC staff. Dual enrollment and Early Admission students are encouraged to meet with LSSC Academic Advising prior to initial registration and at least once per semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

C. Dual Enrollment Student 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.
- 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.
- All dual enrollment courses require completion with a grade of "C" or higher to be considered passing. Courses with a grade of D or F must be repeated.
- 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 (lssc.edu/catalog).
- All LSSC students will be exposed to a learning environment promoting the open exchange of ideas. LSSC course content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically. Courses will not be modified to accommodate variations in student age and/or maturity.
- All LSSC students are free to access the Internet without restrictions per LSSC rules.

D. Student Privacy of Records

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. To sign a FERPA release waiver, students must contact the Registrar’s office at www.lssc.edu/student-resources/registrar/. Students have the opportunity to sign a FERPA release waiver on the dual enrollment application.

FERPA allows for the sharing of a student’s educational records between educational institutions without a FERPA waiver on file. This agreement allows LSSC to share dual enrollment student data with the high school and vice versa. Once the information has been shared with the high school, K-12 FERPA rules apply, and the high school may share the information with a student’s parent or guardian, regardless of whether the student has a FERPA waiver on file. However, LSSC may not share student information with a parent or guardian unless they can verify that there is a FERPA waiver on file.

8. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES

Students who fall below a 3.0 high school GPA and/or a 2.0 college GPA are not eligible to participate in the Dual Enrollment program.

S. 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree. Broad exceptions are not allowed.

Students in the PERT Pilot Math, PERT Pilot English, or SLS Pilot programs may be exempt from the traditional dual enrollment eligibility requirements as long as they meet the criteria set forth in Section 4(E).

Students whose high school or college GPA falls within a tenth of a point (0.1) from the minimum may be allowed to take one DE course the following semester in a conditional status to bring their GPA up to the required minimum. LSSC staff will verify final GPA after the conditional semester.

If a student has an extenuating circumstance and believes they should be eligible to remain in Dual Enrollment despite not meeting the required GPA, the student must file an appeal. The Dual Enrollment Appeal process is outlined in Section 9 below.

9. DUAL ENROLLMENT COURSE POLICIES AND PROCEDURES

A. Academic deadlines

All academic deadlines are posted in the LSSC [Academic Calendar \(lssc.edu/academics/academic-calendar/\)](https://lssc.edu/academics/academic-calendar/), the Dual Enrollment Student Guide, and on the [LSSC homepage \(lssc.edu\)](https://lssc.edu/). Dual enrollment students must comply with all policies and deadlines published in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](https://lssc.edu/catalog).

B. SLS course guidance

To ensure that students are prepared to handle the rigor of college-level coursework, all dual enrollment students are strongly encouraged to take SLS 1122, Strategies for Student Success, during their first semester of dual enrollment at LSSC. SLS 1122 fulfills elective credit towards most LSSC academic credit programs.

C. Process by which students register for courses

Dual Enrollment students must register for courses online using myLSSC, LSSC's online student portal. Students are instructed on the process to register for courses during their New Student Advising & Registration appointment with their LSSC Advisor. Additional information on the registration process can be found on LSSC's [Course Registration](https://www.lssc.edu/student-resources/course-registration/) website (<https://www.lssc.edu/student-resources/course-registration/>).

D. Course Approval

After registering for courses through the online portal, Dual Enrollment students must receive course approval from their School Counselor and LSSC DE Advisor. The course approval process depends on the type of DE student.

- **Public and Private School students:** After registration, the Dual Enrollment student's School Counselor receives an electronic notification, where they will have the opportunity to approve or deny the course. If approved, the LSSC advisor receives an electronic notification, where they will have the opportunity to approve or deny the course. If approved, the student will have completed the registration process and will receive an email notification of the approval. If the course is denied by either party, the student will receive an electronic notification of denial of the course(s). It is the student's responsibility to follow up with the party who denied the course to correct the issue and begin the registration process again.
- **Home Education students:** Home education students will register through a process similar to public and private school students. However, home education students will not need approval from a school counselor. Once the LSSC Advisor approves their course, the student's course(s) will be confirmed.

Failure to complete the course approval process will result in the student being dropped from all courses. Once dropped from a course, there is no guarantee that seats will be available in the same section for registration.

School counselors must ensure to approve or deny dual enrollment courses in the Dual Enrollment Portal in a timely manner. Courses that are not approved nor denied after the add/drop period may not be retroactively denied on the Dual Enrollment Portal. All courses without counselor action after the

add/drop period will be automatically approved by LSSC. LSSC staff will coordinate with school counselors to ensure all courses are approved or denied by the drop deadline.

E. Short-Term Courses

Short-term courses are shorter than a typical full college semester, often in the form of 7-week or 10-week terms. These courses are the same material condensed into shorter periods, which can present a challenge for some students. Schools may select whether or not they will allow their students to take short-term courses in the signature page accompanying this document.

F. Policy by which students add/drop courses

Students are solely responsible for adding and dropping classes in myLSSC, LSSC's online course management system. Students may add and drop classes during the registration period and until the end of the posted Dual Enrollment add/drop period without penalty, pending availability of classes and approval from school counselor and LSSC advisor. Classes dropped during the LSSC add/drop period do not appear on transcripts. Classes that are not approved by the add/drop deadline will result in the student being administratively dropped from the non-approved courses.

G. Maximum course loads

Dual Enrollment students are permitted to enroll in a maximum of eleven (11) credits per semester fall and spring semesters and eight (8) credits for summer semester (A, AE, and B combined).

H. Withdrawal Policy and Procedure

The consequences of dropping a dual enrollment class depends on when the drop occurs. A student who drops a class before the posted drop deadline (usually a week after classes begin), will not see the course included in the academic transcript. A student who drops a class after the drop deadline but before the withdrawal deadline, will receive a "W" on their transcript in place of a grade. A student will be unable to withdraw from a class after the posted withdrawal deadline. The grade earned will be included on the academic transcript if the withdrawal deadline is missed.

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.

The decision to withdraw from a course is a serious one and should not be taken lightly. Withdrawals impact the completion rate of courses for financial aid, and limits the number of courses a student may take the next semester as described in the next section. Students considering withdrawal from a course should meet with their LSSC Advisor before submitting an official withdrawal form.

The withdrawal forms are found online by logging in to "MyLSSC" and clicking "Student Forms". The Dual Enrollment Withdrawal form will be one of the forms listed. Once a student submits a withdrawal form, the LSSC Advisor and School Counselor will be notified.

I. Course Repeat Policy

Dual Enrollment students who receive a “D” or “F” in a class, or withdraw “W” from a class after the add/drop deadline, who fall below a 2.0 college GPA, are no longer eligible to continue in the Dual Enrollment program.

Dual Enrollment students who receive a “D” or “F” in a class, or withdraw “W” from a class after the add/drop deadline, but maintain a college GPA above a 2.0, **will be limited to taking only that class the subsequent semester**. If the student fails or withdraws from more than one class in a given semester, they may only retake one class at a time per semester until all failed/withdrawn courses are retaken and passed. Upon demonstration of acceptable academic performance (C or better), the student will once again qualify for regular dual enrollment maximum course loads.

Dual Enrolled students are not permitted to take a course more than two times. Failure to pass the course on the second attempt will result in dismissal from the dual enrollment program.

J. First-Term Grace Period

In an effort to support student success, a first-term grace period rule is in effect for all Dual Enrollment students. A student with a D, F, or W in their first Dual Enrollment term may be allowed to retake the failed course even if their GPA drops below a 2.0, without the need for an appeal. The School Counselor and LSSC Advisor will work with these students to set them on a path for success on their second course attempt. Failure to pass the course on the second attempt will result in dismissal from the dual enrollment program.

K. Dual Enrollment Classes at the High School

Some dual enrollment classes are offered at a partner high school, either by an LSSC instructor or a high school instructor credentialed by LSSC as an LSSC instructor. Although the class takes place at a high school campus and taught by an individual with whom a student may recognize as their high school teacher, for the time period of the dual enrollment course, all LSSC policies apply. Dual Enrollment instructors, regardless of class location, will expect dual enrollment students to read, review, and follow the posted class syllabus.

Any questions or concerns relating to a dual enrollment class located at a high school should be communicated to the LSSC [Early College Programs](mailto:EarlyCollege@lssc.edu) office at EarlyCollege@lssc.edu.

L. Student behavior and suspension/expulsion policy

Dual enrollment students, including Early Admission, must adhere to both the Partner School 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 \(lssc.edu/catalog\)](https://lssc.edu/catalog). 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.

M. Dual Enrollment Appeals

LSSC understands that unique or extenuating circumstances may require a case-by-case examination of a student's Dual Enrollment situation. The Dual Enrollment Appeal process allows a student to submit justification for being excused from an established policy or procedure. Common reasons for submitting an appeal include:

- Unanticipated personal or family emergency resulting in substandard performance
- History or record of academic success suggesting poor performance was an outlier
- Issue was a result of a clerical error that can be proven with documentation

All appeal requests must include documentation that provides justification for the request.

The following reasons are generally not approved on appeal as the sole reason for the appeal:

- Missing a deadline due to insufficient planning
- Getting into a closed class
- Grade changes due to disagreement with instructor (must follow established grade appeal policy)
- Not knowing about a specific rule or procedure

These are only examples and are not all-inclusive. Students and school counselors are encouraged to talk to a DE Advisor about a situation that may require an appeal for specific guidance.

A student who wishes to appeal a posted Dual Enrollment policy due to a unique or extenuating circumstance must adhere to the following steps:

- 1) Student discusses appeal request with School Counselor (or parent/guardian for Home Education students).
- 2) If School Counselor approves, the counselor will submit the [Appeal Request Form](#) to the LSSC DE Advisor. The School Counselor may ask questions or ask for additional documentation in the process.
- 3) The DE Advisor reviews the request. The DE Advisor may ask questions or ask for additional documentation in the process. If the DE Advisor agrees with the Appeals Request, they will complete the LSSC Appeals Form with their recommendation. If they do not agree with the Appeals request, the appeal will not move forward to the Appeals Committee.
- 4) The DE Appeals Committee reviews the request and any supporting documentation and makes a decision.

- 5) The decision is relayed to the DE Advisor, School Counselor, and student. All appeal decisions are final.

To submit an appeal, the school counselor must submit the [Appeal Request Form](#), which can be found on the LSSC website (lssc.edu/DE).

N. Dual enrollment students taken into custody

If an enrolled Lake-Sumter State College Dual Enrollment student is taken into custody by law enforcement for a crime that would be considered a felony or a crime of violence, the law enforcement agency must notify the Superintendent of Schools. The Superintendent then has one business day to notify the Associate Vice President Safety/Security and Risk Management at Lake-Sumter State College. The Associate Vice President Safety/Security and Risk Management will notify the Dean of Students, and a hold will be placed on the student's account until the matter is resolved through the student conduct process. Additional interim measures may be applied on a case-by-case basis in order to protect the safety and well-being of the campus community.

10. DELINEATION OF DUAL ENROLLMENT RESPONSIBILITY BETWEEN SCHOOLS

A. Advising responsibilities between partner school and LSSC

The day-to-day advising responsibilities for dual enrollment administration differ between LSSC and the partner school.

The school counselor at the partner school shall ensure that high school graduation requirements are met for all Dual Enrollment students. School counselors are the primary contact for all Dual Enrollment questions as they relate to a student's status as a high school student.

LSSC dual enrollment advisors shall ensure that students are taking courses that lead to the desired major or degree sought by the Dual Enrollment students. LSSC Advisors are the primary contact for all Dual Enrollment questions as they relate to a student's status as a college student.

B. Student eligibility screening

The School Counselors verify high school GPA, college placement test scores, credit requirements, and academic standing. The LSSC Enrollment Services team verify dual enrollment eligibility requirements through the dual enrollment application.

C. College readiness testing at the high school and college site

The Partner School administers the PERT assessment on school campuses throughout the year. Students may take the PERT at the LSSC campus for a fee by appointment.

D. 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. School Counselors confirm high school GPA eligibility before approving student courses each semester.

LSSC Dual Enrollment Advisors confirm college 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 participation. The LSSC Dual Enrollment staff will alert students and School Counselors of student GPA changes resulting in a loss of dual enrollment eligibility.

E. Transferring Schools

It is the responsibility of the Dual Enrollment student to inform LSSC Dual Enrollment staff if they transfer schools (public, private, and home education) from their initial school at time of application. The student (or school counselor on behalf of the student) must send an email with the student's name, email, LSSC XID, previous school attended, new school attending, and effective date. Students may not register for dual enrollment classes at the new school until the transfer is processed.

F. Staff Turnover

When a school counselor leaves or enters a partner school, it is the responsibility of the school to contact LSSC to indicate the change in personnel. The school must send LSSC written documentation with the leaving counselor's name, work email, phone number, and school, as well as the entering counselor's name, work email, phone number, and birthdate. LSSC staff will make the change to remove DE Portal access to the departing school counselor and grant access to the DE Portal to the entering school counselor. DE Approvals for course registration cannot take place until this is completed.

When there is a staffing change to LSSC Dual Enrollment staff, LSSC will send out a notification to affected schools with information regarding the change, including contact information for any new Dual Enrollment staff employed by the college.

11. TRANSMISSION OF STUDENT GRADES

A. Student Grades

Faculty assigned to teach LSSC courses 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 myLSSC student portal. 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 \(lssc.edu/catalog\)](#). Once LSSC assigns grades, neither the Partner School nor the school of record can make any grade changes when recording or posting grades to the high school transcript, as described in Section B below. 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 “I” may be assigned in extreme circumstances. Students must qualify per LSSC policy and procedure and the request must be approved by faculty and their LSSC supervisor before permitted. 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 final course grade must follow LSSC’s grade grievance procedures as described in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](https://lssc.edu/catalog).

Dual Enrollment students who believe it necessary to withdraw from a course or who failed a course due to extenuating circumstances may appeal to the LSSC Associate Dean of Students using LSSC’s administrative appeal process outlined in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](https://lssc.edu/catalog).

B. Grade-Sharing Between Schools

LSSC collects and shares grade data with the Partner School using a secure online system. The Partner School will distribute LSSC grades to the school of record. The school of record inputs the LSSC course letter grade on the high school transcript. In addition to end of the semester grade reporting, upon request LSSC will provide Partner School with student academic progress feedback from the LSSC TargetX system at designated points in the semester (fall, spring, and summer). Grades should not be entered in any system other than those designated by LSSC. School counselors have access to unofficial student grades through the Dual Enrollment Portal throughout the year.

12. DUAL ENROLLMENT FACULTY

A. Qualifications and Selection of Instructors

All faculty teaching LSSC courses, regardless of delivery location, must meet the proper higher education accreditor’s requirements/guidelines for postsecondary instructors and LSSC’s credentialing standards. LSSC is responsible for vetting all faculty prior to assigning them to teach LSSC courses.

Anyone interested in teaching a Dual Enrollment class for LSSC should communicate with an LSSC Dean for credentialing requirements specific to the courses they want to teach.

B. Procedure for Credentialing a Dual Enrollment Instructor

All Instructors must meet the qualifications of an LSSC instructor as described in Section A above. If an individual, such as a high school teacher, is interested in teaching LSSC Dual Enrollment courses, they may share their contact information with the LSSC Dual Enrollment staff to provide to the appropriate Academic Dean or contact the Academic Dean directly to discuss the opportunity.

C. Reporting Structure of Instructors

All faculty teaching LSSC courses, regardless of delivery location, report to an LSSC Dean for all matters pertaining to a dual enrollment class. The LSSC Dean will be responsible for all training, supervision, professional development, and evaluation of instructors that teach any dual enrollment courses for

LSSC. This includes that all instructors follow LSSC's posted [Policies and Procedures](https://lssc.edu/about-us/policy) (lssc.edu/about-us/policy).

D. Assessment of Instructors

All LSSC courses are taught according to the approved master course outline and course syllabus template. All faculty teaching LSSC courses are assessed in the same manner, regardless of class delivery location.

E. Curriculum

The curriculum offered through the program is identified by LSSC to meet accreditation requirements. If LSSC decides to make any changes to the curriculum or schedule, then LSSC agrees to notify the partner school of the proposed changes at least one hundred twenty (120) days prior to the next semester. However, if LSSC is mandated by an accrediting agency, or state or federal law to make changes to the curriculum or schedule, then LSSC's obligation to notify Partner School at least one hundred twenty (120) days prior to the next semester is waived.

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

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

14. FUNDING PROVISION AND COSTS INCURRED BY EACH PARTNER

A. Tuition, registration, matriculation and laboratory fees

Per Florida Statutes § 1007.271(2), Dual Enrollment students shall be exempt from the payment of tuition, registration, matriculation and laboratory fees. Any dual enrollment expenses invoiced to the partner school shall be incurred by the partner school and shall not be passed on to the student.

B. Textbook, electronic access codes and other course materials

Partner School will cover the costs of student textbooks for dual enrollment students. They may either provide textbooks directly, or LSSC can provide textbooks for students and bill the charter school afterwards.

C. Textbook process

LSSC will work individually with partner school for dual enrollment textbook acquisition process.

D. Instructional cost arrangements

Per Florida Statutes § 1007.271(21)(n)(1), School Districts and public schools 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 Partner School on Partner School property. When dual enrollment is provided on a Partner School

High School campus by LSSC faculty (who are not paid by Partner School for the corresponding instructional time), Partner School shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction.

Partner School will not be invoiced for any student tuition during the summer semester. LSSC shall provide Partner School itemized tuition invoices following established LSSC third party billing procedures and timelines. Per Florida Statutes § 1007.271, LSSC cannot accept payment for courses from Dual Enrollment students or their parents.

E. 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 no later than the spring semester each year and communicate changes with Partner School.

15. 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.

16. 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. Dual Enrollment students seeking academic accommodations for college-based or online courses must self-identify and provide appropriate documentation of their disability to the LSSC's Student Accessibility Services Office (lssc.edu/student-resources/student-accessibility-services/). All documentation will be reviewed and processed in order to determine reasonable accommodations in accordance with the Americans with Disabilities Act (ADA) and the 504 Rehabilitation Act of 1973. K-12 IEPs are not applicable in postsecondary courses. Students must contact LSSC's Student Accessibility Office to determine appropriate accommodations and submit necessary documentation.

17. EARLY ADMISSION PROGRAM AT LSSC

Early Admission is a form of dual enrollment that allows eligible students to complete their first full year of college an entire year early, allowing students to gain the full Lakehawk experience and participate in college programs like any other student. Early Admission students take a full-time college course load between 12-18 credit hours. The following section reviews the policies and procedures relating to Early Admission. Unless otherwise indicated below, general rules that apply to Dual Enrollment also apply to Early Admission.

A. Early Admission Initial Eligibility Requirements

- A minimum of 3.0 unweighted high school GPA at the time of application

- A minimum of 3.0 college GPA at the time of application
- High School Senior standing for Fall start, as determined by high school
- Demonstrated success taking college-level coursework through the completion of at least 3 dual enrollment classes (9 credits) by the Early Admission application deadline
 - Demonstrated completion of a Cambridge AICE Diploma may be used in place of the minimum dual enrollment credit requirement
- The enrollment period for Early Admission occurs once per year to begin in the fall semester only

B. Eligibility Requirements to Continue in Early Admission Program

- Early Admission is only available in the fall and spring semester of the senior year. It is not available in the summer.
- Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA and the maintenance of a minimum 3.0 LSSC cumulative GPA. Students who fail or withdraw from one or more courses, but maintain Early Admission eligibility, will be put in a probationary status and will need to work with their Dual Enrollment Advisor to create a class schedule that includes a retake of the failed or withdrawn course(s).
- Continued eligibility requires an Early Admission student to take a minimum of 12 credits in fall and spring semester. Students may not drop from the Early Admission program without discussing with their Dual Enrollment Advisor and School Counselor to ensure they remain a full time student either at the college or at the high school.
- All classes taken by Early Admission student must be LSSC Dual Enrollment classes unless prior approval has been granted by School Counselor and LSSC Advisor to take an accompanying high school class.
- A student who leaves the Early Admission program may continue as a Dual Enrollment student as long as they meet Dual Enrollment eligibility requirements and are taking enough courses at the high school to remain in full time FTE status.

C. Process to Apply for Early Admission

Students who meet the eligibility requirements for Early Admission may apply by submitting an Early Admission application through the LSSC website by the posted application deadline. The application will require the following documentation:

- Verification of minimum high school and LSSC GPA

LSSC Staff will verify that the student has completed at least 9 credits of Dual Enrollment classes prior to application deadline. Upon application approval, the student will receive an acceptance letter to the Early Admission program and instructions for registration.

D. Early Admission Advisement and Engagement

LSSC Early Admission Staff will work with students to help them succeed in the Early Admission program. Staff will reach out to students for periodic check-ins. Based on level of performance and support needed at the check-in, additional check-ins may be scheduled.

18. ADDITIONAL POLICIES AND PROCEDURES

A. Student data requests

LSSC's Early College Programs may require regular middle and high school student grade and enrollment data for state/federal reports and student progress tracking and intervention. LSSC may request data from the partner school to assist with general Early College Programs operations and reporting, including but not limited to: Dual Enrollment data, Talent Search student data, Emerging Lakehawks student data, and Leaders-in-Training student data. The sharing of data shall be done in accordance with FERPA regulations. Data requests beyond semester grade and enrollment reports must be submitted by the requesting party with minimum 30 days advance notice.

B. Attendance requests related to 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. Partner School staff should provide, when available, testing schedules to LSSC staff for proper planning of potential student absences.

C. Mailings

The partner school 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.

D. Background investigations

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

E. 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.

F. Waivers & Changes to Law

Pursuant to Florida statute 1007.271(3) and (21), the President of LSSC (or designee) and the Partner School

Principal (or designee) may jointly waive Dual Enrollment eligibility and participation criteria through a student appeal process. The decision is final and cannot be appealed.

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

Changes in legislation or appropriations related to dual enrollment or early college programs that occur throughout the term of this agreement will be addressed in an addendum.



Lake Sumter
State College

DUAL ENROLLMENT SIGNATURE PAGE

FOR CHARTER SCHOOLS COLLABORATING ON A DUAL ENROLLMENT PARTNERSHIP

2026-2027

Name of Charter School: Pinecrest Lakes Academy Middle High
 School Address: 1250 N. Hancock Rd. Clermont, FL 34711
 Principal Name: Christina Alcalde Principal Email: calcalde@pinecrestlakesacademy.com
 Dual Enrollment Contact Name: Stephanie Kinsler Position Title: Assistant Principal
This can be a counselor, teacher, or administrator who will serve as LSSC's main point of contact.
 Contact Email: skinsler@pinecrestlakesprep.com Phone: 352-717-4520

Please answer the following questions relating to dual enrollment at your school.

Short Term Courses

Do you allow students to take short-term courses in the fall and spring semesters?
 (Please refer to Section 9, Subsection E in the Dual Enrollment Agreement for details)

☐ Short-term courses are permitted ☒ Short-term courses are not permitted

Grade Reporting

The above-mentioned DE contact will have access to the DE Portal, which will contain student grades. Will you also want a grade report sent to you through a Microsoft Teams channel?

☒ Yes, please set up/keep a Teams Channel ☐ No, a Teams Channel is not needed

By signing this agreement, I certify the following:

- I agree to all the terms as indicated in the document titled "DUAL ENROLLMENT AGREEMENT BETWEEN CHARTER SCHOOL AND LAKE-SUMTER STATE COLLEGE DISTRICT BOARD OF TRUSTEES 2026-2027"
- The school is in compliance with the Florida Department of Education Florida Statute 1002.42 – Participation in the Annual School Survey
- The school is in compliance with the Florida Department of Education Florida Statute 1003.43 – Secondary curriculum meets the 24 academic credit requirements for high school graduation
- The school will designate a staff member to review and approve all dual enrollment courses taken by students to ensure they meet requirements for high school graduation (See DE agreement Section 9(D))

Christina Alcalde
Principal or Designee Name

John Temple
LSSC President Name

C. Alcalde
Principal or Designee Signature

Signed by:
John Temple
 2E1B570B472942A...
 LSSC President Signature

5/27/2026

Date

7/27/2026

Date