

**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, 2020 and ending June 30, 2021.

This Agreement is being entered into between the parties in accordance with 2020-21 LSSC/LCSB Dual Enrollment Agreement that governs dual enrollment effective July 1, 2020 and ending June 30, 2021. 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 [Dual Enrollment Course-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 [Dual Enrollment Course-High School Subject Area Equivalency List](#) in identifying LSSC college credit courses available to high school students through dual enrollment. LSSC does not offer all courses on the equivalency list and not all LSSC courses are offered each semester. 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 2020-21 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 established deadline will be administratively dropped. Appeals for reinstatement will not be permitted. Students are responsible for all courses that they enroll in and are solely responsible for adding and dropping courses via LOIS by the add/drop deadline.

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.

Process by which students withdraw from courses

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

Students withdrawing from a course during the LSSC withdrawal period will earn a "W" on the high school and the college transcripts. All grades, including "W" for withdrawal, become a permanent part of a student's high school and college transcripts and may affect subsequent postsecondary admissions and program eligibility.

To withdraw from or drop a course after the posted add/drop deadline, a student must submit a completed LSSC Course Withdrawal Form which is available at the LSSC Admissions and Records Office/Enrollment Services and on the [LSSC Admission and Records Office](#) website. The form must be signed by the student, the School Counselor and the LSSC Dual Enrollment staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

Initial Attendance

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

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

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.

Students are advised of the expectations for continued Collegiate High School Program eligibility during individual advising sessions with the School Counselors and with the LSSC Dual Enrollment staff. Collegiate High School Program 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.

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

Student Grades

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 Student Accessibility Services Office, 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 & Changes to Law

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.

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.

SCHOOL BOARD OF LAKE COUNTY, FLORIDA



Ms. Diane Kornegay, Superintendent



Chair, School Board of Lake County, Florida

8-10-2020

DATE

LAKE-SUMTER STATE COLLEGE



Dr. Stanley M. Sidor, President



Chair, District Board of Trustees

10/21/2020

DATE