

**DUAL ENROLLMENT AGREEMENT
BETWEEN**

(LAKE & SUMTER COUNTY HOME EDUCATION PROGRAM)

**AND
DISTRICT BOARD OF TRUSTEES
LAKE-SUMTER STATE COLLEGE
2018-2019**

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2018-2019 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, 2018 and ending June 30, 2019.

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 Articulation between Universities, Community Colleges and School Districts
- HB 7059, Acceleration Options in Public Education
- Rule 6A-10.0315 Common Placement Testing and Instruction
- SB1514 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, 2018, and end June 30, 2019, 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, 2018 until June 30, 2019. 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 **SHORT NAME** 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 prior to March 2016:	440-Verbal	N/A	440
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.

Advanced Placement Credit

Dual Enrollment students who have earned college credit by passing an Advanced Placement (AP) test with a score of a 3 or higher may apply their credit towards an LSSC degree. In addition, Advanced Placement (AP) college credit can be utilized as prerequisite course(s) as needed. If a dual enrollment student does not pass the Advanced Placement (AP) exam, they are permitted to take the equivalent course for credit through dual enrollment or early admission. LSSC will not recognize a student’s Advanced Placement (AP) score until the student has requested an official Advanced Placement (AP) test score from the College Board website and submitted the documentation to the LSSC Admissions & Records Office/Enrollment Services. For any Advanced Placement (AP) course, a student may only earn college credit **or** AP credit, not both. An [Advanced Placement \(AP\) Equivalency Chart](#) is available on the LSSC Admissions & Records webpage.

Weighting of Dual Enrollment course grades

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

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 LSSC [faculty websites](#).
- 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: 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.

IX. 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 [LSSC Faculty Credentials Manual](#).

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 make assessment absence requests directly with their LSSC instructor(s) for Advanced Placement (AP) exams, PSAT, ACT, SAT and/or state mandated end-of-course (EOC) assessments conducted at the school of record. Requests must be made well in advance of the testing date.

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

LAKE-SUMTER STATE COLLEGE

PRINT NAME

Dr. Stanley Sidor, President

SIGNATURE

Mr. Peter Wahl, Chairperson
District Board of Trustees

DATE

DATE