Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: Lake-Sumter State College

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<th>District(s) the Agreement(s) include</th>
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Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.
I. THE DUAL ENROLLMENT AGREEMENT

Pursuant to Florida Statute 1007.271, this Agreement is entered into by and between The School Board of SUMTER COUNTY, Florida (“SCSB”) and Lake-Sumter State College District Board of Trustees (“LSSC”), collectively known as the “Partners.” The Agreement shall govern the eligibility and enrollment of the students and the administration of the high school-based and college-based courses offered via dual enrollment effective July 1, 2021 and ending June 30, 2022. The Partners shall establish a committee for the purpose of developing this Agreement annually.

Description of the Dual Enrollment Program and the Agreement

The Dual Enrollment Program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and an associate or baccalaureate degree. The program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school. Early Admission is a form of dual enrollment through which eligible high school students enroll at LSSC on a full-time basis in courses that are creditable toward the high school diploma and the College Credit Certificate (as identified in the CAPE industry certification list) or Associate degree.

The purpose of the Agreement is to develop and implement a comprehensive acceleration program for public high school students, reducing the time needed to complete the requirements of a high school diploma and a college degree, broaden the scope of curricular options available to students, and increase the rigor and variety of course offerings available to students.

The Agreement delineates institutional responsibilities to inform students and parents about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this Agreement, the Partners are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, joint professional development opportunities and parental involvement activities that serve the needs of the local community. The LSSC Dual Enrollment Program includes two tracks: an AA degree track and a College Credit Certificate/AS degree track.

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, 2022, and end June 30, 2023, and shall be revised and reviewed on an annual basis. The SCSB Superintendent or designee, and the LSSC President or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the

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The Agreement, once signed by the Partners and submitted to the State, can only be amended or modified by a written instrument in accordance with Florida Rules and will remain in effect throughout the academic year for which established. All parties agree to abide by any Florida Department of Education rule changes, regarding college credit Dual Enrollment; due to take effect during the relevant academic year. Should either of the Partners initiate a modification or amendment to the Agreement, SCSB and LSSC will develop an action plan. The final amendment will go to both the SCSB and the LSSC Board of Trustees for formal approval.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

II. STUDENT AND PARENT PARTICIPATION NOTIFICATION

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

LSSC notifies students of the option to participate in Dual Enrollment during college informational events such as LSSC College Night. LSSC staff shall 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 at lssc.edu/de.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
III. COURSES AND PROGRAMS AVAILABLE TO DUAL ENROLLMENT STUDENTS

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

The Partners will guide students toward courses that supplement rather than supplant what is available at the student’s school of record. LSSC will advise each student in the development of an LSSC Advising Guide that aligns Dual Enrollment and Early Admission course selections to 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/core/fileparse.php/5421/urlt/AcademicList.pdf 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.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

V. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT

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

Admissions application forms
The School Counselor provides the LSSC Dual Enrollment Admissions Application to interested students meeting all dual enrollment eligibility requirements. There is no application fee for Dual Enrollment applicants.

Where to submit admission application materials
Students submit the completed LSSC Dual Enrollment Admissions Application, along with placement test and high school GPA documentation to LSSC’s Admissions and Records Office/Enrollment Services by the posted application deadlines.

Recommendations/signatures required for participation in dual enrollment
The LSSC Dual Enrollment Admissions Application must be signed by the student, and the School Counselor.

Process by which students register for courses
Dual Enrollment students must register for courses online using myLSSC, LSSC’s online course management system. All first-time Dual Enrollment students are required to complete the two-part LSSC New Student Advising & Registration Program (NSAR), during which students receive instructions on how to add and drop courses in myLSSC. Please refer to section IX, under subsection “Process by which students add/drop courses ”, for more information about adding/dropping courses.

Maximum course loads
Dual Enrollment students are permitted to enroll in a maximum of ten (10) credits per semester fall and spring semesters and seven (7) credits for summer semester (A, AE, and B combined). Early Admission students must enroll in a minimum of twelve (12) credits and may enroll in a maximum of eighteen (18) credits each fall and spring semester. Dual Enrollment and Early Admission students are not permitted to exceed 60 credit hours. Students seeking additional hours in order to fulfill graduation and/or degree requirements, may appeal through LSSC’s established credit overload process.

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

5 A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
Statutory eligibility requirements: (Florida Statutes § 1007.271)*
? College credit: 3.0 unweighted high school GPA or Career certificate: 2.0 unweighted GPA.
? Demonstrated readiness for college coursework as demonstrated through scores on a
common placement test as established in F.A.C. 6A-10.0315, 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.
? Be a student in grades 6-12 in an eligible school.
? Continued eligibility requires the maintenance of a 3.0 unweighted high school GPA (College
credit) or a 2.0 unweighted high school GPA (Career certificate), and the maintenance of a
minimum 2.0 LSSC cumulative GPA.

Additional initial Dual Enrollment eligibility requirements:
? Student must attend an SCSB high school full-time;
? Student should be classified as a junior or senior in secondary coursework on or before the
first day of the college semester for which they are enrolling. Students in 6th-10th grades may
request to participate in dual enrollment through their School Counselor;
? A student projected to graduate from high school before the scheduled completion date of an
LSSC course may not register for that course through dual enrollment;
? Must be in good conduct standing at both the SCSB high school of record and LSSC

Additional dual enrollment eligibility requirements for Early Admission:
? Student must 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.
? Student may take classes at the high school of record pending counselor approval as long as
they are enrolled as full time LSSC student (12+ credits).
? Continued eligibility for Early Admission requires the maintenance of a 3.0 LSSC GPA and 3.0
high school GPA.
? Must be in good conduct standing at both the SCSB high school of record and LSSC.
? Must pass all EOC requirements for high school graduation prior to enrolling as Early
Admission.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

VI. HIGH SCHOOL CREDIT DUAL ENROLLMENT COURSE EQUIVALENCY
Under Dual Enrollment, approved LSSC courses will be used to fulfill academic or academic elective
credit requirements for high school graduation. All LSSC courses available to dual enrollment students
are included in the Dual Enrollment Course – High School Subject Area Equivalency List found at
https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf and, as such, upon successful
completion, credits apply to high school diploma coursework requirements.

7. A description of the process for informing students and their parents of college-level course expectations.
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 Advising & Registration session (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.

Academic Advising
School Counselors and LSSC Academic Advisors provide academic advisement and guidance services to Dual Enrollment and Early Admission students. These services may include but are not limited to: individual and/or classroom guidance, college workshops and college transition resources, college majors and prerequisite information, and weighting systems.

The High School guidance counselor shall ensure that High School graduation requirements are met for all Dual Enrollment students.

LSSC advisors shall ensure that students are taking courses that lead to the desired major or degree sought by the Dual Enrollment students.

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.

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

The LSSC Dual Enrollment and Academic Advising staff advises students of the following LSSC academic expectations:

? College courses permitted under Dual Enrollment must meet postsecondary course content requirements as specified in the Statewide Course Numbering System.
? College courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.
? Two to three hours of homework are expected for each hour spent in a classroom setting.
? College assignment deadlines are firm. Students are expected to complete and submit all assignments by the deadlines listed on the course syllabus. Instructors are not required to accept nor grade any late assignment.
? Gordon Rule courses require completion with a grade of “C” or higher.
? Course syllabi are available for students to review by contacting the course instructor during the add/drop period each semester and on Canvas.
? Course descriptions are available in the LSSC Catalog & Student Handbook (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.
? 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.

VIII. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES
Except as noted in section V / Second attempts, there are no exceptions to the required grade point average for dual enrollment eligibility.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
IX. POSTSECONDARY REGISTRATION POLICIES

Academic deadlines
All academic deadlines are posted in the LSSC Catalog & Student Handbook (lssc.edu/catalog), the Dual Enrollment New Student Orientation Course Registration Guide, and on the LSSC’s homepage (lssc.edu). Dual enrollment students must comply with all policies and deadlines published in the LSSC Catalog & Student Handbook (lssc.edu/catalog).

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 dropping a course during the posted add/drop period may register for that course in a subsequent semester. Courses dropped during the LSSC add/drop period do not appear on transcripts. Students who seek course approval from their School Counselor and LSSC Academic Advisor by posted deadlines may modify LSSC course schedules during the posted add/drop period. Courses that are not approved by the fee payment deadline and/or add/drop deadline will result in the student being administratively dropped from the non-approved courses.

XIII. 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.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

XIII. 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.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.
X. STUDENT ELIGIBILITY AND PERFORMANCE MONITORING

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

Procedures for College readiness testing at the high school and college site
The SCSB administers the PERT assessment on school campuses throughout the year.

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

School Counselors and LSSC Dual Enrollment staff monitor student GPA’s and collaboratively review and maintain student records to ensure continued Dual Enrollment eligibility. Students who do not meet either the high school or college GPA requirement will not be eligible to continue Dual Enrollment or participation. A student that no longer meets the Early Admission high school or college GPA requirements may continue through dual enrollment as long as the student meets the dual enrollment criteria. The LSSC Dual Enrollment staff will alert students and School Counselors of student GPA changes resulting in a loss of dual enrollment eligibility.

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

Student behavior and suspension/expulsion policy
Dual enrollment students, including Early Admission, must adhere to both the SCSB and LSSC Student Codes of Conduct. All dual enrollment students assume the responsibility to become familiar with and to abide by LSSC Student Rights and Responsibilities as defined by the College Administrative Policies and Procedures and referenced in the Student Code of Conduct in the LSSC Catalog & Student Handbook (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.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

XI. TRANSMISSION OF STUDENT GRADES
LSSC collects and shares grade data with the SCSB using a secure online system. The SCSB will distribute LSSC grades to the school of record. The school record inputs the LSSC course letter grade on the high school transcript. In addition to the end of the semester grade reporting, upon request LSSC will provide SCSB with student academic progress feedback from the LSSC Starfish 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.

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

15. Any institutional responsibilities for student transportation, if provided.

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.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

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. 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. 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.