

**DUAL ENROLLMENT AGREEMENT  
BETWEEN**

---

**(PEP DUAL ENROLLMENT STUDENT NAME)**

**AND  
LAKE-SUMTER STATE COLLEGE DISTRICT BOARD OF TRUSTEES  
2024-2025**

## 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 .....	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 .....	9
5. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT .....	10
A. Established deadlines.....	10
B. Dual Enrollment Approval.....	10
C. Dual Enrollment Application .....	10
D. Acceptance to Dual Enrollment Program .....	10
6. DUAL ENROLLMENT COURSE CREDIT AND COURSE EQUIVALENCY .....	10
A. High School Credit Course Equivalency .....	10
B. Alternative Credit.....	11
C. Transfer Guarantees .....	11
7. COLLEGE-LEVEL EXPECTATIONS .....	11
A. Academic Advising Staff.....	11
B. Academic Advising .....	11
C. Dual Enrollment Student Academic Expectations .....	12

- D. Student Privacy of Records ..... 12
- 8. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGES ..... 12
- 9. DUAL ENROLLMENT COURSE POLICIES AND PROCEDURES ..... 13
  - A. Academic deadlines ..... 13
  - B. Process by which students register for courses..... 13
  - C. Course Approval..... 13
  - D. Short-Term Courses ..... 14
  - E. Policy by which students add/drop courses..... 14
  - F. Maximum course loads ..... 14
  - G. Withdrawal Policy and Procedure ..... 14
  - H. Course Repeat Policy ..... 15
  - I. First-Term Grace Period ..... 15
  - J. Dual Enrollment Classes at the High School ..... 15
  - K. Student behavior and suspension/expulsion policy ..... 15
  - L. Dual Enrollment Appeals ..... 16
  - M. Dual enrollment students taken into custody ..... 17
- 10. DELINEATION OF DUAL ENROLLMENT RESPONSIBILITY BETWEEN SCHOOLS ..... 17
  - A. Student eligibility screening..... 17
  - B. College readiness testing ..... 17
  - C. Ongoing monitoring for continued participation in Dual Enrollment..... 17
  - D. Transferring Schools ..... 17
  - E. Staff Turnover..... 17
- 11. TRANSMISSION OF STUDENT GRADES ..... 18
  - A. Student Grades ..... 18
- 12. DUAL ENROLLMENT FACULTY ..... 18
  - A. Qualifications and Selection of Instructors..... 18
  - B. Procedure for Credentialing a Dual Enrollment Instructor..... 18
  - C. Reporting Structure of Instructors..... 19
  - D. Assessment of Instructors ..... 19
  - E. Curriculum..... 19
- 13. EXCEPTIONS TO FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS ..... 19
- 14. FUNDING PROVISION AND COSTS INCURRED BY EACH PARTNER..... 19
  - B. Textbook, electronic access codes and other course materials ..... 20

C. Textbook process .....	20
D. Textbook selection and use .....	20
15. STUDENT TRANSPORTATION .....	20
16. RESOURCES AVAILABLE TO STUDENTS WITH DISABILITIES.....	20
17. EARLY ADMISSION PROGRAM AT LSSC.....	20
A. Early Admission Initial Eligibility Requirements.....	21
B. Eligibility Requirements to Continue in Early Admission Program .....	21
C. Process to Apply for Early Admission.....	21
D. Early Admission Advisement and Engagement .....	21
18. ADDITIONAL POLICIES AND PROCEDURES .....	21
A. Student data requests.....	22
B. Attendance requests related state-mandated end-of-course assessments.....	22
D. Background investigations.....	22
E. Right to audit.....	22
F. Waivers & Changes to Law .....	22

## **2024-2025 DUAL ENROLLMENT AGREEMENT BETWEEN LAKE COUNTY SCHOOL BOARD AND LAKE-SUMTER STATE COLLEGE DISTRICT BOARD OF TRUSTEES**

### **1. THE DUAL ENROLLMENT AGREEMENT**

Pursuant to Florida Statute 1007.271, this Agreement is entered into by and between Lake-Sumter State College District Board of Trustees (“LSSC”) and the Personalized Education Program Official (“PEPO”) \_\_\_\_\_ (parent/guardian’s full name), collectively known as the “Partners” on behalf of \_\_\_\_\_ (student’s full name). 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, 2024 and ending July 31, 2025. 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.

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, and a College Credit Certificate.

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 continue from August 1, 2024, and end July 31, 2025, 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 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. Any changes made to the Agreement must be approved by the LSSC District Board of Trustees.

## **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 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](http://lssc.edu/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 or an associate 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..

**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. LSSC's current Early College Academies include the Health Sciences Collegiate Academy and Criminal Justice Early College Academy in Lake County and The Villages Early College Academy at The Villages High School. 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](http://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/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.

### **D. 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
- 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  
For Career Dual Enrollment, a minimum of 2.0 unweighted high school 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. Please refer to Section 4(C) of this agreement for minimum test score requirements.
- Be a home education student in grades 6-12 registered with Lake County or Sumter County School Board. 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 or be a home education student 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. 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 (Dual Enrollment) or a 2.0 unweighted high school GPA (certificate Dual Enrollment), and the maintenance of a minimum 2.0 LSSC cumulative GPA (Dual Enrollment and Career Dual Enrollment).
- 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 graduation date set on the initial application will be used for Dual Enrollment eligibility and cannot be changed once submitted.
- 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 on all three campuses and at the student’s expense. Prospective Dual Enrollment students who wish to PERT Test at LSSC should register online for their testing session and pay the required fee at the Cashier/Enrollment Services Office prior to the testing session. Students wishing to test at LSSC must provide a state-issued ID when checking in to test.

**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 scores may be used to determine eligibility for the PERT Pilot Program. PERT Pilot students may only take full-term courses, even if they attend a school that allows short-term courses.

Eligible students who have met college-ready cut scores on the PERT in **Reading and Writing** will only be eligible to enroll in an SLS course, ENC 1101 and ENC 1102.

Eligible students who have met college-ready cut scores on the PERT in **Reading and Math** will only be eligible to enroll in an SLS course, MAT 1033/1100 (or equivalent), and MAC 1105/MGF 1130 (or equivalent), as determined by placement score.

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 one SLS course 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 may submit college placement scores older than 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](http://lssc.edu/catalog)) and the LSSC Early College Programs website ([lssc.edu/ECP](http://lssc.edu/ECP)).

### **B. Dual Enrollment Approval**

To begin the Dual Enrollment application process, a student must meet with their PEPO to discuss their interest in the program and ensure they meet eligibility requirements.

### **C. Dual Enrollment Application**

The student can access the Dual Enrollment Application on the LSSC website ([lssc.edu](http://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 or IB (*All students*)
- Proof of enrollment in Lake or Sumter County (*Home Education students only*)
- Signed DE Home Education Agreement (*Home Education students only*)

### **D. Acceptance to Dual Enrollment Program**

Students will receive an admissions decision by email and postal mail within one to two weeks of application. 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 and Registration.

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/core/fileparse.php/5421/urlt/AcademicList.pdf> 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 \(lssc.edu/catalog\)](http://lssc.edu/catalog). Students may only earn college credit or alternative credit, not both. To receive this credit, it is the student's responsibility to include 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 their Dual Enrollment Advisor to receive the appropriate college credit.

### **C. Transfer Guarantees**

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at <http://www.fldoe.org/policy/articulation/>.

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

### **A. Academic Advising Staff**

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.

LSSC 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. 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 \(lssc.edu/catalog\)](http://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 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.
- 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 \(lssc.edu/catalog\)](http://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/](http://www.lssc.edu/student-resources/registrar/). 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 who apply for a dual enrollment college credit certificate program that do not require general education courses in their curriculum may be exempt from the 3.0 HS requirement and PERT testing requirements with HS counselor approval. Students with counselor approval may be admitted into the certificate program with a 2.0 high school GPA or higher. They must maintain the 2.0 high school GPA or higher to remain in the program. If the student transfers to an AS program, an AA program, or a certificate program that requires general education courses, they must meet the traditional dual enrollment GPA and testing requirements.

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 enroll/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 Catalog & Student Handbook \(lssc.edu/catalog\)](http://lssc.edu/catalog), the Dual Enrollment New Student Orientation Course Registration Guide, and on the [LSSC's homepage \(lssc.edu\)](http://lssc.edu). Dual enrollment students must comply with all policies and deadlines published in the [LSSC Catalog & Student Handbook \(lssc.edu/catalog\)](http://lssc.edu/catalog).

### **B. Process by which students register for courses**

Dual Enrollment students must register for courses online using myLSSC, LSSC's online course management system. 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 the Dual Enrollment Student Guide, accessed on the Dual Enrollment page on the LSSC website ([www.lssc.edu/DE](http://www.lssc.edu/DE)).

### **C. Course Approval**

After registering for courses through the online portal, Dual Enrollment students must receive course approval from their 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 PEPO 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.

#### **D. Short-Term Courses**

Short-term courses are shorter than a typical full college semester, often in the form of 7-week or 10-week semesters. 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 Section 18(G).

#### **E. 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 courses during the registration period and until the end of the posted Dual Enrollment add/drop period without penalty, pending availability of courses and approval from LSSC advisor. Courses dropped during the LSSC add/drop period do not appear on transcripts. Courses that are not approved by the Dual Enrollment add deadline will result in the student being administratively dropped from the non-approved courses.

#### **F. 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).

#### **G. 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.

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 previous section. Students considering withdrawal from a course should meet with their LSSC Advisor before submitting an official withdrawal form.

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

#### **H. 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.

#### **I. 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 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.

#### **J. 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 Dual Enrollment office at [DualEnrollment@lssc.edu](mailto:DualEnrollment@lssc.edu).

#### **K. Student behavior and suspension/expulsion policy**

Dual enrollment students, including Early Admission, must adhere to the 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 \(lssc.edu/catalog\)](http://lssc.edu/catalog). The LSSC Dual Enrollment staff will provide timely notification of any Dual Enrollment student suspended or expelled from LSSC.

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 PEPO 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.

#### **L. 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 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 their LSSC DE Advisor.
- 2) 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.
- 3) The DE Appeals Committee reviews the request and any supporting documentation and makes a decision.
- 4) The decision is relayed to the DE Advisor and student. All appeal decisions are final.



**M. 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 Executive Director of Campus Safety at Lake-Sumter State College. The Executive Director of Campus Safety 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. Student eligibility screening**

The PEPOs verify high school GPA, college placement test scores, credit requirements, and academic standing.

**B. College readiness testing**

The student is responsible for taking college readiness testing prior to any Dual Enrollment application deadlines. Students may take the PERT at the LSSC campus for a fee by appointment.

**C. 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. LSSC Dual Enrollment Advisors confirm college GPA eligibility before approving student courses each semester.

LSSC Dual Enrollment staff monitor student GPA's and 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 of student GPA changes resulting in a loss of dual enrollment eligibility.

**D. 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 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.

**E. Staff Turnover**

When there is a staffing change to LSSC Dual Enrollment staff, LSSC will send out a notification to affected schools and students 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](http://lssc.edu/catalog)).

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 ([lssc.edu/catalog](http://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 Dean of Students using LSSC's administrative appeal process outlined in the LSSC Catalog & Student Handbook ([lssc.edu/catalog](http://lssc.edu/catalog)).

## 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 or Associate Dean for credentialing requirements specific to the courses they want to teach.

### **B. Procedure for Credentialing a Dual Enrollment Instructor**

All Dual Enrollment 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 becoming credentialed to teach Dual Enrollment courses, the following steps must be followed.

1. The interested candidate must contact the LSSC Dual Enrollment office in writing ([DualEnrollment@lssc.edu](mailto:DualEnrollment@lssc.edu)) with their interest in teaching Dual Enrollment courses. The request must include the following information:

- a. Candidate's contact information including email and phone number
  - b. High School affiliation (if applicable)
  - c. Specific courses the interested candidate is requesting to teach (including statewide course number)
  - d. Academic transcripts of the interested candidate (unofficial is okay for this process; official transcripts will be required during hiring)
2. The Dual Enrollment staff will forward the information to the corresponding Dean or Associate Dean.
  3. The Dean or Associate Dean will review the request and determine if candidate meets the requirements to teach the requested courses as part of a pre-screening process.
  4. Once review is complete, the Dean or Associate Dean will contact candidate and let them know the courses they are likely to be credentialed to teach.
  5. Candidate will be instructed to formally submit an LSSC Adjunct Faculty application through the LSSC website (lssc.edu) and proceed with the formal hiring process. This process may include an interview and a teaching demo.
  6. Once hiring process is completed, the Dual Enrollment Staff and Academic Affairs department will work with new instructor to schedule Dual Enrollment courses to meet college needs.

### **C. Reporting Structure of Instructors**

All faculty teaching LSSC courses, regardless of delivery location, report to an LSSC Dean or Associate Dean for all matters pertaining to a dual enrollment course. The LSSC Dean or Associate 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. The instructor assessment process, including the use of LSSC's standard assessment 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.

### **E. Curriculum**

The curriculum offered through the Program is identified by LSSC to meet accreditation requirements.

## **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**

LSSC will provide textbooks to Home Education students enrolled in a dual enrollment course free of charge.

### **C. Textbook process**

When the textbook pickup window opens before term start, student will be notified. Dual Enrolled students will be instructed to pick up their textbooks at either the Leesburg or South Lake LSSC Bookstore. The student must bring their detailed schedule and a form of identification and present it at the bookstore to receive the textbook(s). The textbooks are property of LSSC and students are required to return textbooks at the end of the term. Failure to return the textbook can result in textbook fees and/or inability to register for continued dual enrollment courses.

### **D. 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.

## **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/](http://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.

## **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. Career Early Admission is the equivalent program for students taking Career Dual Enrollment classes. LSSC does not offer Career Early Admission. The following section reviews the policies and procedures relating to Early Admission and Career 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.
- Continued eligibility requires an Early Admission student to take a minimum of 12 credits in fall and spring semester.
- All classes taken by Early Admission student must be LSSC Dual Enrollment classes unless prior approval has been granted by 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.

#### **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 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 orientation and 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.

LSSC Early Admission Staff will also work with student to keep them engaged outside of the classroom. Co-curricular programs provided to Early Admission students may include College Success Summits, Early College Day, Early College Graduation, and invitation to various LSSC functions and events.

### **18. ADDITIONAL POLICIES AND PROCEDURES**

**A. Student data requests**

LSSC will collect and compile Dual Enrollment data to complete required reports for state and other external entities.

**B. Attendance requests related state-mandated end-of-course assessments**

Dual enrollment students must contact their LSSC faculty two weeks in advance to request accommodations for missed class and/or assignments due to a scheduled Advanced Placement (AP) exam or state mandated end-of-course (EOC) assessment.

**D. Background investigations**

LSSC represents and warrants to the PEPO 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 PEPO 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 PEPO, 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) may 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.

Personalized EDUCATION STUDENT

LAKE-SUMTER STATE COLLEGE

DocuSigned by:

*Dr. Heather Bigard*

BC2172B049EE4E6...

\_\_\_\_\_  
Parent or Guardian (PEPO) Signature

\_\_\_\_\_  
Dr. Heather Bigard, President

\_\_\_\_\_  
Personalized Education Student Signature

7/15/2024

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE