

**DUAL ENROLLMENT  
ARTICULATION AGREEMENT**

**Flagler County School Board**

**and**

**The District Board of Trustees  
of Daytona State College**

**2021-2022**



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This agreement between the District Board of Trustees of Daytona State College (DSC) and the Flagler County School Board (FCSB) is made in compliance with Section 1007.271(21), Florida Statutes which mandates dual enrollment articulation agreements between college district boards of trustees and district school boards.

The term of this agreement shall be one (1) year, commencing on July 1, 2021, and remaining in effect through and including June 30, 2022, unless terminated before such date in accordance with the terms of this agreement. During the term of this agreement, either party may request to renegotiate the agreement, with any modification requiring the approval of the FCSB and the DSC Board of Trustees. Should either party wish to terminate this agreement prior to the expiration date, they may do so by providing the other party with thirty-days advance written notice.

The Daytona State College Articulation Committee will arrange a meeting of appropriate personnel to review and update this agreement annually. The committee consists of the following:

**Daytona State College:**

Dr. Amy Locklear, Provost

Dr. Erik D'Aquino, Vice President, Enrollment Management

Michelle Goldys, Director, Academic Advising and Dual Enrollment

**Flagler County Schools:**

Ms. Diane Dyer, Executive Director, Teaching and Learning

## **1. RATIFICATION OF EXISTING AGREEMENT**

The signing of this agreement attests to the ratification of all existing agreement(s).

## **2. NOTIFICATION PROCESS**

FCS and DSC will inform all eligible secondary students of dual enrollment opportunities via standard communication methods as prescribed in the Florida Statutes and State Board of Education Rules. The school district will supply DSC with necessary student data. DSC will send a copy of any recruitment information to FCS before distributing to FCS students; likewise, FCS will send a copy of any recruitment information to DSC before distributing to FCS students.

Students and parents will be informed about the dual enrollment program during middle and high school parent nights and registration meetings. The district will also post the dual enrollment guide on the school district website.

The college will mail informational letters to parents and will conduct dual enrollment workshops during Open House events. DSC will also maintain a dual enrollment website which will include copies of the articulation agreement, the Dual Enrollment Guide, and other dual enrollment information.

## **3. PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT**

The following programs and all of the required courses listed in the Daytona State Catalog (excluding course restrictions listed in section 4 of this agreement) are authorized for dual enrollment. A list of courses and high school credit that is awarded for those courses can be found in Appendix A.

### **A. ASSOCIATE OF ARTS (AA) DEGREE**

Students may enroll in courses listed in the AA program guide, with the exception of courses that are less than three credit hours or private lesson courses.

## **B. ASSOCIATE OF SCIENCE (AS) PROGRAMS**

Accounting Technology	Electronics Engineering Technology
Architectural and Building Technology	Engineering Technology
Broadcast TV Production	Environmental Science Technology
Computer Engineering Technology	Hospitality Management
Computer Information Technology	Interior Design Technology
Computer Programming and Analysis	Music Production Technology
Office Administration	Networking Services Technology
Culinary Management	Paralegal Studies
Digital and Interactive Media Production	Photographic Technology
Drafting and Design (CAD)	Simulation and Robotics Technology
Early Childhood Education	

## **C. COLLEGE CREDIT CERTIFICATE PROGRAMS**

Accounting Technology Management	Information Technology Analysis
Accounting Technology Operations (Tax)	Information Technology Support Specialist
Advanced Network Infrastructure	Information Technology Administration
Applied Technology Specialist	Information Technology Analysis
Audio/Recording Technology	Microcomputer Repair/Installer
AutoCAD Foundations	Network Communications (LAN)
Broadcast TV Production	Network Communications (WAN)
Cable Installation	Network Infrastructure
Computer Aided Design and Drafting	Network Server Administration
Computer Programming	Network Support Technician
Computer Specialist	Office Administration
Culinary Arts	Web Development Specialist
Drafting and Design Technology	Wireless Communications
Engineering Technology Support Specialist	
Information Technology Administration	

## **D. VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)**

Air Conditioning, Refrigeration and Heating Mechanic (ATC Campus)  
Air Conditioning, Refrigeration and Heating Technology (ATC Campus)  
Automotive Collision, Repair and Refinishing (ATC Campus)  
Automotive Service Technology (ATC Campus)  
Baking and Pastry (Daytona Campus)  
Construction Technology (ATC Campus)  
Machining (ATC Campus)  
Welding Technology (Daytona Campus)

## **E. BACHELOR'S DEGREES**

All Bachelor's degrees are two plus two programs. Students must have the required Associate degree and be admitted to the program to take bachelor's level courses. Students must also complete the pre-requisites for the programs while they are in the associates program.

- Bachelor of Applied Science, Supervision and Management
- Bachelor of Science in Information Technology

- Bachelor of Science in Engineering Technology
- Electrical Engineering Technology Concentration
- Bachelor of Science in Education
- Elementary Education
  - Exceptional Education
  - Secondary Biology Education
  - Secondary Chemistry Education
  - Secondary Earth/Space Science Education
  - Secondary Mathematics Education
  
- Dual enrollment students are limited to two online courses per 15-week semester, with the exception of students who have earned at least 30 college credits and have a minimum 3.5 DSC GPA..
- Students enrolled in Collegiate High School may enroll in the Bachelor of Applied Science in Supervision & Management (BAS), Bachelor of Science in Engineering Technology (BSET), & Bachelor of Science in Information Technology (BSIT) programs 100% online.
- QUANTA students will be permitted to take 3 online courses per semester
- All courses for dual enrollment must have Department of Education (DOE) approval.
- Students may not enroll in courses with temporary numbers.
- Students may enroll in hybrid courses that include both a classroom and on-line component.

Dual Enrolled students are **not** eligible to enroll in the following:

- Developmental courses
- Courses that are less than three credit hours  
\*Exception for students in the Music Production and QUANTA Honors programs.
- Private lesson courses
- Limited access programs/courses with clinical requirements
- Physical Education courses

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

#### 4. THE DUAL ENROLLMENT PROCESS

Students who wish to dual enroll must contact their school counselor. The school counselor will provide students who have a qualifying unweighted high school GPA with a copy of the dual enrollment form. The student will complete the personal information on the form and the parent, student, and counselor are required to sign the form.

The student will then submit an online admissions application to be admitted to the college. During the admissions process, the student will be issued a student identification number. If the student does not already have acceptable test scores, they will be sent to the Assessment Office to take the Post-Secondary Readiness Test (PERT). After testing, the student will take their scores back to his/her school counselor. If the student already has qualifying SAT, ACT, or PERT. scores, they will not be required to test.

The school counselor will assist qualifying students with the selection of college classes based on what they need to meet high school graduation requirements. The course information and section number will be entered on the dual enrollment registration form, along with the school counselor's signature, indicating approval for each selected course.

The student will submit the signed form to a DSC academic advisor. The advisor will review the form and verify

that the student has the appropriate test scores and pre-requisites for the course(s), show the student how to access their records and college email through their college email account, review degree requirements, and information listed on the Dual Enrollment Checklist. The student will be registered for classes and provided with instructions to access their schedule in their MyDaytonaState portal.

Students may enroll in up to 15 credit hours total per 15-week semester at DSC during the fall and spring semesters. Students will not be permitted to take more than nine credits in a sub-session (A/B session). Students may take an additional one credit hour per semester for any needed lab if their cumulative college GPA is 3.0 or above. In addition, graduating seniors may take up to 18 credit hours in the spring semester of his/her graduating year if the extra class allows the student to complete their degree.

During the summer semester, students may take no more than 14 credit hours (two classes in the “A” term, two classes in “B” term, and two extra credit hours for labs, if needed). Ten week courses will be counted in the “A” term credits.

Students must declare a major on the dual enrollment form. Students may only take classes required for their declared major. Students in an Associate of Arts program must complete the General Education requirements and any pre-requisite course(s) needed to transfer into their intended bachelor’s degree program before they will be permitted to take other elective courses.

Students may take face-to-face, online, hybrid or mixed mode courses.

Dual enrolled students who wish to drop or withdraw from classes are required to meet the deadlines posted in the DSC calendar. Links to the appropriate semester Academic Calendar can be found at [www.daytonastate.edu](http://www.daytonastate.edu).

Students are responsible for informing the DSC Admissions Office if they change schools. Grades are distributed to schools based on the school that the Admissions Office has on record for each student.

All students will have access to their schedule and grades through their MYDAYTONASTATE portal located at: <https://paprd.daytonastate.edu/psp/PAPRD/?cmd=login>. The Academic Advisor will teach each student how to log into the student portal to access their accounts. DSC does not mail grades to students. Grades will be provided to each respective school, and students can access their grades through the student portal.

Dual enrollment grades are entered on both the high school and college permanent transcripts. Dual enrollment courses are weighted the same as AP and IB courses.

Dual enrollment students will be required to follow all policies and procedures that are included in the DSC Academic Catalog and Student Handbook. Both the catalog and handbook can be found online at the DSC website at [www.daytonastate.edu](http://www.daytonastate.edu).

Dual enrollment students are eligible to file appeals for administrative drop, late withdraw, or to request to change a grade from an “F” to a “W”. Supporting documentation of extenuating circumstances will be required. Appeal forms and instructions can be found at: <http://www.daytonastate.edu/recreg/forms.html>.

Dual enrolled students who are graduating from DSC must apply for graduation and pay the required graduation fee. Instructions for applying to graduate can be found at: <http://www.daytonastate.edu/recreg/gradapply.html>

Students who are graduating with an Associate of Arts degree who successfully completed two foreign language courses in high school are required to submit an official high school transcript to DSC to document the awarding of credit for foreign language course(s).

## A. REGISTRATION DEADLINES AND START DATES

**Fall 2021 Registration:** Begins April 15, 2021

**Fall Classes begin:**

Fall A and 15 week	August 23, 2021
Fall B	October 18, 2021

**Spring 2022 Registration:** Begins October 28, 2021

**Spring Classes begin:**

Spring A and 15 week	January 18, 2022
Spring B	March 21, 2022

**Summer 2022 Registration:** Begins March 28, 2022

**Summer Classes begin:**

Summer A and 10 week	May 17, 2022
Summer B	June 30, 2022

Dual enrolled students will be required to apply and enroll by the dual enrollment deadlines established for each semester.

Deadlines will be posted on the Academic Calendar and the dual enrollment website - <https://www.daytonastate.edu/DE>

## B. DROPS/WITHDRAWALS

Students can request to be dropped from dual enrollment courses during the add/drop period posted on the Academic Calendar. The school district is not charged for courses that are dropped during this period.

Students must complete a drop/withdraw form signed by their school counselor before they are permitted to drop or withdraw from a course. The student must submit the form to DSC, to officially drop/withdrawal from the course.

Once the add/drop period ends, the withdrawal period begins. If a student withdraws from a course a “W” grade is entered on the student’s transcript. The “W” does not count toward the student’s GPA; however, it does count as a course attempt.

Students reported by faculty as inactive after the withdrawal deadline will be administratively withdrawn and assigned a grade of “W1”, which will not impact a student’s GPA, but will count as a course attempt.

The school district is responsible for tuition costs associated with withdrawn courses.

The drop and withdraw dates are listed below and are also available on the college website on the Academic Calendar. Withdrawal forms should be obtained in advance due to processing time requirements of the school

district.

	Fall Full Term (15-week)	Fall A	Fall B
Drop Deadline	August 25, 2021	August 24, 2021	October 19, 2021
Withdraw Deadline	November 3, 2021	Septemb7, 2021	November 23, 2021
	Spring Full Term (15-week)	Spring A	Spring B
Drop Deadline	January 20, 2022	January 19, 2022	March 22, 2022
Withdraw Deadline	April 5, 2022	February 21, 2022	April 21, 2022
	Summer A	Summer 10-week	Summer B
Drop Deadline	May 18, 2022	May 18, 2022	July 1, 2022
Withdraw Deadline	June 13, 2022	June 29, 2022	July 27, 2022

### C. HIGH SCHOOL STUDENTS WITH DISABILITIES

The FCSD has no obligation to provide updated evaluations for exiting ESE school students. However, the student must provide documentation that reflects the student’s most updated information to help determine reasonable accommodations at the college level. Dual enrolled students are required to comply with DSC’s student disabilities policies and procedures.

DSC provides reasonable accommodations at no cost to dual enrollment students in need of accommodations who submit written documentation from licensed medical or mental health professionals that state they have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as it relates to Higher Education. School Individualized Education Plans (IEP’s) are not considered documentation of a disability for college accommodations. Previous accommodations received while in school or at other educational institutions will be re-evaluated to determine appropriateness at DSC. DSC does not provide personal services such as transportation or personal care assistants.

**Dual enrolled students who request reasonable accommodations based on a documented disability must comply with the following procedures:**

- Students must be accepted for admission at DSC, submit required documentation, and meet with a Counseling & Accessibility Services (CAS) advisor to complete the intake process.
- The documentation must show that the student’s disability significantly interferes with one or more major life functions (i.e., seeing, hearing, learning, speaking, or walking).
- Students must submit documentation in written form on official letterhead signed and dated by a licensed medical doctor, psychiatrist or mental health practitioner and include a complete evaluation with a diagnosis consistent with the Diagnostic & Statistical Manual of Mental Disorders 4th edition (DSM-IV-TR). The documentation submitted must clearly state how the disability substantially interferes with the student’s functional limitations within the college academic setting.



- It is the student’s responsibility to contact a CAS advisor in advance of enrollment to arrange for the accommodations they may need in order to be successful during their DSC educational experience.

## 5. ELIGIBILITY REQUIREMENTS

### A. INITIAL ENROLLMENT

Students must meet the following eligibility requirements to be eligible to participate in the dual enrollment program:

- Be enrolled in grade 6<sup>th</sup> through 12th grade
- Have a 3.0 unweighted cumulative (high school) GPA for grades 6-11 at the time of application or 3.0 weighted cumulative GPA for high school seniors at time of application.
- For College Credit (A.A. degree, A.S. degree, A.S. certificate), qualifying test scores on one of the following:

#### SAT

Critical Reading - $\geq 24$ and $\geq 25$ Writing	ENC1101 English Composition I
Math - $\geq 24$	MAT1033 Intermediate Algebra/MGF2106
	Survey in Mathematics/MGF2107 Liberal Arts Math
$\geq 26.5$	MAC1105 College Algebra

#### ACT

Reading $\geq 19$ and $\geq 17$ English	ENC 1101
Math $\geq 19$	MAT1033/ MGF2106
	Survey in Mathematics/MGF2107 Liberal Arts Math
$\geq 21$	MAC1105

#### Post- Secondary Education Readiness Test (PERT)

Reading $\geq 106$ and Writing $\geq 103$	ENC1101
Math 114 – 122	MAT1033, MGF2106, MGF2107
123 -134	MAC1105
135-144	MAC1140, MAC1114, STA2023
145-150	MAC2233, MAC2311

- Students pursuing a Career (Vocational) Certificate must have a 2.0 or higher unweighted high school GPA and take the Test of Adult Basic Education (TABE) before starting the certificate program. Students must obtain the required exit score for the program in order to graduate from DSC with a certificate in their area of study. Students who have tested into ENC1101 and MAT1033 on the PERT, SAT, or ACT or have taken ENC1101 and MAT1033 are exempt from TABE testing.
- There is no cost for the initial PERT attempt at DSC; however, students who retake all or part of the test at DSC will be assessed a \$10 cost at the time of testing.
- Students will be limited to three attempts taking the PERT at the college and must wait at least one school semester between attempts. If a student scores within five points of the required PERT score he or she can appeal to the DSC Director of Dual Enrollment for permission to immediately retest at the college. Students may appeal to the Director of Dual Enrollment for permission to take the PERT for a fourth time at the college. Students may also be eligible to take the PERT on their high school campus (if offered). Attempts at the high school do not count toward the three college attempts.

- Students may register for courses that do not require math as a pre/co-requisite if they do not pass the math portion of a placement exam. Additionally, students who pass the math but not the reading/writing portion of the exam may register for math courses but may not register for other courses.
- Students must also meet all other requirements of this agreement, including pre-requisites or co-requisites; however, students who are concurrently enrolled in a high school AP, IB, or AICE English course will be considered to have met the English pre-requisites or co-requisite for DSC courses, with the exception of ENC 1102. Verification of the student's AP, IB, or AICE enrollment or credit will be required at registration.
- Students must have acceptable attendance and satisfactory conduct at their school in order to participate in the dual enrollment program.
- New students may begin dual enrolling in the Fall and Spring terms only.

## **B. ELIGIBILITY REQUIREMENTS FOR CONTINUED DUAL ENROLLMENT**

- Students must maintain a minimum 3.0 unweighted high school GPA (2.0 for Career/Vocational) to continue to participate in the dual enrollment program.
- Dual enrollment students must have a minimum 2.0 cumulative college GPA in order to continue participating in dual enrollment.
- Students who earn a grade of “F”, or “W1” will be required to repeat the course in which they earned the “F” or “W1” grade during the subsequent semester. Students will not be permitted to take other courses during this semester. Students must have a 3.0 or higher unweighted, cumulative high school GPA, and meet the DSC 2.0 cumulative GPA requirement in order to repeat the course (students can repeat the course during a full 15-week term, or during an A term; if they earn a grade of “C” or better they can continue in additional courses during the B term).
- When repeating the course the student must earn a “C” or better in order to be eligible to continue to participate in the dual enrollment program.
- Dual Enrolled students may not attempt the same course at the college more than two times.
- Each time a student takes a course and receives either a grade, “W” (withdrawal) or “W1” (administrative withdrawal) on their transcript it will be counted as an attempt at that course.
- If a dual enrolled student earns a grade of “F”, “W” or “W1” in more than one semester, they will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extenuating circumstances, which must be submitted in writing with supporting documentation and submitted through the high school counselor to Daytona State’s Dual Enrollment Coordinator.
- Students who earn a “D” in a course, but still meet the GPA requirements for both high school (unweighted, cumulative 3.0) and college (cumulative 2.0), are permitted to repeat the course in which they earned a “D” grade; however they may only enroll in that course during the following semester (students can repeat the course during a full 15-week term or during an A term; if they earn a grade of “C” or better they can continue in additional courses during the B term).
- Students who earn a “D” during their first semester of dual enrollment are exempt from the college GPA

requirement for that semester only. The student must not have failed any other courses that semester and must also meet the high school GPA requirement to be permitted to repeat the course.

- Grade forgiveness applies when students repeat a course in which they earned a grade of "D" or "F". A student may not repeat courses in which a grade of "C" or better was earned. Once a course is repeated, the highest grade earned will count in the DSC GPA. Students should check with their intended transfer institution to determine if that institution will honor Grade Forgiveness awarded at DSC.
- Students who have graduated from high school or who are on track to graduate before the completion of the course are not eligible to participate in the dual enrollment program.
- Fifth year seniors are not eligible to dual enroll.
- Students who have completed the requirements for the degree they are seeking may only continue in the dual enrollment program if they graduate with their degree and admit under a new major (students must take classes toward the major they declare).
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. In such cases, the college instructor will refer the student to the DSC Judicial Affairs office at the college where a decision will be rendered.
- Students who are denied future dual enrollment due to college GPA, course withdrawal, or failing grades may file an appeal with the FCS Executive Director of Teaching and Learning. Acceptable appeals may be based on student illness, family emergency, or other extenuating circumstances that prevented the student from successfully completing the course(s). Documentation will be required, including the student's plan to ensure future success.
- Parents and students should be aware that failure to make satisfactory progress in dual enrollment courses may have an impact on the student's future financial aid eligibility.
- All college courses and grades will remain a permanent part of the student's high school and college transcript and will affect financial aid eligibility.

## **6. HIGH SCHOOL CREDIT EARNED FOR THE PASSAGE OF EACH DUAL ENROLLMENT COURSE**

Credit for Dual Enrollment courses will be awarded as established by the Florida Department of Education and listed in the Dual Enrollment Course – High School Subject Area Equivalency List (Appendix A). All college credit courses not included on this list will be awarded .5 elective credits on the high school transcript. Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

## **7. INFORMATION REGARDING COLLEGE LEVEL EXPECTATIONS**

Dual Enrollment courses (including those offered on the high school campus) meet the curricular expectations and are at the same depth and rigor of non-dual enrollment post-secondary institutions. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA which can impact future financial aid eligibility as well as transferability. Information is provided to parents in the Dual Enrollment Guide that is distributed to students by the DSC academic advisors and posted on the DSC website each semester. Information regarding course level expectations can be found on the Dual Enrollment page of the Academic Advising website

at <https://www.daytonastate.edu/advising/deaeandged.html>

## **8. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGE (GPA)**

Students will be permitted to take SLS 1122, Managing Your Success, if they have a minimum 2.5 unweighted high school GPA, a minimum score of 84 on the PERT reading section, and a minimum score of 90 on the PERT writing section, or a minimum score of 17 on the ACT Reading, and a minimum of 15 on the ACT Writing, or a minimum score of 22 on the SAT Reading, and a minimum score of 23 on the SAT Writing. Students under this exception who earn a B or higher in SLS 1122 may move on to SLS2301 without retesting.

Students who wish to appeal for a GPA exemption must meet the following requirements:

- Have at least a 2.8 cumulative, unweighted high school GPA
- Submit a request for an appeal to the Flagler County Schools Coordinator of Student Services at least six weeks prior to the start of the college semester.
- Obtain a letter of support from his/her high school counselor
- Demonstrate high school grade improvements for a minimum of one year before the request is made
- Provide an explanation and/or documentation of extenuating circumstances that impacted his/her grades.

The appeal will be reviewed by the Flagler County Schools Coordinator of Student Services and the DSC Director of Dual Enrollment. Once a decision has been made, the student will be notified in writing of the decision.

## **9. REGISTRATION POLICIES FOR DUAL ENROLLMENT**

- Procedures for registration and deadlines are listed in section four (4) of this agreement. Students can locate available classes in DSC's College Catalog - <https://daytonastate.smartcatalogiq.com/2021-2022/College-Catalog>
- All dual enrollment students are registered by a DSC Academic Advisor. Students may not register themselves.
- Dual Enrollment forms must be received by the College by the enrollment deadlines referenced in section four (4) of this agreement.
- Students must enroll in all full, A and B courses at the start of the semester.
- Course withdrawal forms for dual enrolled students must be received by the College prior to the posted withdrawal deadline.
- Dates are posted on Daytona State's Academic Calendar each term - [www.daytonastate.edu](http://www.daytonastate.edu).

## **10. EXCEPTIONS TO THE PROFESSIONAL RULES, GUIDELINES, AND EXCEPTIONS STATED IN THE FACULTY OR ADJUNCT FACULTY HANDBOOK.**

There are no exceptions to the professional rules, guidelines, and expectations for dual enrollment faculty.

## **11. EXCEPTIONS TO THE RULES, GUIDELINES, AND EXCEPTIONS STATED IN THE DSC STUDENT HANDBOOK WHICH APPLY TO FACULTY MEMBERS.**

There are no exceptions to the professional rules, guidelines, and expectations for dual enrollment faculty. The FCSD or the high school principal may recommend qualified high school teachers to serve as adjunct college instructors for courses taught during the school day on high school campuses, subject to approval by DSC. All instructors teaching on a high school campus must be approved by the high school principal. High school teachers

must meet DSC/SACSCOC credentialing requirements in the appropriate discipline and must be credentialed prior to the semester in which they are teaching.

All high school faculty members teaching a college-credit course on the high school campus must follow the master course outline provided by DSC, and must develop course policies for each class which must be approved prior to the start of class by the appropriate DSC department chairperson. All course syllabi must be approved by the department chair and be constructed in accordance with the department requirements. High school faculty teaching college courses and high school administration must agree to unannounced classroom observations by college officials. High school faculty teachers will provide copies of all assessments to DSC. Furthermore, these faculty members will participate in the same evaluation of student learning outcome assessments as is being conducted in other sections of the course. High school faculty will receive a course orientation by the appropriate DSC department chair or designee.

Daytona State College will evaluate the instructor using its evaluation instrument in accordance with DSC policies and procedures. DSC reserves the right to visit and observe the class.

## **12. RESPONSIBILITIES OF THE SCHOOL DISTRICT REGARDING STUDENT ELIGIBILITY AND MONITORING**

### **A. GPA MONITORING**

- The school counselor will ensure that each student has the minimum required GPA each semester and will include this information on the dual enrollment form.
- When grades are posted at the end of each semester, the DSC dual enrollment administrator will provide FCS with a list of students who have earned grades of “D”, “F”, “W1” or “W”, along with each student’s cumulative college GPA.
- The DSC dual enrollment administrator will then drop pre-registered students who no longer qualify to take dual enrollment courses.
- DSC will notify these students by e-mail that they are no longer eligible to dual enroll.
- In addition, the school counselor will ensure that each student is registered in appropriate school course(s).

### **B. STUDENT BEHAVIORAL EXPECTATIONS**

In determining readiness for dual enrollment, factors such as the student’s previous school attendance and disciplinary records will be considered.

Dual enrollment students are expected to follow the same behavioral guidelines as adult DSC students. Information about behavioral guidelines for DSC students can be found in the Student Handbook in print or online. A link to the Student Handbook can be found at: [http://www.daytonastate.edu/student\\_life.html](http://www.daytonastate.edu/student_life.html). Students who violate the college Code of Conduct will be referred to Judicial Affairs for possible disciplinary action.

### **C. STUDENTS IN DUAL ENROLLMENT CLASSES ON THE HIGH SCHOOL CAMPUS**

- Students must qualify and register as dual enrollment students by the deadlines referenced in Section Four (4) of this agreement in order to sit in a dual enrollment class.
- Students who are not dual enrolled are not eligible to be in a class that is classified as dual enrollment.

### **13. TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT**

At the end of each semester, the DSC Records Office will submit dual enrollment grades to the FCS Technology Services Department.

### **14. DUAL ENROLLMENT FUNDING**

For dual enrollment on the public postsecondary institution campus during the Fall and Spring semesters, the school district pays the standard tuition rate per credit hour of \$71.98 per credit hour for college credit and \$69.93 per credit hour for Vocational programs to DSC from funds generated in FEFP. FCS shall not be responsible for any fees or tuition associated with dual enrollment courses taken during the summer.

The school district does not pay any fees for dual enrollment on the high school campus by school district faculty.

FCS and DSC will mutually agree in writing to a cost that is consistent with section 1007.271(21)(n), Florida Statutes, as amended by section 13 of chapter 2013-45, Laws of Florida, if the course is being offered on the high school campus and taught by a college faculty member.

DSC will provide services related to admissions, academic advising, registration, and transcripts (to the school district) for dual enrollment. Dual enrolled students will have access to all student services on the DSC campus, including Student Activities, the Academic Support Center, Writing Center, and Library.

FCS will provide any needed academic support for students enrolled in courses taught on the high school campus. These students will also have access to college services and support. FCS will further provide services to support the dual enrollment program of DSC including, but not limited to, responsibilities regarding student eligibility and monitoring, testing for dual enrollment, and academic support.

All textbooks, workbooks, and access codes required for dual enrollment courses will be paid for by the FCSD and must be returned to the student's zoned school at the completion of the semester. Instructional materials include textbooks and workbooks. Kits, equipment, and/or tools that are kept in the student's possession are not covered by this agreement; it is the student's responsibility to purchase these materials. Specialized tools for particular areas of instruction that are provided to the student by DSC remain the property of DSC.

### **15. TRANSPORTATION**

Parents or legal guardians will arrange and be liable for all transportation to DSC campuses or any site other than the student's school campus. DSC and FCS are not responsible for any costs associated with student transportation.

### **16. MISCELLANEOUS PROVISIONS**

**STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to, provisions related to confidentiality, access, consent, length of retention and security of student records.

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Cathy Mittelstadt  
Superintendent of Schools

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Trevor Tucker  
Chairperson, Flagler County School Board

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Thomas LoBasso  
President  
Daytona State College

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Randy B. Howard  
Chairperson  
District Board of Trustees

Date Approved by Flagler County School Board \_\_\_\_\_

Date Approved by DSC District Board of Trustees \_\_\_\_\_