

**EARLY COLLEGE AGREEMENT BETWEEN THE SCHOOL BOARD OF
SUMTER COUNTY, FLORIDA AND THE DISTRICT BOARD OF
TRUSTEES, LAKE-SUMTER STATE COLLEGE**

The Agreement is entered into by and between the School Board of Sumter County, Florida, ("SCSB") and Lake-Sumter State College District Board of Trustees (LSSC) concerning the **Engineering Tech Early College Program**. The Agreement shall govern the eligibility and enrollment of the students and the administration of the high school-based and college-based courses offered via this Early College Agreement effective July 1, 2023 and ending June 30, 2024.

This Agreement is being entered into between the parties in accordance with Florida Statute 1007.273 that outlines a requirement to establish one or more early college programs. This agreement shall be revised and reviewed on an annual basis. The SCSB Superintendent or designee, and the LSSC President or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards.

This Agreement provides details specific to the Early College Program referenced in Florida Statute 1007.273. For details related to general dual enrollment requirements referenced in Florida Statute 1007.271, please refer to the dual enrollment Agreement between SCSB and LSSC found at the Florida Department of Education website.

(<https://www.fldoe.org/policy/articulation/public-school-dual-enrollment.shtml>).

I. GRADE LEVEL ELIGIBILITY OF THE PROGRAM

The Engineering Tech Early College Program shall be available to all students classified as a full-time SCSB High school sophomore, junior, or senior in secondary coursework on or before the first day of the college semester for which they are enrolling.

II. DESCRIPTION OF THE PROGRAM

Overview of the Early College Program

The LSSC Engineering Tech Early College Program allows for a structured high school acceleration program in which a cohort of students is enrolled full time in postsecondary courses toward a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, or Associate of Science). Similar to the Dual Enrollment program, this program provides eligible secondary students the opportunity to take LSSC courses while concurrently enrolled in high school. The courses must lead to an industry certification approved by the Department of Education as specified in s. 1008.44, F.S.

Initial career dual enrollment eligibility requirements: (§1007.271)

- Minimum 2.0 unweighted high school GPA.

Engineering Tech Early College Program eligibility requirements:

- School counselor approval (submission of counselor approval form)
- Student must be classified as a full-time SCSB sophomore, junior, or senior in secondary coursework on or before the first day of the college semester for which

they are enrolling.

- Continued eligibility for an Engineering Tech Early College Program requires the maintenance of a 2.0 unweighted high school GPA and a 2.0 LSSC cumulative GPA.
- Must be in good conduct standing at both the SCSB high school of record and LSSC.

Program Enrollment Requirements

Program enrollment minimums and maximums will be determined and set between SCSB and LSSC on an annual basis. Enrollment in the program is limited by classroom seat availability and established institutional class minimums. Students will be notified if minimum enrollments are not met before class start date.

Process by which students register for courses

Engineering Tech Early College Program students must register for courses online using myLSSC, LSSC's online course management system.

Once registered, Engineering Tech Early College Program students must seek course approval through their School Counselor by the posted Early College Registration deadline. Courses not approved by the established deadline will be administratively dropped. Students are responsible for all courses that they enroll in and are solely responsible for adding and dropping courses via myLSSC by the add/drop deadline.

Maximum course loads

Engineering Tech Early College Program students must enroll in a minimum of three (3) credits and may enroll in a maximum of nine (9) credits each fall and spring semester. Exceptions to the credit hour enrollment must be requested through the LSSC appeal process and are reviewed on a case-by-case basis by LSSC staff.

Process by which students withdraw from courses

Students must comply with the withdrawal policies, processes, and deadlines published in the LSSC Catalog & Student Handbook and LSSC webpage.

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

To withdraw from a course after the posted add/drop deadline, a student must submit a completed LSSC Course Withdrawal Form which is available in their student portal at MyLSSC under "Workflow". The form must be signed by the student, LSSC Dual Enrollment staff, and submitted to the LSSC Admissions & Records Office/Enrollment Services by LSSC's posted withdrawal deadline.

Second attempts

Students who earn a "D," "F," "W," or "WN" in an LSSC course, will be permitted to enroll in one course for the subsequent semester if their GPA meets continued eligibility standards. The one course must be the same course in which they earned the "D," "F," "W," or "WN". A first semester student who earns a "D," "F," "W" or "WN" in an LSSC course and does not meet the required GPA eligibility standard at the completion of their first semester, will be permitted to enroll in one course for the subsequent semester. The one course must be the same course in which they earned the "D," "F," "W," or "WN." Upon demonstration of acceptable academic performance (C or better), the student

will once again qualify for regular Early College maximum course loads. Students wishing to enroll in a second attempt who do not meet continued eligibility standards, may request a waiver through the established appeal process facilitated by their LSSC Early College Advisor. Early College students are not permitted to take a course more than two times.

Curriculum

The curriculum offered through the Program is identified by LSSC to meet accreditation requirements. If LSSC decides to make any changes to the curriculum or schedule, then LSSC agrees to notify SCSB of the proposed changes at least one hundred twenty (120) days prior to the next semester. However, if LSSC is mandated by an accrediting agency, or state or federal law to make changes to the curriculum or schedule, then LSSC's obligation to notify SCSB at least one hundred twenty (120) days prior to the next semester is waived.

For a full sequence of courses offered in the Engineering Tech Early College Program, please see Appendix 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.

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 or Early College 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 or Early College courses for LSSC. This includes that all instructors follow LSSC's posted Policies and Procedures (lssc.edu/about-us/policy).

Assessment of instructors

All LSSC courses are taught according to the approved Master Course Outline and course syllabus template. The evaluation process, including the use of LSSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any LSSC adjunct faculty member.

III. DESCRIPTION OF THE METHODS, MEDIUM AND PROCESS BY WHICH STUDENTS AND PARENTS ARE INFORMED OF THE OPTION TO PARTICIPATE

Students and parents are notified of the option to participate in the Engineering Tech Early College Program during annual academic planning in high school. Students and parents also receive information concerning Engineering Tech Early College Program 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 the Engineering Tech Early College Program during college informational events such as LSSC College Night. LSSC staff, including recruiters and the Early College Staff, regularly visit local schools to share college and career programs and enrollment information. LSSC also produces and distributes program eligibility and enrollment

materials to School Counselors and students. Engineering Tech Early College Program information and resources are also available on the [LSSC Early College Programs website](http://lssc.edu/ecp) (lssc.edu/ecp).

IV. DELIVERY METHODS FOR INSTRUCTION

Eligible students may complete up to an Associate degree through the Early College Program by taking courses offered on the high school campus, at the college, through online LSSC courses, at a partner site, or any combination thereof.

Each year, LSSC and SCSB will collaboratively develop a class schedule available to SCSB students for the Engineering Tech Early College Program. All classes taken through this program shall be awarded at least 0.5 elective credits toward high school graduation.

Students will be advised by their high school counselors and LSSC Early College staff to enroll in classes identified in their LSSC Academic Advising Guide and the Engineering Tech Early College Program Student Performance Contract.

V. STUDENT ADVISING AND PROGRESS MONITORING

Academic and Student Support Services

The College will provide orientation, advisement, and registration services to early college students. The orientation will include information on policies and procedures, including information regarding filing a complaint against the College.

Academic Advising

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

LSSC will advise each student in the development of an LSSC Advising Guide that aligns course selections to high school and LSSC graduation requirements. Students are advised of the expectations for continued Engineering Tech Early College Program eligibility during individual advising sessions with the School Counselors and with the LSSC Early College staff. Engineering Tech Early College Program students are encouraged to meet with LSSC Academic Advising prior to initial registration and at least once per subsequent semester. The student is responsible for scheduling any meetings with LSSC Academic Advisors.

Library and Learning Resources

Ensuring students have electronic access to the same resources and library support that campus-based students have. The school will assure access to existing resources that supplement the College's efforts.

Student Performance Contract

Each student participating in an Early College Program must enter into a student performance contract which must be signed by the student and parent or guardian. The performance contract must include the expectations of being a student in the Early College program, and any other

information specific to the individual Early College Program. The performance contract will be completed at the time of admission into the Early College Program with LSSC Early College staff.

Ongoing monitoring for continued participation in the Early College Program

Students seeking to continue taking LSSC academic credit through the Engineering Tech Early College Program must maintain a minimum 2.0 unweighted cumulative high school GPA and a 2.0 unweighted cumulative LSSC GPA. School Counselors confirm high school GPA eligibility before approving student courses each semester.

School Counselors and LSSC Early College staff monitor student GPA's and collaboratively review and maintain student records to ensure continued Engineering Tech Early College Program eligibility. Students who do not meet either the high school or college GPA requirement will not be eligible to continue the Engineering Tech Early College Program. A student that no longer meets the Engineering Tech Early College Program or college GPA requirements may continue through dual enrollment as long as the student meets the dual enrollment criteria.

VI. PROGRAM REVIEW AND REPORTING

Student Grades

LSSC faculty members assign letter grades (A, B, C, D, and F) to all LSSC courses available for the Engineering Tech Early College Program. The Engineering Tech Early College Program students access final grades via LSSC's course management system. All decisions and actions related to final course grades must be consistent with LSSC's Standards of Academic Progress, rules, and procedures posted in the LSSC Catalog & Student Handbook (lssc.edu/catalog). Once LSSC assigns grades, neither the school district nor the school of record can make any grade changes when recording or posting grades to the high school transcript. The school of record records the college credit and letter grade on the school transcript. In rare cases, a student may appeal after final grades have posted for a late withdrawal or administrative drop. In these cases, LSSC will work directly with the school of record to provide necessary documentation for the requested change to the secondary school transcript.

A grade of "C" or higher proves satisfactory completion of a course fulfilling the Gordon Rule Requirement and earning postsecondary credit. A grade of "D" or higher proves satisfactory completion of coursework for high school diploma requirements and high school credit is awarded. However, a grade of "D" or higher may not satisfy LSSC degree requirements but credits will be awarded. Other postsecondary institutions may or may not award/transfer credit for a grade of "D". Students should contact the appropriate postsecondary institution for transferability of credit. A grade of "I" may be assigned in extreme circumstances. Incomplete "I" grades not completed within LSSC's designated timeframe automatically convert to an "F" grade on both the high school and college transcripts and calculate as "F" in computing both the high school and the college GPAs. Withdrawals ("W") are not included in calculating the high school or college GPA.

Students wishing to appeal a course grade must follow LSSC's grade grievance procedures as described in the LSSC Catalog & Student Handbook.

Transmission of student grades to the School District

LSSC collects and shares grade data with the SCSB using a secure online system. The SCSB will distribute LSSC grades to the school of record. The school of record inputs the LSSC course letter grade on the high school transcript. In addition to end-of-the-semester grade reporting, LSSC will

provide the SCSB with student academic progress feedback from the LSSC Starfish system at designated points in the semester (fall, spring, and summer).

Early College Program reporting of enrollments and completions

Program enrollments and program completions will be reported annually to the FLDOE using established procedures. SCSB and LSSC will collaborate to ensure that information is shared in a timely manner to submit reports by the published deadlines.

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 and early college 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.

FERPA allows for the sharing of a student's educational records between educational institutions without a FERPA waiver on file. This agreement allows LSSC to share early college student data with SCSB and vice versa. Once the information has been shared with SCSB, K-12 FERPA rules apply, and SCSB may share the information with a student's parent or guardian, regardless of whether the student has a FERPA waiver on file. However, LSSC may not share student information with a parent or guardian unless they can verify that there is a FERPA waiver on file.

VII. FUNDING ARRANGEMENTS FOR EARLY COLLEGE PROGRAMS

Funding the Early College Program

Per §1007.273 (6), the Early College Program must be funded pursuant to ss. 1007.271 and 1011.62. The State Board of Education shall enforce compliance with this section by withholding the transfer of funds for the school districts and the Florida College System institutions in accordance with s. 1008.32.

Registration, matriculation and laboratory fees

Per §1007.271 (2), Early College Program students shall be exempt from the payment of registration, matriculation and laboratory fees.

Textbook, electronic access codes and other course materials

Per §1007.271 (17), instructional materials assigned for use within dual enrollment and Early College program courses shall be made available to students free of charge. A postsecondary institution may not require payment for instructional materials costs eligible for reimbursement under s. 1009.30. Instructional materials purchased by a district school board or Florida College System institution board of trustees on behalf of dual enrollment students shall be the property of the board against which the purchase is charged.

Instructional cost arrangements

Per §1007.271 (21) (n) (1), School Districts shall pay the standard tuition rate per credit hour (\$71.98) in the fall and spring semesters from funds provided in the Florida Education Finance Program to

LSSC, provided, instruction does not take place on a high school campus. LSSC will charge no tuition or fees for Early College Program classes when instruction is paid for and provided by the SCSB on SCSB property. When courses are provided on a SCSB High School campus by LSSC faculty, the SCSB shall reimburse the cost associated with LSSC's proportion of salary and benefits and actual costs to provide the instruction.

The SCSB will not be invoiced for any student tuition during the summer semester. LSSC shall provide the SCSB itemized tuition invoices following established LSSC third party billing procedures and timelines. Per §1007.271, F.S., LSSC cannot accept payment for courses from students or parents.

Transportation

SCSB agrees to arrange transportation and cover the costs of transporting students to the LSSC campus for any campus-based classes in the program. LSSC will work with SCSB to arrange class schedules to aid in the arrangement of student transportation.

Facility Space

The school or district agrees to provide, as necessary, adequate physical facilities, subject to an agreed-upon inspection schedule coordinated by the high school and the College. LSSC agrees to provide classroom space for classes specifically designated for the Engineering Tech Early College Program.

VIII. MISCELLANEOUS

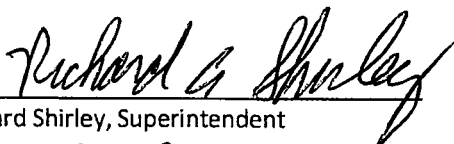
Waivers & Changes to Law

Pursuant to Florida statute, the President of LSSC (or designee) and the SCSB Superintendent (or designee) may jointly waive Engineering Tech Early College Program 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.

SCHOOL BOARD OF SUMTER COUNTY, FL


Mr. Richard Shirley, Superintendent


Kathie Richard, School Board Sumter County, Florida

4/11/2023
DATE

LAKE-SUMTER STATE COLLEGE

DocuSigned by:

Dr. Heather Bigard, President

6/27/2023

DATE

APPENDIX A: ENGINEERING TECH PROGRAM CURRICULUM**Year 1**

Fall	SLS 1501	Foundations of College Success Seminar	3 credits
Fall	ETI 1084C	Introduction to Electronics	3 Credits
Spring	ETD 1320C	Introduction to AutoCAD	3 Credits
Spring	ETI 1110C	Introduction to Quality Assurance	3 Credits

Year 2

Fall	ETM 1010C	Mechanical Measurement & Instrumentation	3 Credits
Fall	MTB 1329	Applied Math Concepts for Engineering Technology	3 Credits
Spring	ETI 1420C	Manufacturing Processes and Materials	3 Credits
Spring	ETI 1701C	Industrial Safety	3 Credits

Total Credit Hours: 24 Credits



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E-verify – Contract Addendum

Addendum to Contract: Early College agreement

Dated: 5/18/23

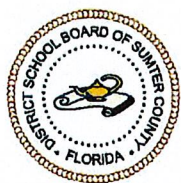
Under Executive Order 11-116, and Section 448.095, Fla. Stat., effective July 1, 2020,

Contractor agrees to comply with all laws, rules, and regulations that may be applicable to contractor in the employment of employees to confirm the eligibility of such employee's employment, including verification of eligibility through the U. S. Department of Homeland Security's E-Verify system.

Name: Dr. Heather Bigard

Signature: Shawn Bigard

Date: 5/18/23



SUMTER COUNTY SCHOOL BOARD

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Public Records – Contract Addendum

Addendum to Contract: Early College agreement

Dated: 5/18/23

Public Records. Contractor shall keep and maintain public records that ordinarily and necessarily would be required by the Sumter County School Board in order to perform the services being provided by Contractor herein. Contractor shall provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes.

Contractor shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.

Upon completion of the contract, Contractor will transfer, at no cost, to the Sumter County School Board all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Sumter County School Board upon request from the Sumter County School Board's custodian of public records, by Contractor in a format that is compatible with the information technology systems of the Sumter County School Board.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

Dana Williams Sr. Director Human Resources & Administrative Services
(352) 793-2315 ext. 50205

Dana.Williams@sumter.k12.fl.us

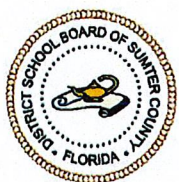
2680 WCR 476

Bushnell, FL 33513

Name : Dr. Heather Bigard

Signature: Heather Bigard

Date: 5/18/23



SUMTER COUNTY SCHOOL BOARD

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Scrutinized Company Certification

I hereby swear or affirm that as of the date below this company is not listed on a Scrutinized Companies list created pursuant to 215.4725, 215.473, or 287.135, Florida Statutes. Pursuant to 287.135, Florida Statutes I further affirm that:

1. This company is not participating in a boycott of Israel such that it is not refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner.
2. This Company does not appear on the Scrutinized Companies with Activities in Sudan List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Sudan or a government-created project involving oil related, mineral extraction, or power generation activities, or
 - b. Have a material business relationship involving the supply of military equipment, or
 - c. Impart minimal benefit to disadvantaged citizens that are typically located in the geographic periphery of Sudan, or
 - d. Have been complicit in the genocidal campaign in Darfur.
3. This Company does not appear on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Iran or a government-created project involving oil related or mineral extraction activities, or
 - b. Have made material investments with the effect of significantly enhancing Iran's petroleum sector.
4. This Company is not engaged in business operations in Cuba or Syria.

VENDOR/COMPANY NAME:

Lake-Sumter State College

NAME:

Dr. Heather Bigard

TITLE:

President

SIGNATURE:

Heather Bigard

DATE:

5/18/23

The scrutinized company list is maintained by the State Board of Administration and available at <http://www.sbafla.com/>

2680 West County Road 476 - Bushnell, Florida 33513

<http://www.sumter.k12.fl.us>

06/13/16

sumter_scrutinized_companies