

# DUAL ENROLLMENT ARTICULATION AGREEMENT

Flagler County School Board

and

The District Board of Trustees  
of Daytona State College

2024-2025



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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, 2024, and remaining in effect through and including June 30, 2025, 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, Executive Vice President and Provost  
Dr. Erik D`Aquino, Vice President, Enrollment Management  
Dr. Michelle Goldys, Dean, Enrollment Services

**Flagler County Schools:**

Ms. Louise Bossardet, Coordinator of Data Quality  
LaShakia Moore, Superintendent

**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 information on the school district website.

The college will mail informational postcards 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 in the Dual Enrollment Course-High School Subject Area Equivalency List as provided by the Florida Department of Education (Appendix A).

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

- Students may enroll in courses listed in the 24/25 AA program guide, except for courses that are less than three credit hours, private lesson courses, and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity.

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

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

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

Accounting Technology Management	Information Technology Analysis
Accounting Technology Operations (Tax)	
Applied Technology Specialist	
Audio/Recording Technology	Kitchen and Bath Specialization
AutoCAD Foundations	Marketing, Sales, and Service
Baking & Pastry Arts	
Business Management	
Business Operations - Entrepreneurship	Network Infrastructure
	Network Server Administration
Broadcast TV Production	Network Support Technician
Computer Aided Design and Drafting	Office Management
Computer Programming	Office Support
Culinary Arts	Web Development Specialist
Drafting and Design Technology	
Engineering Technology Support Specialist	

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

**\*Students must be 16 years old by the start of the semester to participate.**

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 & New Smyrna Beach 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 complete the pre-requisites for the programs while they are in the Associates program, and meet all additional eligibility requirements to participate in a Bachelor's 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
  - Secondary Physics 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 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 enroll in face-to-face, online, as well as hybrid courses that include both a classroom and on-line component.
- Students enrolled in the Dual Enrollment program are authorized for courses offered only at Daytona State College and may not take courses as a transient student at another institution.

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.
- Students may not enroll in courses with temporary numbers.
- Private lesson courses
- Limited access programs/courses with clinical requirements
- Physical Education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity.
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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 will begin the process by speaking with their school counselor to determine college readiness, eligibility and GPA requirement. Once eligibility is confirmed, students will complete a DSC admissions application, then proceed with placement testing, or provide existing scores/alternative placement verification. Next, students are required to complete orientation and a new student advising session, which covers eligibility requirements, programs, how to select courses, campus resources, as well as how to access their MyDaytonaState and FalconMail. Students will then discuss their course selections with their school counselor, who will approve courses based on high school graduation requirements and intended major. Students will complete and submit a dual enrollment form with course requests, signed by their parent and school counselor, which will then be reviewed and processed by an academic advisor. Students will receive email confirmation of their enrollment, along with instructions to view their schedule and obtain their books.

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 and may only complete one major at a time. Students in an Associate of Arts program must take SLS1122 – Managing Your Success during their first semester and 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.

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 <https://daytonastate.smartcatalogiq.com/en/2024-2025/college-catalog/>

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. To be eligible for registration, all new students are required to complete a new student advising session, which 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 their 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, IB and AICE courses.

Dual enrollment students will be required to follow all policies and procedures that are included in the DSC Academic Catalog, the Dual Enrollment Guide, and Student Handbook. Both the catalog and handbook can be found online at the DSC website at <https://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: <https://www.daytonastate.edu/student-service-departments/appeals/index.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: <https://www.daytonastate.edu/graduation/index.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 2024 Registration:** Begins April 4, 2024

**Fall Classes begin:**

Fall A and 15-week	August 26, 2024
Fall B	October 21, 2024

**Spring 2025 Registration:** Begins October 31, 2024

**Spring Classes begin:**

Spring A and 15-week	January 21, 2025
Spring B	March 24, 2025

**Summer 2024 Registration:** Begins March 31, 2025

**Summer Classes begin:**

Summer A and 10-week	May 19 2025
Summer B	July 2 2025

Dual enrolled students will be required to apply, test, 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/dual-enrollment/>

### 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 and can impact a student’s continued eligibility.

Students reported by faculty as inactive after the withdrawal deadline will be administratively withdrawn and assigned a grade of “WI”, 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 28, 2024	August 27, 2024	October 22, 2028
Withdraw Deadline	November 4, 2024	September 30, 2024	November 27, 2024
	Spring Full Term (15-week)		Spring B
Drop Deadline	January 23, 2025	January 23, 2025	March 25, 2025
Withdraw Deadline	March 31, 2025	February 21, 2025	April 21, 2025
	Summer A	Summer 10-week	Summer B
Drop Deadline	May 20, 2025	May 20, 2025	July 3, 2025
Withdraw Deadline	June 12, 2025	July 2, 2025	July 28, 2025

**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 12<sup>th</sup> 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.
- Obtain eligible college-ready test scores through the PERT, ACT/PreACT, CLT and/or SAT/PSAT NMSQT (PSAT 10) in all three sections (Reading, Writing/English and Math) by the test score deadline.
- For College Credit (A.A. degree, A.S. degree, A.S. certificate), qualifying test scores on one or a combination of the following:

#### SAT

Critical Reading - $\geq 24$ and <u><math>\geq 25</math> Writing</u>	ENC1101 English Composition I
Math - $\geq 24$	MAT1033 Intermediate Algebra/ MGF2107/MGF2130
$\geq 26.5$	Survey in Mathematics/MGF2107 Liberal Arts Math MAC1105 College Algebra

#### ACT

Reading $\geq 19$ and $\geq 17$ English	ENC 1101
Math $\geq 19$	MAT1033/ MGF2130
$\geq 21$	Survey in Mathematics/MGF2107 Liberal Arts Math MAC1105

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

Reading $\geq 106$ and Writing $\geq 103$	ENC1101
Math 114 – 122	MAT1033, MGF2130, MGF2107
123 -134	MAC1105
135-144	MAC1140, MAC1114, STA2023
145-150	MAC2233, MAC2311

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**Classic Learning Test (CLT)**

Sum of Verbal Reasoning & Quantitative Grammar/ Writing Sections $\geq 38$	SLS1122/ENC 1101
Quantitative Reasoning $>16$	MGF2107/MGF2130

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**Alternative methods to common placement tests.** Pursuant to section 1008.30, F.S., Florida College System institutions may use alternative methods in lieu of the common placement tests to assess student readiness for college-level work in communication and computation. DSC will recognize scores and grades on alternative methods specified below as valid for placement purposes for a minimum of two years. DSC shall accept scores on the public high school transcript in addition to official score reports from the issuing entity listed in this subsection as an official record. Allows entry to MAT1033/MGF2107/MGF2130 and ENC1101 only. Students requesting a higher-level math will need to earn the minimum scores listed in the placement test chart above.

**PSAT/NMSQT (PSAT 10), The College Board Standard Score**

Reading Test 24  
 Writing and Language Test 25  
 Mathematics Test 24

**PreACT®**

Reading 22  
 English 18  
 Mathematics 22

**End-of-Course Assessments**

Algebra 1 End-of-Course Assessment 4  
 Geometry End-of-Course Assessment 4

**ALEKS® PPL**

Mathematics 30

**Performance in high school coursework.** Any student who has an unweighted high school GPA of 3.0 and achieves a grade of “B” or better in any of the courses listed below shall have demonstrated readiness for college-level work. DSC accept courses and grades on the public high school transcript as an official record.

**1. Courses Taught at a Florida Public High School**

**Mathematics**

Algebra 1/Algebra 1 Honors  
 Algebra 2/Algebra 2 Honors  
 Pre-Calculus  
 Calculus  
 Geometry  
 Probability and Statistics

Math for College Algebra  
Math for College Statistics  
Math for College Liberal Arts  
English Language and Literature  
English 4/English 4 Honors

## **2. Accelerated High School Courses**

### **Mathematics**

Advanced International Certificate of Education (AICE) high school mathematics courses  
Advanced Placement (AP) high school mathematics courses  
International Baccalaureate (IB) high school mathematics courses

### **English Language and English Literature**

Advanced International Certificate of Education (AICE) high school English courses  
Advanced Placement (AP) high school English courses  
International Baccalaureate (IB) high school English courses

**Credit-by-examination.** Students achieving passing scores and receiving credit for college-level communication or computation pursuant to the credit-by-examination equivalency list in Rule 6A-10.024, F.A.C., shall have previously demonstrated readiness for college-level coursework.

- Students pursuing a Career (Vocational) Certificate must have a 2.0 or higher unweighted high school GPA and take the CASAS for Career & Technical Training 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 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 eligible program and may only take the courses required for that program.

- 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. As outlined in FL Statute 1007.271, 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/deacandged.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 -<https://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. All DSC courses must be taught using the College's learning management system, and all grades and assignments are required to be maintained in the designated course shell. 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.
- The school counselor will verify the student is on track with all high school graduation and testing requirements to ensure that each student is registered in and progressing in appropriate school course(s) based on their diploma pathway. Students who are not on track with high school coursework and testing requirements will not be eligible to participate in the dual enrollment program.
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### **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: <https://www.daytonastate.edu/files/student-handbook.pdf>. 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

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.

All FCS charter schools shall pay for textbooks, workbooks, and access codes required for dual enrolled courses and must be returned to the charter school at the completion of the semester. The charter school will make arrangements to purchase any instructional materials directly with DSC or related textbook vender. 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 areas of instruction that are provided to the student by DSC remain the property of DSC. The district will reimburse the charter school a proportional share of the dual enrollment instructional materials allotment based upon the number of students participating at the charter school during the semester.

Each FCS charter school can opt into participating the FCSB Articulation Agreement on an annual basis through a formal written process and must do so by January 1 to be considered for the following academic year.

**15. TRANSPORTATION**

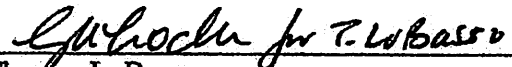
Parents or legal guardians will arrange and be liable for all transportation to DSC campuses or any site other than the student's school campus. DSC and FCS are not responsible for any costs associated with student transportation.

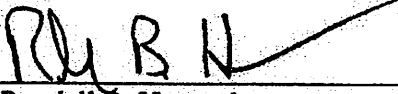
**16. MISCELLANEOUS PROVISIONS**

**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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LaShakia Moore  
Superintendent

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William Furry  
Chairman,  
Flagler County School Board

  
\_\_\_\_\_  
Thomas LoBasso  
President  
Daytona State College

  
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Randall B. Howard  
Chairman  
District Board of Trustees

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

Date Approved by DSC District Board of Trustees

5/15/24



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.

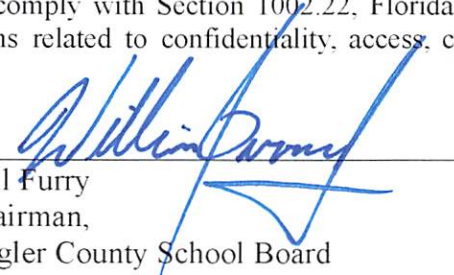
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LaShakia Moore  
Superintendent

  
\_\_\_\_\_  
Will Furry  
Chairman,  
Flagler County School Board

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Thomas LoBasso  
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Daytona State College

\_\_\_\_\_  
Randall B. Howard  
Chairman  
District Board of Trustees

Date Approved by Flagler County School Board

6/18/24

Date Approved by DSC District Board of Trustees

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## **APPENDIX A**

### **Dual Enrollment Course - High School Subject Area Equivalency List (2024-2025)**

## **APPENDIX B**

### **Faculty Credentialing and Authorization for Dual Enrollment Courses Taught on High School Campuses**



# Faculty Credentialing and Authorization for Dual Enrollment Courses Taught on High School Campuses

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Requirements to teach DSC courses on a high school campus:

- ✓ Previous teaching experience
- ✓ Master's Degree
  - SLS1122/2301 – can be in any discipline.
  - All other courses (Ex: ENC1101) must have 18 graduate semester credit hours in the discipline

Dual Enrollment courses are Daytona State College (DSC) College courses. All instructors must meet the same credentialing standards as DSC faculty and must be interviewed and approved prior to courses being advertised and offered at the high school.

Deadline for recommendation of new instructors –

Spring – September 30

Fall – May 31

*\*Requests must be submitted by this date to be considered to allow time for interview onboarding*

## Process -

**Step 1** – Email [DualEnrollment@daytonastate.edu](mailto:DualEnrollment@daytonastate.edu) with the following information:

- The SLS course being requested
- Name of teacher
- Copy of unofficial transcript

**Step 2** – DSC will review the current course(s) being offered at the school, as well as the transcripts. DSC will respond to confirm if the school has the eligibility to offer the requested course, and if the instructor has the necessary credentials to move on to the next step.

- If yes, DSC will connect the instructor with the appropriate Department Chair to discuss application and interview process.
- If no, DSC will provide a response.

**Step 3** – Candidates will need to complete the DSC job application and credentialing process.

- All candidates will be required to be interviewed, which will include providing a sample lecture.
- Official transcripts are required to be submitted to HR to complete formal credentialing process.
- ✓ Note: Schools may not advertise or enroll students into a class until an instructor has been confirmed and a course number has been created.

**Step 4** - Once a candidate has been approved to teach a course, the Department Chair will notify them and follow up with training procedures:

- New Employee Orientation
- Learning Management System (LMS) Training
- Departmental course-specific training
- Cyber Security Training
- Additional training as needed

**Step 5** – DSC will create and share the course number, and the course may be advertised to students on your campus.

Additional Requirements:

- ✓ Courses must be taught in-person, on the high school campus, during school hours.
- ✓ Instructors must use DSC Falcon Mail/FalconOnline/MyDaytonaState accounts to conduct college business.
- ✓ The maximum number of courses eligible to be taught on a high school campus is limited to 2.

- ✓ Please note that all DSC instructors, including those teaching on high school campuses will be observed in the classroom and receive a written evaluation.
  - Continuation of instruction is contingent upon successful evaluation and observation.
- ✓ DSC must be notified immediately if the credentialed teacher that is teaching a course leaves the school so that appropriate transitions can be made for the students. **Substitutes that have not been credentialed by DSC may not teach this college course.**
- ✓ All schools offering SLS 1122 are required to have a backup instructor credentialed in the event the primary instructor leaves during the school year. The backup will be credentialed and interviewed by the deadline for the semester, and if the primary instructor leaves, the backup instructor will receive training and resume instruction of the DSC course that semester.

Course Availability and Capacity –

**Public High Schools -**

- SLS 1122 – Managing Your Success:
  - 3 sections: 25 students each, maximum of 75 students per school, per semester.
- SLS 2301 – Career Development:
  - 2 sections: 25 students each, maximum 50 students per school, per year.