DUAL ENROLLMENT ARTICULATION AGREEMENT

VOLUSIA COUNTY SCHOOL BOARD

AND

DAYTONA STATE COLLEGE

2015-2016
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This agreement between the District Board of Trustees of Daytona State College (DSC) and the Volusia County School Board (VCSB) 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, 2015, and remaining in effect through and including June 30, 2016, 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 VCSB 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 following individuals make up the Articulation Committee for this document: from Daytona State College (DSC): Dr. Amy Locklear, Vice President, Academic Affairs; Dr. Richard Pastor, Vice President, Enrollment and Student Development; Dr. LeeAnn Davis, Director, Academic Advising and Dual Enrollment. From VCS: Mr. James Tager, Deputy Superintendent, Instructional Services; Ms. Deborah Drawdy, Coordinator, Student Services.

1. **RATIFICATION OF EXISTING AGREEMENT**

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

2. **NOTIFICATION PROCESS**

Volusia County Schools (VCS) 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 VCS before distributing to VCS students; likewise VCS will send a copy of any recruitment information to DSC before distributing to VCS students.

Students and parents will be informed about the dual enrollment program during 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 DEGREE**

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

B. **ASSOCIATE OF SCIENCE PROGRAMS**

- Architectural and Building Technology
- Computer Engineering Technology
- Computer Information Technology
- Computer Programming and Analysis
- Culinary Management

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<thead>
<tr>
<th>Drafting and Design (CAD)</th>
<th>Electronics Engineering Technology</th>
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<tr>
<td>Hospitality Management</td>
<td>Networking Services Technology</td>
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<td>Simulation and Robotics Technology</td>
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C. **COLLEGE CREDIT CERTIFICATE PROGRAMS**

- AutoCAD Foundations
- Computer Engineering Technology (Cisco)
- Computer Programming
- Computer Specialist
- Drafting and Design Technology
- Information Technology Administration
- Information Technology Analysis
- Information Technology Management

<table>
<thead>
<tr>
<th>Information Technology Support</th>
<th>Information Technology Technician</th>
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<tr>
<td>Information Technology Technician</td>
<td>Microcomputer Repair/Installer</td>
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<td>Network Communications (LAN)</td>
<td>Network Communications (WAN)</td>
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<tr>
<td>Network System Developer</td>
<td>Web Development Specialist</td>
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<td>Wireless Communications</td>
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D. **VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)**

- Air Conditioning, Refrigeration and Heating Mechanic
- Air Conditioning, Refrigeration and Heating Technology
- Automotive Collision, Repair and Refinishing
- Automotive Service Technology
- Baking and Pastry
- Machining
- Welding Technology

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
- Bachelor of Science in Information Technology
- Bachelor of Science in Education
  - Elementary Education
  - Exceptional Education
  - Secondary Biology Education
  - Secondary Chemistry Education
  - Secondary Earth/Space Science Education
Students may not register for the following: developmental courses, courses that are less than 3 credit hours, private lesson courses, limited access program courses, or Physical Education courses. Dual enrollment students are limited to two 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.

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 admissions form. The student will complete the personal information on the form and both the parent and student are required to sign the form.

The student will then go to the Admissions/Enrollment Services Office at any of the five DSC locations 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, he/she will be sent to the Assessment Office to take the Post-Secondary Readiness Test (P.E.R.T.). After testing, the student will take his/her scores back to his/her school counselor. If the student already has qualifying SAT, ACT, FCAT, or P.E.R.T. scores, he/she will not be required to test.

The school counselor will assist qualifying students with the selection of classes based on what they need to meet both high school graduation and college degree 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 return to the college and will meet with a DSC academic advisor. The advisor will review the form and verify that the student has the appropriate test scores and prerequisites for the course(s), show the student how to access their records and college email through their Falconnet account, and review information listed on the Dual Enrollment Checklist. The student will then be referred to the registration office. The registration staff will give the student two copies of his/her fee invoice. Fees will show on the invoice immediately following registration: however, they will be removed as the system updates each evening. The student will take one copy of his/her schedule to the school counselor and keep the other copy.
Students may enroll in up to 15 credit hours per semester at DSC during the fall and spring semesters. Students may take an additional one credit hour per semester for any needed lab if his/her 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. Students must also be enrolled in a minimum of one course at their school.

During the summer semester, students may take no more than 14 credit hours (2 classes in the “A” term, 2 two classes in “B” term, and 2 extra credit hours for labs, if needed). Ten week courses will be counted in the “A” term credits. Parents and students should take into consideration the length of the course and understand that the same information is condensed into a shorter time period during the summer.

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 prerequisite course(s) needed to transfer into their intended bachelor’s degree program before they will be permitted to take other elective courses (SLS courses are an exception to this rule).

Dual enrolled students may take two totally online courses per semester at the college. They may also take hybrid or mixed mode courses. Students may not enroll in any course(s) that are less than three credit hours. Students may not enroll in developmental courses while participating in the dual enrollment program. Dual enrolled students who enroll in BSC1005 Biology for non-science majors must also register for the corresponding lab (BSC1005L).

Students who are not in attendance during the first week of class will be dropped from their course(s) for non-attendance.

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 Falconnet account located in the student portal at: https://webapps.daytonastate.edu/ics/. 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, where 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.
5. REGISTRATION DEADLINES AND START DATES


Fall Classes begin:
Fall “A” and 15 week August 25, 2015
Fall “B” October 26, 2015

Spring 2016 Registration: November 6, 2015 - January 15, 2016

Spring Classes begin:
Spring “A” and 15 week January 19, 2016
Spring “B” March 21, 2016

Summer 2016 Registration: March 31, 2016 - May 17, 2016

Summer Classes begin:
Summer “A” and 10 week May 18, 2016
Summer “B” July 5, 2016

6. DROPS/WITHDRAWS

Students can request to be dropped from dual enrollment courses. The school district is not charged for these courses.

Students must obtain a drop/withdraw form from their school counselor before they are permitted to drop or withdraw from a course. The student must take the form to DSC, where the registration staff will officially drop/withdraw him/her.

At the end of the drop period, 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.

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

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

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<thead>
<tr>
<th>Fall “A” (7-week)</th>
<th>Fall “B” (7-week)</th>
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<tbody>
<tr>
<td>Drop Deadline</td>
<td>August 25, 2015</td>
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<tr>
<td>Withdraw Deadline</td>
<td>October 2, 2015</td>
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<td>October 26, 2015</td>
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<td>December 1, 2015</td>
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<th>Fall (15-week)</th>
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<tbody>
<tr>
<td>Drop Deadline</td>
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<td>Withdraw Deadline</td>
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<td>Term</td>
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<td>7. HIGH SCHOOL STUDENTS WITH DISABILITIES</td>
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The VCSD 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 disabled dual enrollment students 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 Student Disability Service (SDS) 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 SDS advisor in advance of enrollment to arrange for the accommodations they may need in order to be successful during their DSC educational experience.

8. ELIGIBILITY REQUIREMENTS

A. INITIAL ENROLLMENT

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

- Students must be in 6th through 12th grade to participate in the dual enrollment program.
- Fifth year seniors are not permitted to participate in the dual enrollment program.
- Students must have a GPA in a high school level course to participate in the dual enrollment program.
- For College Credit (A.A. degree, A.S. degree, A.S. certificate), a minimum of a 3.0 unweighted high school GPA and qualifying test scores on one of the following:

  **SAT**
  - Critical Reading - ≥440
  - Math - ≥ 440

  ENC1101 English Composition I
  MAT1033 Intermediate Algebra/MGF2106
  Survey in Mathematics/MGF2107 Liberal Arts Math
  MAC1105 College Algebra
**ACT**
Reading $\geq 19$ and $\geq 17$ English
Math $\geq 19$

$\geq 21$

**ENC 1101**
**MAT1033/ MGF2106**
Survey in Mathematics/MGF2107 Liberal Arts Math
**MAC1105**

**Post-Secondary Education Readiness Test (P.E.R.T.)**
Reading $\geq 106$ and Writing $\geq 103$
Math 114 – 122
123 -134
135-144
145-150

ENC1101
MAT1033, MGF2106, MGF2107
MAC1105
MAC1140, MAC1114, STA2023
MAC2233, MAC2311

- Students will be limited to three attempts taking the P.E.R.T. at the college and must wait at least one school semester between attempts. Students may appeal to the Director of Dual Enrollment for permission to take the P.E.R.T for a fourth time at the college.

- 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 prerequisites or co-requisites; however, students who are concurrently enrolled in a high school AP English course will be considered to have met the English prerequisites or co-requisite for DSC courses, with the exception of ENC 1102. Verification of the student’s AP enrollment or credit will be required at registration.

- Students pursuing a Career (Vocational) Certificate must have a 2.0 or higher unweighted high school GPA and must have the appropriate Test of Adult Basic Education (T.A.B.E.) exit score.

- Students must have acceptable attendance and satisfactory conduct at their school in order to participate in the dual enrollment program.

**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. There are absolutely no GPA exemptions for the high school GPA.

- 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 “FN” in a dual enrollment course will not be permitted to dual enroll for the following two college semesters. These students must meet the required high school and college GPA in order to resume program participation. Students who return to the dual enrollment program may only take the course in which they earned the grade of “F” or “FN”. If the students earn a “C” or higher in the repeated course, they may then resume taking up to 15 credit hours during subsequent semesters. If they earn a “D” or “F” in the repeated course, their participation in the dual enrollment program will be terminated.

• Students who withdraw from a course twice (the same course or two different courses) are no longer permitted to participate in the dual enrollment program.

• 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 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 meet the high school GPA requirement to be permitted to repeat the course.

• 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.

• Students who have completed the requirements for the degree they are seeking may not continue in the dual enrollment 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 VCS Deputy Superintendent for Instructional Services. 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.
9. **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.

10. **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. Information is provided to parents in the “Important Information about Dual Enrollment” flyer that is distributed to students by the DSC academic advisors each semester. Information regarding course level expectations can be found on the Dual Enrollment link on the advising office website at [www.daytonastate/advising](http://www.daytonastate/advising). Information is also included in the Dual Enrollment Guide.

11. **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 P.E.R.T. reading section, and a minimum score of 90 on the P.E.R.T. writing section.

There are absolutely no exceptions to the required GPA for admission to the Dual Enrollment program.

12. **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 the online course schedule search located at: [http://www.daytonastate.edu/WebSecLookup/sec_type.jsp](http://www.daytonastate.edu/WebSecLookup/sec_type.jsp).

13. **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.

14. **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 VCSD 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/SACS credentialing requirements in the appropriate discipline as required by state statute and must be credentialed prior to the semester in which they are teaching. The high school principal or designee will evaluate the list of high school students who have elected to participate in the dual enrollment program.

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.

Students must qualify and register as a dual enrollment student in order to sit in a dual enrollment class.

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.

15. RESPONSIBILITIES OF THE SCHOOL DISTRICT REGARDING STUDENT ELIGIBILITY AND MONITORING

A. GPA MONITORING

The school counselor will ensure that each student has a minimum 3.0 unweighted 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 VCS with a list of students who have earned grades of “D”, “F”, “FN”, 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 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. Students who violate the college Code of Conduct will be referred to Judicial Affairs for possible disciplinary action.

16. 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 data administrators at each school. The data administrators will enter the grades into the school district’s data system.

17. DUAL ENROLLMENT FUNDING

In accordance with section 13 of chapter 2013-45, Laws of Florida, the school district will pay the standard tuition rate of $71.98 per credit hour for college credit and $69.93 per credit hour for Vocational programs to DSC from FEFP for courses on the college campus during the fall and spring semesters.

VCS will not be charged for tuition or fees for courses taught on high school campus(es) by a high school faculty member.

VCS 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.

VCS 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. VCS 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.

VCS shall not be responsible for any fees or tuition associated with dual enrollment courses taken during the summer.
All textbooks, workbooks, and access codes required for dual enrollment courses will be paid for by the VCSD 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.

18. 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 VCS are not responsible for any costs associated with student transportation.

19. 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.

___________________________________  __________________________________
James T. Russell  Linda Costello
Superintendent of Schools  Chairman, Volusia County School Board

___________________________________  __________________________________
Thomas LoBasso  Lloyd J. Freckleton
President  Board Chair
Daytona State College  District Board of Trustees

Date Approved by Volusia County School Board ____________________
Date Approved by DSC District Board of Trustees ____________________
APPENDIX A

Dual Enrollment Course Equivalency List
APPENDIX B

EARLY ENROLLMENT OPTION
EARLY ADMISSION AGREEMENT
BETWEEN
DAYTONA STATE COLLEGE
AND
VOLUSIA COUNTY SCHOOLS

This agreement between Daytona State College, hereinafter referred to as “DSC” and the District School Board of Volusia County, hereafter referred to as “School Board” is entered into for the purpose of enhancing learning opportunities for qualified high school students currently attending public high school in Volusia County.

1. DSC agrees to permit high school seniors who have been certified by the School Board as qualified, to enroll on a full-time basis in courses that are creditable toward the high school diploma and the associate degree under the provisions of Section 1007.271, Florida Statutes and the following terms and conditions:

A. The student must have a 3.0 high school grade point average in academic subjects, intend to pursue an associate degree, and must meet course requirements as listed in the DSC catalog.

B. The student must have completed all high school graduation requirements except elective credits, one credit in English, one half credit in Economics and one half credit in American Government.

C. ACT or SAT test scores must be submitted prior to the term of desired entrance. Without SAT or ACT scores may take the Post-Secondary Education Readiness Test (P.E.R.T.).

D. Students are required to submit a DSC admissions application with high school transcript, a withdraw form from Volusia County Schools and a recommendation letter from the high school principal.

E. Students will be notified of acceptance, or denial, into the program. Those accepted will be directed to the DSC Academic Advising office for orientation.

F. Early Admission students will be required to take a minimum of 12 credit hours each semester. These credits must be applicable to both the high school diploma and the associate degree.

G. Students must provide their own transportation to and from DSC campuses.