Submitter:  
Agreement Effective Date: 8/1/2022

Representing:  
Florida College: Pasco-Hernando State College

District(s) the Agreement(s) include  
Hernando County Schools

Type of Dual Enrollment Articulation Agreement for Submission  
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.

This Agreement is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter “PHSC”) and the District School Board of Hernando County (hereafter “HCSB”) and is a modification of all existing articulation agreements. This Agreement is intended to implement Florida Statutes, Chapter 1007.271, and State Board of Education Rule 6A-10.024. This Agreement also incorporates the “Statement of Standards” (which can be found at www.fldoe.org under Dual Enrollment Statement of Standards) adopted by the Florida Community College System’s Council of Presidents on February 23, 2007. and the Revised/Updated “Statement of Standards” adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program."

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

Information pertaining to dual enrollment will be made available by PHSC to parents at the college’s website (www.phsc.edu).

Parents will be notified about the option for their child to participate in dual enrollment courses through a variety of means, including quarterly school newsletters, regular individual guidance by high school counselors, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to parents at the college’s website, PHSC’s online College Catalog/Student Handbook and on the HCSB website (hernandoschools.org). Students must also have the approval of a parent or legal guardian and their high school counselor or principal’s designee as indicated on the online Dual Enrollment Request Form.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

Articulation agreements exist that allow students to receive credit toward specific associate degrees, certificates, or selected courses. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, to be offered as dual enrollment. Only college courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List are eligible for dual enrollment. The most up-to-date Equivalency List can be found at www.fldoe.org Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Agreement. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses

Career certificate courses offered on either the high school or PHSC campuses will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit. Please refer to the Practical Arts section of the Dual Enrollment – High School Subject Area Equivalency List.

Limited Access Programs

Limited access programs are not eligible for dual enrollment. (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot)

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

Process for students and parents to exercise options to participate in dual enrollment:
• Students meet with high school counselors to verify eligibility, complete online dual enrollment application, provide qualifying test scores, initiate course request, and register for classes.
• Parents approval is required on course request.

5 A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

As indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average, any student enrolling in dual enrollment career-level coursework must have a minimum of a cumulative unweighted high school grade point average of 2.0000 for technical (career) certificate courses.

Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC’s campuses.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

The courses, with a designated weight of 1.0 as indicated in the Dual Enrollment Course-High School Subject Area Equivalency List shall be eligible to be offered on a high school campus. The Equivalency List is available at fldoe.org.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Florida Department of Education Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credits), as an elective.

7. A description of the process for informing students and their parents of college-level course expectations.

The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

There are no exceptions to the statutorily mandated admissions criteria.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Students and high school counselors will select courses for a dual enrollment student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors will review and verify all grade and pre-requisite requirements prior to approving the courses. If a student does not meet the pre-requisite, whether through a common placement test score or previous coursework, the request will be denied.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

There are no exceptions to rules, guidelines, and expectations as stated in the faculty or adjunct faculty handbook at this time.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

There are no exceptions to rules, guidelines, and expectations as stated in the student handbook of the postsecondary institution which apply to faculty members at this time.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

a. All first through twelfth grade students who are not meeting district expectations in reading, writing, science, and mathematics have a Progress Monitoring Plan that provides strategies for intensive help to meet the expectations.

b. All students are required to master Algebra I or its equivalent to graduate. Effective with the graduating cohort of 2009-2010, students will be required to master both Algebra I and Geometry.

c. A 2.0 GPA is required for graduation.

d. All Level I courses have been eliminated in mathematics and language arts as required for graduation.

e. High school counselors articulate with middle school counselors to facilitate the development of appropriate high school plans for students.

f. All eighth-grade students complete a career plan to guide their academic and career choices in high school.

g. High school students are offered a common placement test approved by the Florida Department of Education for dual enrollment.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

In accordance with Statement of Standards C7, Grades, all full-time and adjunct faculty teaching Early College/Dual Enrollment (EC/DE) classes MUST observe College procedures/deadlines for submission of grades in appropriate format including PHSC’s published date for grade submission. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching an EC/DE course. Final grades for all students shall be reported and submitted online through PHSC’s online grade entry process by the faculty member teaching the course. Instructions for grade submission are available from the College. For students taking dual enrollment courses on PHSC’s campuses each semester, PHSC shall report student grades, in an electronic format, to the Hernando County Information Services Department designee after the College’s semester ends.

College dual enrollment grades may only be changed by using the official PHSC Change of Grade Form (IIN-16). This form may be requested directly from the PHSC Admissions and Student Records Office or any Student Affairs Office. The Change of Grade Form must be competed in its entirety and signed in ink by the dual enrollment instructor. Documentation should be included to justify the change of grade. The Dual Enrollment contact person should forward this form to the Assistant Dean of Student Affairs, who will then forward it to the appropriate academic dean at PHSC for approval and signature. Faculty may not make end-of-term grade changes online.

Faculty teaching classes on PHSC campuses, or online for PHSC, are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are to be reported as a W2 using the attendance verification process. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean.

14. A funding provision that delineates costs incurred by each entity.
Pursuant to legislation enacted during the 2013 regular session of the Florida Legislature, the College shall charge, and the School District shall pay from its FEFP allocation for dual enrollment students as follows (these provisions also apply to Charter School students when the Charter School enrollment is included in the School District’s FEFP funding calculations):

a. For those students who attend classes on the College’s campuses, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College’s campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2015-2016 General Appropriations Act. The invoice will contain the names, student identification numbers, birth dates, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the “Drop/Add” period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

b. For those students who attend dual enrollment classes at high school campuses for classes taught by an instructor provided by the College, the College shall invoice the School District no later than thirty days after commencement of those classes. The invoices shall equal the cost to the College of an adjunct instructor teaching an equivalent class on the College campus or the actual cost of the instructor, whichever is less. Such invoices may be submitted electronically. The School District agrees to pay all such invoices within 30 days of submission. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

c. Subject to annual appropriation in the General Appropriations Act, PHSC shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term. All eligible dual enrollment students may participate in summer terms III, IIA, and IIIB if funding is available.

d. Both the College and the school district acknowledge that certain administrative costs are incurred by each for those students that are not attending classes on the post-secondary campus. In the interest of equity, each party agrees to be responsible for its own administrative costs for these students.

e. For students who attend public charter schools and participate in the Dual Enrollment Program, the College will separately submit an invoice to the public charter school in accordance with the tuition and administrative costs policies, procedures, terms, and conditions.

15. Any institutional responsibilities for student transportation, if provided.

Students and/or parents shall provide all student transportation to and from courses taken on PHSC’s campuses and sites and shall assume any liability incurred thereby.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1) (i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.
The HCSB is responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Transition Individual Educational Plan (TIEP) or 504 Plan), who are enrolled in a PHSC dual enrollment course(s) during regular high school hours on the high school campuses. Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (campuses, centers, online and hybrid, etc.) will receive accommodations upon receipt of documentation of a disability that meets PHSC guidelines. The HCSB and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for dually enrolled students. Any costs for interpreters for students with a hearing impairment will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus.

Nothing herein shall make PHSC a party to the TIEP nor shall PHSC be given or required to have a TIEP with a dual enrollment student. PHSC’s Student Accessibility Services shall work with the School District to determine if accommodations are required under the Americans with Disabilities Act and Section 504 or the Individuals with Disabilities Act.

To receive accommodations, students must self-disclose their disability to a Student Accessibility Services staff member. Information regarding eligibility for instructional and support services can be attained by contacting the Student Accessibility Services office. Documentation of a student’s disability is required before Student Accessibility Services will provide accommodations for each student. Determination of eligibility is the responsibility of PHSC’s Director of Student Accessibility Services.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student’s disability before providing accommodations for such disability. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students, which is considered confidential under federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses to the HCSB only. Parents will be advised that any information regarding student attendance or performance should be directed to the HCSB.