Submitter:  
Agreement Effective Date: 8/15/2022

Representing:  
Florida College: Polk State College

District(s) the Agreement(s) include  
Polk 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 addendum is an extension of the Dual Enrollment Articulation Agreement between Polk State College (hereafter referred to as the "College") and the School Board of Polk County, Florida, (hereafter referred to as the "School Board"). Unless otherwise specifically noted, this addendum does not replace regulations outlined in the Dual Enrollment Articulation Agreement.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
1. It is the responsibility of the School District and the Accelerated Programs Curriculum Specialist for the Polk County School Board to communicate with the College regarding requests for courses to be offered. A high school must communicate with the Accelerated Programs Curriculum Specialist and not directly with the College. The Accelerated Programs Curriculum Specialist will communicate with the appropriate School Board Senior Director for new course requests for adoption by the School Board.

2. Due to the proximity of each high school to the College in this district, the College will provide on-site representatives at each high school at various times during the school year to inform students of the various acceleration opportunities and promote their participation in events such as registration, orientation, and other scheduled events.

3. Information will be provided to each high school counselor for distribution to interested students and parents. It is the responsibility of the School Board to make parents and students aware of the procedures in the Dual Enrollment Articulation Agreement.

4. Each high school will be responsible for timely announcements to its students regarding local dual enrollment acceleration opportunities.

5. Potential early admission and dual enrollment students, working with their high school counselor, should complete all required documentation and submit it to the College by the required dates.

6. Regardless of the location of the class, faculty must operate in compliance with the Federal Education Rights and Privacy Act (FERPA). Faculty may share information with High School Guidance Counselors who have a legitimate educational right to information via signing a form presented to them by the student or Guidance Counselor or via institution-to-institution email. Faculty may not share grades, attendance, or other FERPA-protected information with parents or other parties without proper FERPA release.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment. 

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

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

In order to meet the requirements of F.S. 1008.30, the College and the School Board have agreed on the following provisions for public schools:

1. The high school agrees to identify students who have met college readiness requirements identified in Rule 6A-10.0315, Florida Administrative Code, and administer the P. E. R.T. for students seeking dual enrollment eligibility who have not demonstrated college readiness.

2. The College and the School Board will work collaboratively to develop a high school course and exit criteria for those students who have not demonstrated college readiness.

3. The School Board agrees to identify and inform eligible students of this opportunity.

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

Dual enrollment courses may not be combined with other high school courses.

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

Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the Basic Course Information (BCI) document. To ensure equivalent rigor with college courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by the College in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the College and held on file for a period of two (2) years.

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

Dual enrollment courses offered at the high school site will follow college grading policies. Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe the College’s deadlines for submission of grades and other required administrative duties in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.
   na

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

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.
   b. Public high schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the College and the high school.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.
   1. The College will provide student schedules to the appropriate high school personnel at the end of the Drop period each term.
   2. The College will provide weekly reports containing student registration and grade activity to the Polk County Accelerated Programs office.

14. A funding provision that delineates costs incurred by each entity.
   1. The School Board is responsible for the acquisition of the required textbooks, access codes, lab books, study guides, and course syllabi (EMS only) and for ensuring delivery of such instructional materials to the high school site and distribution to students.
   2. For courses taught by high school faculty on a high school campus as approved by the College on a case-by-case basis, the College will provide the School District with a list of approved instructional materials from which the School District may choose. When possible, the College will attempt to retain titles on the list for a minimum of three years. This list will be sent to the School District no later than 30 days prior to the start of the term.
   3. For courses taught by College faculty at a high school campus, the College will send the required instructional-materials information to the School District. This information will be sent no later than 30 days prior to the start of the term.
   4. For courses taught at one of the College's campuses or centers, the School District will be responsible for providing the student with the required instructional materials on order at the campus bookstore. Information about required materials can be obtained from the College bookstore website no later than 30 days prior to the start of the class. The College makes every effort to retain books for at least two years, when possible.

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

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.

   Dual enrolled students are afforded the same accommodations as all college students.