Submitter:
Agreement Effective Date: 8/15/2022

Representing:
Florida College: Polk State College

<table>
<thead>
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<th>District(s) the Agreement(s) include</th>
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<td>FL Virtual School</td>
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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 Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action. Either party may end this agreement without cause and at will.
   This Addendum shall commence for the 2022-2023 academic year and will be reviewed annually to consider revisions.

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. Submit the Polk State College application for admission online. Students should select the option to indicate they are currently attending high school and select "Florida Virtual School - Orlando" as their currently enrolled school.

2. Take and pass one of the state college placement exams- P.E.R.T., SAT, or ACT- at the college level in the skill areas that are required for the course(s) the student desires to take. Students may mix placement exams for the highest placement in each skill area. The ACT and SAT are only used to determine college-level skills and to exempt the student from any college developmental courses. Placement above the first college-level course, i.e. college algebra, trigonometry, pre-calculus and calculus, all require scores on the College's placement exam at that level. Students must present valid and official test scores for P.E.R.T., SAT, or ACT. These scores must be valid as of the first day of the term in which students enroll in courses. P.E.R.T., SAT, and ACT scores are valid for two years. In addition to common placement test scores, the alternate methods to common placement tests included in Rule 6A-10.0315(3)(a-c), Florida Administrative Code, shall have demonstrated readiness for college-level coursework.

3. Take the College's student orientation which educates students on course loads, class policies, add, drop, withdrawal, grade, grade forgiveness, and grade distribution policies in addition to topics such as degree design, college services, and dual enrollment processes. Once completed, students should send the electronic completion certificate to their Fl VS counselor.

4. Students should complete the Polk State College Approval Form for Dual Enrollment and Early Admission Students and submit to their FL VS counselor. This form must be completed each semester. The form functions as the course approval from the Education Provider. This form outlines the student obligations and provides parents with information each semester.

5. Fl VS will submit to the following items to the appropriate College dual enrollment coordinator: completed Polk State College Approval Form for Dual Enrollment and Early Admission Students with all appropriate signatures, and test scores (unofficial if applicable).

6. The dual enrollment coordinator will enroll the student in the selected courses and communicate with the Fl VS counselor regarding completion of the enrollment process.

7. Candidates for courses requiring a college-level math prerequisite must pass Algebra II (HS Course Code Number 1200330) or a higher-level mathematics course with a course GPA of 3.00 or higher.

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

FL VS accepts responsibility for the selection and approval of courses and corresponding classes to meet students' high school requirements and ensures students permitted to participate in the dual-enrollment program are intellectually, emotionally, and behaviorally mature enough to be exposed to adult content, challenging assignments, and college-level expectations.

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

The College's student orientation which educates students on course loads, class policies, add, drop, withdrawal, grade, grade forgiveness, and grade distribution policies in addition to topics such as degree design, college services, and dual enrollment processes.

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

In consideration of the limited classes per term that students take through Florida Virtual School (Fl VS), the requirement for high school credits earned to participate in Early Admission will be 18 and not 21 as listed in the Dual Enrollment agreement.

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

na

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

The College's student orientation which educates students on course loads, class policies, add, drop, withdrawal, grade, grade forgiveness, and grade distribution policies in addition to topics such as degree design, college services, and dual enrollment processes.

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

na

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
Dual Enrollment Articulation Agreement Submission Site

As it is necessary for FL VS students to complete all coursework online without the need to visit one of the College's campuses or centers, the following process has been established to ensure the availability of space in online courses for FL VS students. As an ongoing process, the FLVS Full-Time School Program's Guidance Counselor will analyze students' needs to determine which courses students will be interested in taking. The FLVS Counselor will send to the appropriate academic dean a list of courses and projected student enrollment by Fall - March 1, Spring - October 1, and Summer - February 1. Once the College receives the list of courses and projected student enrollment, the academic dean will identify sections of each course that allow the student to complete the coursework without visiting campus. This may require the use of online proctoring software. The academic dean will notify FLVS within three weeks of receiving the request if any of the courses are not available in an online format. The College will take reasonable measures to hold or reserve space for FLVS students in the identified course sections. While course requests received after the dates listed above will be considered, availability of space cannot be guaranteed.

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.

   The College shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with FLVS as appropriate.

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

   Dual enrollment courses taught by FLVS faculty 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.

14. A funding provision that delineates costs incurred by each entity.

   1. The College will assess a fee of $71.98 per student credit hour for classes taken in the fall, and spring terms on any of the college's campuses or centers, including online.
   2. The College will not assess any fees for students enrolled in course sections taught by FLVS faculty in accordance with the stipulations contained later in this agreement.
   3. An invoice will be sent to the FLVS designated address after the last drop deadline of the latest session offered of the term.
   4. FLVS will remit payments to Polk State College once FLVS receives payment for said students.
   5. Textbooks, instructional materials, and proctoring expenses will be the responsibility of FLVS. FLVS is responsible for informing students of the procedure to obtain textbooks and required ancillary materials.

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.

   All dual enrollment students are afforded accommodations as appropriate.