Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: State College of Florida, Manatee-Sarasota

<table>
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<th>District(s) the Agreement(s) include</th>
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<tr>
<td>Manatee County Schools</td>
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<td>Sarasota County Schools</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.
Early College Deadlines
Enrollment deadlines include submission of an Application for Early College, placement testing on an SCF campus, Dual Enrollment Contract, online Orientation, and Registration. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment /early college/accelerated dual enrollment programs.
• Summer and Fall Deadline—May 15th
• Spring Deadline—December 1st
Deadlines for each term will remain constant as defined above. No exceptions will be made after these published deadlines. Holds will be placed on student accounts at the end of the deadline day. School Counselor approval is required to make a change to the student’s schedule.

Continuing Eligibility
1. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs. The student has maintained a college term GPA of at least 2.0.
2. The student has earned a “C” or better in all attempted dual enrollment classes. If a student earns a D, W, or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the dual enrollment program if eligibility returns.

Costs
Tuition
For students enrolled in Early Admissions/DE Programs, School District shall pay per hour tuition at the standard tuition rate of $71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).
SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.
As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional costs/tuition.
Note: College Enrichment is not included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

Textbooks
1. Instructional materials dollars can only be used to pay for the “Required” or “Alternate” not “Optional” texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF for the Fall and Spring Terms. As state funds become available for Summer enrollment SCF will invoice the FLDOE for instructional materials.
3. The student is responsible to follow all procedures outlined by the County relative to acquisition and return of textbooks.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one-time use access codes are the responsibility of the school district.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
   High School visits, parent nights, counselor visits, SCF Early College website, mailers.

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

9) Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses and the high school credit awarded for those courses. This listing is updated annually on [link] (Appendix B).
b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
c. Upper-level baccalaureate courses will not be available as part of SCF’s early college programs.
d. Certain nursing and health science courses are not available as part of limited access programs. These courses will be clarified by the appropriate Administrator when necessary.
e. Courses eligible for Dual Enrollment must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
10) Courses must be worth 3 or more college credits in order to earn high school credit.
4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.
A delineation of the high school credit earned for the passage of each dual enrollment course.

Dual Enrollment Course Equivalency Information
Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.
For the most up to date list, please go to www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

Calculating Course Credit Equivalency for Dual Credit
The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students’ transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf.

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career/technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.
College certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not “seat time.” Instructional hours in career education programs are also known as “clock hours.” Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.
7. A description of the process for informing students and their parents of college-level course expectations.

   Academic Policies
   College-Level Course Expectations
   The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

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

   N/A

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

   Student Enrollment Responsibilities
   1. The student will complete and submit an Application for Early College to SCF by specified deadline. The application is available at www.scf.edu under APPLY NOW.
   2. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center, if necessary. The student will receive G# (student ID) in their welcome letter. Bring picture ID and the temporary SCF ID card on the day of testing. The student schedule testing using this link: http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp
   3. The student will complete and submit the electronic Dual Enrollment Contract signed by the high school counselor and a parent/guardian to the SCF Office of Early College by the published deadline.
   4. The student will be required to complete an SCF online orientation. The orientation link will be sent to the student’s SCF email account for completion.
   5. The student will submit all paperwork to SCF according to the designated deadlines.
   6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting textbooks and procedures for one time use online access and picking up and returning required DE textbooks.
   7. The student will submit any SAT, ACT, AP, or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student’s official transcript.
   8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

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

   N/A

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

   N/A

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.

   Counselor Enrollment Responsibilities
   1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
   2. Verify the student’s eligibility status through the electronic SCF Dual Enrollment Contract.
   3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
   4. Provide information regarding policies and procedures for one time use online access and picking up and returning required DE textbooks.

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

   Grading Policy
   It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student’s permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA to remain eligible for the Dual Enrollment/Early Admissions Programs, and a 2.0 unweighted high school GPA to remain eligible for the Career Dual Enrollment and Career Early Admissions Programs

14. A funding provision that delineates costs incurred by each entity.
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15. Any institutional responsibilities for student transportation, if provided.
N/A

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.

Students Requesting Accommodation for a Documented Disability
SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The SCF Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.