(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.

The signing of this agreement attests to the ratification of all existing agreements between the school district and the college as contained in the attached addendum.

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

The school district shall inform eligible secondary students and their parents or guardian of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, a statement of the potential for dual enrollment coursework beyond the regular school year, a statement of the potential for dual enrollment to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment.

This information shall be provided to parents in written mailout and web formats, and included annually in each district pupil progression plan and high school program of study. Parents will indicate their permission for students to engage in dual enrollment studies by signing the dual enrollment permission form.

The college will work with the school district to provide a parent and student orientation and information session during the spring and fall Parent Night and will coordinate inquiries from parents and students with the high school guidance staff as appropriate.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
Dual Enrollment Articulation Agreement Submission Site

Dual-enrolled students should meet with a college advisor to establish their intended college major and establish a customized program of study that delineates the college courses that will best assist the student in meeting their educational goals. For the college transfer student, many of the courses needed are general educational courses including humanities, communication, mathematics, science, and social sciences. If the student identifies a baccalaureate degree as the educational goal, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program. For technical education students, courses will be directly related to the certificate or associate degree programs they are enrolled in. Physical education and college preparatory courses are excluded from this agreement.

All high school students are highly encouraged to limit dual enrollment to those courses required for their anticipated college program in order to avoid excess hours. The accumulation of excess college hours may affect their future availability of financial aid after high school graduation.

Course content, requirements, and evaluation processes for dual enrollment courses are identical whether taught on the college campus or the high school campus. A list of the programs and courses available for dual enrollment are listed on the website www.southflorida.edu/future-students/dualenrollment under Course Equivalency List. Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements and published as the statewide Dual Enrollment Equivalency List.

Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Selective programs are not typically eligible for dual enrollment. Students enrolled in dual enrollment courses shall earn both high school credit and college credit if they meet the minimum requirements for satisfactory completion of their dual enrollment course(s).

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

The school district shall inform eligible secondary students and their parents or guardian of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, a statement of the potential for dual enrollment coursework beyond the regular school year, a statement of the potential for dual enrollment to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment.

This information shall be provided to parents in written mailout and web formats, and included annually in each district pupil progression plan and high school program of study. Parents will indicate their permission for students to engage in dual enrollment studies by signing the dual enrollment permission form.

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

Dual enrollment students must meet the academic requirements of a minimum of 3.0 unweighted high school GPA for college credit courses and 2.0 unweighted high school GPA for technical education courses. This GPA must be maintained from term to term for students to continue in dual enrollment coursework and will be monitored by the high school guidance staff assigned to dual enrollment advising.

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

The college will assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the college will be sent to the high school Registrar and posted to the student's high school transcript. College grades are not weighted on college transcripts, but may be weighted on high school records.

a. Any letter grade below "C" will not count toward satisfaction of the requirements in SBE Rule 6A-10.030.

b. All course grades are calculated in a student's college GPA and will appear on the permanent college transcript.

c. All grades, including “W” for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.

7. A description of the process for informing students and their parents of college-level course expectations.
Dual Enrollment Articulation Agreement Submission Site

The school district shall inform eligible secondary students and their parents or guardian of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, a statement of the potential for dual enrollment coursework beyond the regular school year, a statement of the potential for dual enrollment to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment.

This information shall be provided to parents in written mailout and web formats, and included annually in each district pupil progression plan and high school program of study. Parents will indicate their permission for students to engage in dual enrollment studies by signing the dual enrollment permission form.

The college will work with the school district to provide a parent and student orientation and information session during the spring and fall Parent Night and will coordinate inquiries from parents and students with the high school guidance staff as appropriate.

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.

Dual enrollment students must meet the academic requirements of a minimum of 3.0 unweighted high school GPA for college credit courses and 2.0 unweighted high school GPA for technical education courses. This GPA must be maintained from term to term for students to continue in dual enrollment coursework and will be monitored by the high school guidance staff assigned to dual enrollment advising.

Students enrolled in dual enrollment classes and their parents will be informed of college-level course expectations through information sessions at the high school or college campus. The information in these sessions will include, but not limited to the following:

a. Any letter grade below "C" will not count toward satisfaction of the requirements in SBE Rule 6A-10.030.

b. All course grades are calculated in a student’s college GPA and will appear on the permanent college transcript.

c. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.

d. College-level course materials and class discussions may reflect topics not typically included in secondary courses. Courses will not be modified to accommodate variations in dual enrollment student age and/or maturity.

e. The selection of courses should meet both high school and college degree requirements, including approved program prerequisite courses, in order to minimize student and state costs for excess hours. Students must take college courses which are a part of their college degree plan in order not to jeopardize future financial aid and/or scholarship opportunities.

f. Students must maintain good academic standing at the college to continue in dual enrollment courses. Students must make a "C" or better in dual enrollment classes and maintain a high school 3.0 GPA (unweighted) for college credit or 2.0 GPA for technical programs (unweighted).

g. Students below the required GPA, or who are unsuccessful in a college-level course (D, W, or F), must sit out one term before re-enrollment into a dual enrollment class.

h. Students must follow the deadlines posted in the high school and college academic calendar if they wish to drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through both the high school guidance counselor and the college registrar’s office. Students enrolled in dual enrollment classes should coordinate dropping and/or adding courses through their high school guidance office.

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

Dual enrollment students must meet the academic requirements of a minimum of 3.0 unweighted high school GPA for college credit courses and 2.0 unweighted high school GPA for technical education courses. This GPA must be maintained from term to term for students to continue in dual enrollment coursework and will be monitored by the high school guidance staff assigned to dual enrollment advising.

Students enrolled in dual enrollment classes and their parents will be informed of college-level course expectations through information sessions at the high school or college campus. The information in these sessions will include, but not limited to the following:

a. Any letter grade below "C" will not count toward satisfaction of the requirements in SBE Rule 6A-10.030.

b. All course grades are calculated in a student’s college GPA and will appear on the permanent college transcript.

c. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.

d. College-level course materials and class discussions may reflect topics not typically included in secondary courses. Courses will not be modified to accommodate variations in dual enrollment student age and/or maturity.

e. The selection of courses should meet both high school and college degree requirements, including approved program prerequisite courses, in order to minimize student and state costs for excess hours. Students must take college courses which are a part of their college degree plan in order not to jeopardize future financial aid and/or scholarship opportunities.

f. Students must maintain good academic standing at the college to continue in dual enrollment courses. Students must make a “C” or better in dual enrollment classes and maintain a high school 3.0 GPA (unweighted) for college credit or 2.0 GPA for technical programs (unweighted).

g. Students below the required GPA, or who are unsuccessful in a college-level course (D, W, or F), must sit out one term before re-enrollment into a dual enrollment class.

h. Students must follow the deadlines posted in the high school and college academic calendar if they wish to drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through both the high school guidance counselor and the college registrar’s office. Students enrolled in dual enrollment classes should coordinate dropping and/or adding courses through their high school guidance office.

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

The college will assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the college will be sent to the high school Registrar and posted to the student’s high school transcript. College grades are not weighted on college transcripts, but may be weighted on high school records.

14. A funding provision that delineates costs incurred by each entity.
As per Florida Statute 1007.271: “School districts shall pay the standard tuition rate ($71.98 per credit hour, $2.33 per contact hour for fall and spring terms) from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution. When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction. When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institutions actual cost associated with the program”.

Summer dual enrollment fees will be covered by the state.

The College will reimburse the school district for one hour of counseling/advising time at the district’s current average salary and benefit rate for these positions during the 2021-2022 school year. Reimbursement will be made upon receipt of approved invoice, for each district student enrolled in course(s) assigned to college campus locations each major term (fall and spring terms). The reimbursement rate will be reduced to one-half hour for each student during the 2022-2023 school year, and there will be no reimbursement provided by the College in subsequent years.

Any student enrolled in approved dual enrollment courses is exempt from the payment of registration, textbooks, and laboratory fees. (Exception: Students may be required to pay the laboratory fees in selected programs agreed upon by the college and school district.) Fees will not be waived for graduating seniors who must enroll in courses that extend into the summer term at the college.

All students who wish to take additional college credit courses that are not a part of the degree plan requirements (therefore not dual enrollment eligible) must pay tuition and all other fees.

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

The school district shall provide transportation for its students participating in approved educational/enrichment events located at college sites at no cost to the college when providing such transportation. Students will be encouraged to provide their own transportation to and from dual enrollment classes on the college campus.

For all other transportation services requested, such as field trips, the school district will charge the college the same in-house rate charged to district schools. The school district will invoice the college for the transportation services after each approved service request, and payment is to be made within 30 days of receipt of invoice.

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.

Special needs accommodations may be considered when collaborated between the college and the school district. The high school guidance staff will be responsible for screening and documenting special needs assistance and reporting this need to the college adults with disabilities specialist. Cost incurred from any services provided will be the school district’s responsibility.