Submitter:
Agreement Effective Date: 7/1/2022

Representing:
Florida College:  South Florida State College

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<th>District(s) the Agreement(s) include</th>
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<td>Polk 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.
   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.

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 education courses including humanities, communications, 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 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 http://www.southflorida.edu/future-students/dual-enrollment under the 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 on the college website at http://www.southflorida.edu/future-students/dual-enrollment under Course 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 high school’s 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.

Students who wish to take college credit or technical dual enrollment courses must be eligible as defined by F.S. 1007.271 (2), complete and/or meet the following criteria in preparation for enrollment:

- Meet with their high school counselor to establish eligibility and develop a plan of study.
- College credit students must meet with the college advisor or counselor to establish their degree plan, including course requirements and intended transfer institution.
- Meet GPA eligibility requirements of a 3.0 unweighted high school GPA for college transfer and 2.0 unweighted high school GPA for technical credit programs.
- Students must take the PERT college preparatory test before being advised for dual enrollment. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve college credit hours before correcting all deficiencies (SBE Rule 6A-14.064 (b).
- Students enrolled in technical credit courses must take the PERT or TABE examination.
- Have parental approval to take dual enrollment courses.
- Complete the dual enrollment application and the College Admissions Application.
- Complete the registration process outlined in the Dual Enrollment Parent and Student Handbook (available on the college website http://www.southflorida.edu/future-students/dual-enrollment.) Parents and students should review the Dual Enrollment Parent and Student Handbook before the first class.
- Attend an orientation session to complete mandatory GPS orientation.
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 Rule 6A 10.030, F.A.C.

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.

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 high school's 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.

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 required GPA.

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

Students who wish to take college credit or technical dual enrollment courses must be eligible as defined by F.S. 1007.271 (2), complete the following, and/or meet the following criteria in preparation for enrollment:

• Meet with their high school counselor to establish eligibility and develop a plan of study.
• College credit students must meet with the college advisor or counselor to establish their degree plan which includes course requirements and intended transfer institution.
• Meet GPA eligibility requirements of a 3.0 unweighted high school GPA for college transfer and 2.0 unweighted high school GPA for technical credit programs.
• Students must take the PERT college preparatory test before being advised for dual enrollment. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve college credit hours prior to the correction of all deficiencies (SBE Rule 6A-14.064 (b)).
• Students enrolled in technical credit courses must take the PERT or TABE examination.
• Have parental approval to take dual enrollment courses.
• Complete the dual enrollment application and the college Admissions Application.
• Complete the registration process outlined in the Dual Enrollment Parent and Student Handbook (available on the college website www.southflorida.edu/future-students/dual-enrollment). Parents and students should review the Dual Enrollment Student Handbook prior to the first class.
• Attend a dual enrollment orientation session.

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.

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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.

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.

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.

Special needs accommodations may be considered when collaborating 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. The cost incurred from any services provided will be the school district's responsibility.