Submitter:
Agreement Effective Date: 7/1/2022

Representing:
Florida College: St. Petersburg College

District(s) the Agreement(s) include
Pinellas 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.
   The Board and the College maintain an Intergovernmental Agreement, which outlines a description of our Early College Program options.

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

g. In addition to the responsibilities set forth above, the Board shall:

(1) make space available for the courses offered within the Program,
(2) assist the College in the distribution of promotional information, including the display of information in each school’s course description guide of dual enrollment opportunities, the educational benefits of the Program and the requirements for participation,
(3) make reasonable efforts to avoid conflicts in scheduling and curriculum,
(4) identify the Board’s qualified instructional personnel, who would be available for teaching in the Program,
(5) assure that the appropriate high school credit will be awarded to students participating in the Program,
(6) identify the students qualified for participation in the Program,
(7) provide counseling services regarding the College’s educational programs to students participating in the Program,
(8) monitor student performance in accordance with Exhibit B1,
(9) make space available for the dual enrollment and early college programs at the county-wide program fairs,
(10) provide students and parents information regarding college-level course expectations, and
(11) ensure that in the absence of a credentialed instructor teaching a dual enrollment course, the substitute teacher must be a credentialed faculty member within the same discipline.

h. In addition to the responsibilities set forth above, the College shall:

(1) provide course content,
(2) select and supervise instructional personnel,
(3) select instructional materials,
(4) mail information out to rising juniors and seniors,
(5) advertise the dual enrollment opportunities on the College website,
(6) annually publish a dual enrollment opportunity booklet,
(7) schedule annual dual enrollment/early college/early admission information sessions to be located on an SPC campus and/or PCS campus.
(8) ensure timely transmission of Dual Enrollment grades in conjunction with the Board to be reflected on both the high school and college transcripts

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

   Please see Exhibit B, 1, on page 18. You may also click on the Dual Enrollment website link below and scroll down to the What's Required to Enroll section and click on the link to the "List of Approved Courses".
   www.spcollege.edu/dual-enrollment

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

   k. Students who wish to participate in the Program must submit a completed St. Petersburg College Application for Admission form, excluding the application fee. Students who wish to participate in General Education courses must take the common placement test (PERT), SAT or ACT examinations and/or or approved alternative methods as identified in Rule 6A-10.0315 and attain scores prescribed by the College in order to participate in the program. Students who meet the eligibility requirements must have their parent submit an online Dual Enrollment Permission Form. The school counselor will review and update the status of the request to approved or not approved within (7) days of receipt. Students who satisfactorily complete the requirements of the courses within the Program shall receive both high school and college credit. Students no longer participating in the Program who wish to enter St. Petersburg College must comply with all admission requirements of the College.

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

A. The Academic and Career Dual Enrollment Programs provide for college level courses to be offered in the high schools so that students can pursue the college courses with minimum difficulty. Dual Enrollment Programs are only intended for high school students seeking a standard high school diploma.

1. Academic Dual Enrollment: To be eligible for participation in the Program, a student must be in grades 6-12 within the Board's district, who has demonstrated prior academic achievement by attaining at least a 3.0 unweighted high school grade point average based on a minimum of seven (7) high school credits in a combination of math, science, English or social studies or at least a cumulative 3.0 unweighted grade point average in a particular field of study, meet common placement test requirements or approved alternative methods as identified in Rule 6A-10.0315, and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience. For continued enrollment in Dual Enrollment courses, students must maintain a minimum 2.0 college GPA. Students who enrolled in Dual Enrollment courses without the common placement test scores who maintain the minimum GPA requirements will not be required to complete a common placement test for continued enrollment.

Dual enrollment participation prior to eleventh (11th) grade requires approval from the PCS Director of Advanced Studies and Academic Excellence who will collaborate with school counselors to determine eligibility based on the academic criteria above in addition to the extent to which the student has demonstrated the ability to master advanced courses and the maturity to participate in courses on the college campus.

2. Career Dual Enrollment (Leading to CAPE Industry Certification): To be eligible for participation in the Program, a student must be in grades 6-12 within the Board's district, who has demonstrated prior academic achievement by attaining an overall cumulative 2.0 unweighted high school grade point average based on a minimum of seven (7) high school credits in a combination of math, science, English or social studies or at least a cumulative 2.0 unweighted grade point average in a particular field of study, meet common placement test requirements and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience. Dual enrollment participation prior to eleventh (11th) grade requires approval from the PCS Director of Advanced Studies and Academic Excellence.

3. To maintain eligibility in academic dual enrollment, students must maintain a 2.0 GPA in all college courses and a cumulative unweighted 3.0 high school GPA; for career dual enrollment, students must maintain a cumulative unweighted 2.0 high school GPA. Students who fall below these eligibility standards may be considered for continued dual enrollment with the approval of PCS and SPC on an individual student basis. When non-academic dual enrollment courses are specific to Pinellas County Schools' magnet program and/or academy, a cumulative unweighted GPA of 2.0 or higher will be acceptable to meet eligibility criteria.

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

Please see Exhibit B, 1, on page 18. You may also click on the Dual Enrollment website link below and scroll down to the What's Required to Enroll section and click on the "List of Approved Courses". www.spcollege.edu/dual-enrollment

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

g. In addition to the responsibilities set forth above, the Board shall:
(2) assist the College in the distribution of promotional information, including the display of information in each school's course description guide of dual enrollment opportunities, the educational benefits of the Program and the requirements for participation,
(10) provide students and parents information regarding college-level course expectations, and

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

3. To maintain eligibility in academic dual enrollment, students must maintain a 2.0 GPA in all college courses and a cumulative unweighted 3.0 high school GPA; for career dual enrollment, students must maintain a cumulative unweighted 2.0 high school GPA. Students who fall below these eligibility standards may be considered for continued dual enrollment with the approval of PCS and SPC on an individual student basis. When non-academic dual enrollment courses are specific to Pinellas County Schools' magnet program and/or academy, a cumulative unweighted GPA of 2.0 or higher will be acceptable to meet eligibility criteria.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
k. Students who wish to participate in the Program must submit a completed St. Petersburg College Application for Admission form, excluding the application fee. Students who wish to participate in General Education courses must take the common placement test (PERT), SAT or ACT examinations and/or approved alternative methods as identified in Rule 6A-10.0315 and attain scores prescribed by the College in order to participate in the program. Students who meet the eligibility requirements must have their parent submit an online Dual Enrollment Permission Form. The school counselor will review and update the status of the request to approved or not approved within (7) days of receipt. Students who satisfactorily complete the requirements of the courses within the Program shall receive both high school and college credit. Students no longer participating in the Program who wish to enter St. Petersburg College must comply with all admission requirements of the College.

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

p. The Board will ensure that each faculty member providing instruction in College credit dual enrollment courses must:
(1) Meet the qualifications required by the College
(2) Provide the College with a copy of his or her postsecondary transcript
(3) Provide the College with a copy of the current syllabus for each course taught prior to the start of the term
(4) Provide the College with a copy of the student attendance and final exams for each course
(5) Require completion of the Student Survey of Instruction (SSI) for each course
(6) Adhere to the professional rules, guidelines, and expectations stated in the College’s adjunct faculty handbook
(7) Adhere to the rules, guidelines, and expectations stated in the College’s student handbook.

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. All adjunct faculty teaching Dual Enrollment courses must meet SACS requirements/guidelines for postsecondary instructors in the course/discipline regardless of the location of the class (i.e., college campus, high school campus, or satellite site). For dual enrollment courses offered on the high school campuses, the College shall be responsible for the selection and continuation of instructional personnel. When the College provides instructors to teach Dual Enrollment courses on the high school campus, the College will provide the Board’s Office of Human Resources written verification of the instructors’ successful passage of a Level 2 background screening within the last five (5) years. Instructors shall be rescreened as necessary to comply with applicable law and policy.

o. The College will:
(1) Provide a copy of the College’s current faculty or adjunct faculty handbook to all faculty members teaching a dual enrollment course
(2) Provide a copy of the College’s current student handbook
(3) Designate an individual to observe all faculty members teaching a dual enrollment course
(4) Use the same criteria to evaluate faculty members teaching a dual enrollment course
(5) Provide course plans and objectives to all faculty members teaching a dual enrollment course
(6) Ensure the following curriculum standards for content, syllabi, examination, and grades apply to college credit dual enrollment:
   a. Dual enrollment courses taught on a high school campus must meet the same competencies required for courses taught on the College campus
   b. Instructional materials used in dual enrollment courses must be the same as or comparable to those used in courses offered by the College
   c. 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
   d. Registration policies for dual enrollment courses shall be determined by the College
   e. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, including Advanced Placement classes.

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.
II. Dual Enrollment Programs

A. The Academic and Career Dual Enrollment Programs provide for college level courses to be offered in the high schools so that students can pursue the college courses with minimum difficulty. Dual Enrollment Programs are only intended for high school students seeking a standard high school diploma.

1. Academic Dual Enrollment: To be eligible for participation in the Program, a student must be in grades 6-12 within the Board's district, who has demonstrated prior academic achievement by attaining at least a 3.0 unweighted high school grade point average based on a minimum of seven (7) high school credits in a combination of math, science, English or social studies or at least a cumulative 3.0 unweighted grade point average in a particular field of study, meet common placement test requirements or approved alternative methods as identified in Rule 6A-10.0315, and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience. For continued enrollment in Dual Enrollment courses, students must maintain a minimum 2.0 college GPA. Students who enrolled in Dual Enrollment courses without the common placement test scores who maintain the minimum GPA requirements will not be required to complete a common placement test for continued enrollment.

Dual enrollment participation prior to eleventh (11th) grade requires approval from the PCS Director of Advanced Studies and Academic Excellence who will collaborate with school counselors to determine eligibility based on the academic criteria above in addition to the extent to which the student has demonstrated the ability to master advanced courses and the maturity to participate in courses on the college campus.

2. Career Dual Enrollment (Leading to CAPE Industry Certification): To be eligible for participation in the Program, a student must be in grades 6-12 within the Board's district, who has demonstrated prior academic achievement by attaining an overall cumulative 2.0 unweighted high school grade point average based on a minimum of seven (7) high school credits in a combination of math, science, English or social studies or at least a cumulative 2.0 unweighted grade point average in a particular field of study, meet common placement test requirements and who has otherwise demonstrated that he/she is prepared for the dual enrollment experience. Dual enrollment participation prior to eleventh (11th) grade requires approval from the PCS Director of Advanced Studies and Academic Excellence.

c. The Board shall designate an individual at each public high school who will serve as the dual enrollment contact person.

Development of the dual enrollment course schedule and notification to the College of that schedule shall be in accordance with Exhibit B1a. In addition, the College Dual Enrollment Program Coordinator will be available prior to and during each term to meet with each high school within the school board district at times to be designated. Students enrolled in St. Petersburg Collegiate High School (SPCHS, SPCHSNP, SPCSHS) or the Early College Program at St. Petersburg College (SPC) will be permitted to take any course offered by SPC that meets high school graduation requirements and the dual enrollment provisions of 1007.271 F.S. All St. Petersburg Collegiate High School and the Early College students will be pursuing an AA or AS degree. The staff at of St. Petersburg Collegiate High School and the Early College Program will assist the student in making selections that parallel their educational interest. Students who are enrolled in St. Petersburg Collegiate High Schools and who take an art, music, photography or dance course through St. Petersburg College will be awarded a high school fine arts designation for the performing arts course completed on the high school transcript.

In addition to the responsibilities set forth above, the Board shall:

(6) identify the students qualified for participation in the Program,
(7) provide counseling services regarding the College's educational programs to students participating in the Program,
(8) monitor student performance in accordance with Exhibit B1,

k. Students who wish to participate in the Program must submit a completed St. Petersburg College Application for Admission form, excluding the application fee. Students who wish to participate in General Education courses must take the common placement test (PERT), SAT or ACT examinations and/or or approved alternative methods as identified in Rule 6A-10.0315 and attain scores prescribed by the College in order to participate in the program. Students who meet the eligibility requirements must have their parent submit an online Dual Enrollment Permission Form. The school counselor will review and update the status of the request to approved or not approved within (7) days of receipt. Students who satisfactorily complete the requirements of the courses within the Program shall receive both high school and college credit. Students no longer participating in the Program who wish to enter St. Petersburg College must comply with all admission requirements of the College.

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

h. In addition to the responsibilities set forth above, the College shall:
(8) ensure timely transmission of Dual Enrollment grades in conjunction with the Board to be reflected on both the high school and college transcripts

14. A funding provision that delineates costs incurred by each entity.
i. Responsibilities for Cost: In accordance with Fla. Statutes §1007.271, subsection (21) (n), the College and the Board agree to the following cost-sharing responsibilities:

I. The Board shall pay the College the standard tuition rate per credit hour for dual enrollment students enrolled in courses for fall and spring terms only when such instruction takes place on the College campus.

II. The Board shall pay the College for costs associated with instruction, salary and benefits for dual enrollment courses taught on a high school campus by College faculty.

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

I. If the dual enrollment course is not offered on the high school campus, the College will provide an opportunity for the students to enroll in the course at an SPC campus. In instances where eligible students opt to enroll in courses on an SPC campus the students are responsible for providing their own transportation.

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.

Accessibility Services
https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services

Students with Disabilities
If a student in a dual enrollment or collegiate high school program is a student with a disability that is entitled to a Free Appropriate Public Education (FAPE), the Board will be responsible for, and will coordinate with the College, a plan to ensure that the student will receive a FAPE.