(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 Agreement serves to ratify current existing Agreements between Seminole County Public Schools and the College, including but not limited to Agreements pertaining to Dual Enrollment and College Placement Testing. The provisions set forth in this Agreement provide for academic college-level courses to be offered in the high schools or on one of the College's campuses to enable qualified students to pursue college courses with minimal difficulty. It also provides an opportunity for students to earn both high school elective and college elective credit, and Career and Technical Education Career Certificate (previously PSAV) credit by completing electives or courses in approved Career Programs. However, it is understood that College-Level Career Preparation or Career Certificate (previously PSAV) Dual Enrollment shall not supplant students' acquisition of the high school diploma, pursuant to Sections 1007.27 and 1007.271, F.S.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
Students and parents are informed about dual enrollment opportunities and processes through the following venues:
• High school visits/advising sessions
• Parent information sessions
• High school curriculum guides
• High school guidance offices
• High school guidance websites
• Program Flyers
• College Dual Enrollment website
• College Dual Enrollment Information nights

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

ACCELERATION MECHANISMS
Seminole County Public Schools and the College agree to provide acceleration opportunities for eligible Seminole County Public Schools' students. These programs allow qualified students to simultaneously earn credits towards their high school diplomas and college degrees through special allowances authorized by the Legislature and the State Board of Education as stated in Sections 1007.27, 1007.271, F.S., and 6A-10.024, FAC.

COURSES AVAILABLE TO DUAL ENROLLMENT STUDENTS
Dual Enrollment students may register for all courses included in the Associate of Arts degree, Associate of Science degree, or Certificate program of their requested major with the exception of the courses listed below.

Dual enrollment students may not register for the following: clock hour program that do not lead to industry certification, limited access degree programs (Nursing, Police Academy, Fire Fighting, etc.), Seminole State Automotive programs, developmental courses, courses that are less than three credit hours (with the exception of EGS 1006, EGN 1007, EGS 2931, and courses required for the honors program), ROTC, or physical education and recreation and leisure studies courses that focus on the physical execution of skill rather than the intellectual attributes of an activity. Students may not enroll in courses with temporary course numbers.

Courses taken under Dual Enrollment must apply directly toward the student's general requirements for high school graduation as outlined in Section 1003.4282, F.S., pursuant to Section 1007.27, F.S.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

Dual enrollment students may not register for the following: clock hour program that do not lead to industry certification, limited access degree programs (Nursing, Police Academy, Fire Fighting, etc.), Seminole State Automotive programs, developmental courses, courses that are less than three credit hours (with the exception of EGS 1006, EGN 1007, EGS 2931, and courses required for the honors program), ROTC, or physical education and recreation and leisure studies courses that focus on the physical execution of skill rather than the intellectual attributes of an activity. Students may not enroll in courses with temporary course numbers.

Courses taken under Dual Enrollment must apply directly toward the student's general requirements for high school graduation as outlined in Section 1003.4282, F.S., pursuant to Section 1007.27, F.S.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

Subject to staffing constraints, and with the approval of the high school principal, Dual Enrollment courses offered in a high school will be selected from courses specified in the statewide Agreement for Dual Enrollment Courses. Coordination of courses shall be the joint responsibility of the College's Vice-President for Academic Affairs and the high school principal, or their designee.

Completion of a Career Certificate program (previously PSAV) may later be articulated into College Credit that can be applied towards an Associate of Science Degree according to the Florida Statewide Career Certificate to AS/AAS Articulation Agreements.

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

1. The student completes the SSC Dual Enrollment Application and submits to the middle or high school counselor.
2. The SSC Dual Enrollment application will be used by SCPS counseling staff to inform students and parents of basic expectations of students who participate in dual enrollment.
3. The school counselor verifies that the student meets eligibility requirements associated with high school GPA and test scores (students taking the PERT at the college will have scores verified by the Dual Enrollment Office. If approved by the counselor, the counselor signs the application.
4. The student submits the completed application to any SSC Student Services Department specialist or advisor. The student may also submit the completed application digitally to dualenrollment@seminolestate.edu.
5. Students who have qualifying SAT or ACT scores should request an official score report from College Board or ACT and select SSC as the receiving institution. Students who do not have qualifying scores can register to take the PERT or Accuplacer with SSC at the Assessment and Testing office. Students requiring PERT or ACCUPLACER testing at Seminole State College must be admitted to the college before the test will be administered.
6. Students create their MySeminoleState account.
7. Student completes the Dual Enrollment Orientation.
8. Students should review the Course Equivalency List and the SSC Course Catalog to select courses.
9. Students should use the SCPS Dual Enrollment Course Approval and Textbook App in Clever to request approval for courses and obtain a textbook voucher for SSC.
10. After courses are approved, students should print ONE copy of the 868 textbook voucher form generated from the Dual Enrollment App.
11. Submit one copy with their completed Seminole State Registration Form. Students should also review the Getting Your Materials site for more information.
12. Students are responsible for returning their textbooks to the Seminole State College bookstore. Seminole County Public Schools that have on campus dual enrollment courses will contact the Seminole State College Bookstore Manager to collect books that have buy back value prior to May 30th. The SCPS Coordinator of Instructional Materials will be responsible for reminding schools of this process. Failure to do so may affect the student's ability to enroll in future Dual Enrollment courses.
13. SCPS will work with the College bookstore vendor (Barnes & Noble) to obtain a list of students who have not returned books.
14. The Barnes & Noble Corporate Office will mail a check for all buy-backs of instructional materials to the Coordinator of Instructional Media Services at Seminole County Public Schools at the end of each semester.
15. Additional Documents detailing steps to enroll are available on the college website at www.seminolestate.edu/dual-enrollment.
16. Students desiring to enroll in college credit courses must meet course pre-requisites and any applicable test score requirements.
17. Dual Enrollment students are held to the same registration, add/drop, and withdraw dates as all Seminole State College students. These dates can be found in the college academic calendar at https://www.seminolestate.edu/catalog#tab-calendars.

A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
1. Students must be in the 6th - 12th grade in a Seminole County Public School.

2. Students must submit the dual enrollment application by the deadlines listed on the dual enrollment website: https://www.seminolestate.edu/dual-enrollment
   • Flexibility will be provided by VP, Academic Affairs and VP, Student Affairs for admission/registration for 12W and B term courses within each semester.

3. Students must be enrolled in at least one (1) high school credit course during each term, excluding summer. Early Admission/Early College (Collegiate High School) students are exempt from this requirement.

4. Academic Dual Enrollment: Students must have a 3.0 or higher cumulative, unweighted high school grade point average (GPA), meet or exceed placement test scores of the following, or have a demonstrated level of college-level communication and computation skills as provided under F.S. 1008.30:
   5. Career Dual Enrollment: Students must have a 2.5 or higher cumulative, unweighted high school GPA for Career Dual Enrollment and/or College Success, Life/Career Planning, First Year Experience Flightpath courses. Students desiring to enroll in college credit courses must meet course pre-requisites and any applicable test score requirements.


7. Unofficial copies of SAT/ACT scores may be submitted for the first semester only. Students who have taken the SAT or ACT are required to submit official SAT or ACT test scores from the appropriate testing agency before the completion of their first semester of enrollment.

8. Students desiring to enroll in college credit courses at the high school must meet course pre-requisites and any applicable placement test score requirements as stated in the college catalog prior to beginning the courses. Enrollment in Advanced Placement (AP) courses at the high school does not satisfy pre/co-requisite requirements for college courses.

9. Qualifying Advanced Placement (AP) test scores may be used to meet pre/co-requisite requirements. Unofficial copies of test scores may be used for one semester only. Students must submit official AP test scores to the college so they can be applied to the student’s record.

10. Dual enrollment students may not register for more than 10 credit hours per academic semester regardless of the location of the courses (college campus or high school campus). Early College (Collegiate High School) students and Early Admission students are exempt from this credit hour limit.

11. Public Charter School students in Seminole County are eligible to dual enroll. If the student is enrolled at the public charter school during the dual enrollment period, the charter school must facilitate the enrollment process and assumes all associated expenses.

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

ACADEMIC DUAL ENROLLMENT

Approved Dual Enrollment course offerings are specified by the Florida Department of Education’s Statewide Agreement for Dual Enrollment Courses. In addition, high school credit for Dual Enrollment courses will be awarded in accordance with the fore mentioned agreement and terms of this Agreement.

In accordance with sections 1007.271, F.S., all courses taken under Dual Enrollment must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against Dual Enrollment courses is prohibited.

CAREER AND TECHNICAL DUAL ENROLLMENT

Courses taken through Dual Enrollment are awarded .5 to 1.5 high school credits, depending on the college credits:

• 5 college credits = 1.5 high school credit
• 4 college credits = 1 high school credit
• 3 college credits = 1 high school credit
• 2 college credits = 0.5 high school credit
• 1 college credit = 0.5 high school credit

High-contact hour courses, such as those typically offered in Career and Technical Education, require twice as many contact hours for 3 college credits as do typical Arts and Sciences courses. (i.e. AER1105 requires 90 contact hours, while ENC1210 requires 45 contact hours. Both courses are offered for 3 college credits and both would typically be counted as 0.5 high school elective credits.)

CAREER CERTIFICATE (previously PSAV) DUAL ENROLLMENT

High school credit for Career Certificate (previously PSAV) Dual Enrollment classes will be awarded based on the 2010-11 CTE PSAV (Clock Hour) Dual Enrollment Course High School Subject Area Equivalencies, provided by FLDOE in May 2010. High School credit will be issued for courses not listed in the FLDOE document as follows: upon successful completion on the basis of one-half (1/2) Carnegie unit for seventy-five (75) contact hours in college classes satisfactorily completed. No credit shall be awarded for contact hours totaling less than seventy-five (75).

• 75 contact hours = 1/2 high school credit
• 120 contact hours = 1 /2 high school credit
• 150 contact hours = 1 high school credit
• 210 contact hours = 1 high school credit
• 225 contact hours = 1.5 high school credit

Dual Enrollment Course-High School Subject Area Equivalency List

The Florida Department of Education provides and annually updates the Dual Enrollment Course- High School Subject Area Equivalency List. This information is available online at http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-affairs/dual-enrollment.stml
7. A description of the process for informing students and their parents of college-level course expectations.

The Dual Enrollment application will be used by high school counseling staff to inform students and parents of basic expectations of students who participate in dual enrollment. Counseling staff shall inform students and parents or guardians that:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.
2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
4. Withdrawing may affect the student's future financial aid status if the student's completion rate falls below 67 percent for the overall academic career.
5. The selection of courses may be tailored to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

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

1. Students with a 2.9 - 2.99 cumulative, unweighted high school Grade Point Average may submit a request to the high school principal for an exception to the 3.0 academic grade point average requirement.
2. Students with a 2.4-2.49 cumulative, unweighted, high school Grade Point Average may submit a request to the high school principal for an exception to the 2.5 grade point average requirement for career dual enrollment. The high school principal will submit these requests to the Assistant Superintendent of Secondary Education for review.
3. No exemptions or waiver of college readiness as determined by test scores or other approved demonstrated level of college-level communication and computation skills as provided under F. S. 1008.30 is possible for academic dual enrollment.
4. The applicable high school principal will submit all exemption requests to the College for approval by the College's Vice President of Academic Affairs or the appropriate Associate Vice President. The Principal will include reasons why student should be exempt from stated criteria.
   a. It is the responsibility of the Vice President of Academic Affairs or the designated Academic Associate Vice President to notify the Principal of approval or disapproval of the exemption within ten (10) working days from the receipt of the exemption request.

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

1. Instruction will take place at the high school at the discretion of the College.
2. High schools requesting to offer dual enrollment courses on the high school campus should submit their requests for courses first to the Assistant Superintendent of Secondary Education. The Assistant Superintendent will then work with the Deputy Superintendent and the Campus Dean, Jeff Gibbs to obtain final approval and to check faculty certification (gibbsj@seminolestate.edu).
3. Course requests must include the name of the requesting high school, the name and course number of the requested course (e.g., SLS 1301 C Life Career Planning), the weekly schedule for the class showing the days of the week and the bell schedule for the class, and the beginning and ending date of the class. The total hours of class meeting time must conform to the College's minimum number of contact hours as appropriate to the credit hours awarded for the requested course as determined by the College.
4. Participating high school students may enroll in regularly scheduled college credit courses offered by SSC by submitting a completed college application and an 868 textbook voucher form to the College's Dual Enrollment Office, or a Student Services Specialist on any SSC campus. Students desiring to enroll in regularly scheduled college courses must acquire the proper forms from their high school guidance department.
5. Coordination of courses shall be the joint responsibility of the College's Vice- President for Academic Affairs, the Assistant Superintendent, Deputy Superintendent, and the high school principal, or each of their respective designees.
6. Registration forms for dual enrolled students must be received by the College prior to the end of the College's drop/add period (usually two to five days after the start of the Fall and Spring semesters with official dates posted on SSC's Academic Calendar) to ensure compliance with audit requirements, student success, and the ability to report FTE for dual enrolled students.
7. Course withdrawal forms for dual enrolled students must be signed by middle/high school counselor and be received by the College prior to the posted withdrawal deadline. Dates are posted on Seminole State's Academic Calendar each term. Students may not withdraw from any College credit course without written permission of the high school principal or designee. It is the student's responsibility to notify the middle/high school counselor of the withdrawal. Failure to notify the middle/high school may jeopardize high school graduation. Withdrawal from courses may cause ineligibility for financial aid due to the completion rate requirement.

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

1. Appointment of course instructors shall be the joint decision of the College's Vice-President for Academic Affairs and the high school principal, or high school designee.
2. As per the Statement of Standards for Dual Enrollment adopted by the Florida College System Council of Presidents in 2007, instructors of record must meet SACS requirements/guidelines for postsecondary instructors in the course/discipline.
3. The College will consider hiring SCPS high school instructors to teach College courses, provided the high school instructor has the credentials required for the college level course. Preference will be given to instructors who have previously taught college credit courses at Seminole State College.
4. Students who are not successful in dual enrollment courses may not be eligible for future financial aid, but may be able to qualify for the College's grade forgiveness process. (Procedure 4.0306- Academic Grade Forgiveness).
5. The College's Vice-President for Academic Affairs is responsible for ensuring that the instructors carry out this responsibility.
6. Instructors who are not under full-time contract with Seminole County Public Schools shall be compensated by the College under the regular provisions regarding full-time and adjunct faculty.
7. Instructors shall submit grades to the College Registrar via the College's MySeminoleState online portal by specified deadlines.
8. The College will be responsible for generating a grade report which will be delivered by the Dual Enrollment Office to each high school with the grades awarded in college classes.
9. Dual enrollment faculty members must use official College technology. Seminole State courses conducted by SCPS employees must use the College's instance of Canvas for all courses conducted for a specific high school and its students. All Seminole State class information that is disseminated electronically must be sent through the College's electronic systems (e.g., SSC live mail, or via the College's Learning Management System (currently Canvas).
10. Dual Enrollment faculty must complete required trainings on use of the College's Learning Management System and remain current on its use.
11. All dual enrollment course syllabi must conform to the standard master course syllabus used at SSC for that same course.
12. FERPA rules apply to all students taking SSC classes, regardless of location.
13. Attendance policies should be followed in accordance with SSC Policy 3.060 and Procedure 3.0610.
14. Students taking SSC courses, regardless of location, are subject to SSC's Student Code of Conduct (Policy 3.090).
15. When teaching a Dual Enrollment course, the faculty member's supervisor of record is the appropriate Seminole State College Departmental Dean. The Dean (or designee) will conduct appropriate observations and evaluations in accordance with the College's part-time faculty evaluation schedule. The Dean, in addition to the high school Principal, should be primary points of contact for student issues and/or discipline, and student complaints and grade appeals should follow appropriate SSC Procedures including Student Concerns and Complaints (Procedure 3.0800), Grade Appeals (Procedure 4.0300), and Resolving Discrimination Concerns (Procedure 1.0600).
16. Courses identified by SSC academic departments to contribute to program level Student Learning Outcomes will contribute student performance data for the SSC Program Review process regardless of the location of the course.
17. All SSC courses, including Dual Enrollment courses at the high school, contribute student success data to Departmental Program Reviews, and will participate in the collection of Student Perception of Instruction (SPOI) forms via the format established by the College.

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.

1. It shall be the responsibility of the high school principal to ensure that courses are coordinated with the high school curriculum.
2. It shall be the responsibility of the high school principal to ensure that high school credit shall be awarded.
3. All high school curriculum guides and class schedules, as well as the College's catalog, shall include information regarding Dual Enrollment.
4. The high school principal and the College's Vice-President for Academic Affairs are responsible for ensuring the quality of instructional programs. The College's evaluation of courses and programs will be applied to dual enrollment instruction.

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

1. All grades earned through dual enrollment are a permanent part of the student's high school and college transcript.
2. Students who are not successful in dual enrollment courses may not be eligible for future financial aid, but may be able to qualify for the College's grade forgiveness process. (Procedure 4.0306- Academic Grade Forgiveness).
3. The College will provide Seminole County Public Schools the Dual Enrollment Grade report within 10 working days of the posted date for grade submission for each term.
4. Each Seminole County Public High School will also receive a report from the College of its students who were dual enrolled, their corresponding courses taken during that term, and the grades earned.
14. A funding provision that delineates costs incurred by each entity.

1. Pursuant to Section 1011.62, F.S., it is understood that:
   a. Students enrolled in Dual Enrollment instruction may be included in the calculation of full-time equivalent student membership for basic programs grades 6-12 by Seminole County Public Schools.
   b. Students enrolled in Dual Enrollment instruction may be counted as full-time equivalent enrollment by the College.
   c. Students receiving instruction under the provisions of this agreement shall be exempt from the payment of all application, registration, matriculation, book and laboratory fees to Seminole County Public Schools or the College.
   d. Students with disabilities who dual enroll in courses offered on site at the high school will be accommodated by high school staff according to IDEA criteria. Students with disabilities who dual enroll in courses offered on site at the College will be accommodated by the College staff according to ADA criteria. It is the student's responsibility to contact the Disability Services department if accommodations are required.
   e. Pursuant to Section 1007.271 the funding provision costs are detailed in Appendix D.

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

   Students and/or their parents are responsible for providing their own transportation to the College's Campus or to any other site where the Dual Enrollment instruction is conducted.

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.

   d. Students with disabilities who dual enroll in courses offered on site at the high school will be accommodated by high school staff according to IDEA criteria. Students with disabilities who dual enroll in courses offered on site at the College will be accommodated by the College staff according to ADA criteria. It is the student's responsibility to contact the Disability Services department if accommodations are required.