Submitter:

Agreement Effective Date: 7/1/2022

Representing:

State University: University of South Florida

District(s) the Agreement(s) include

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<th>Districts</th>
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<td>Hernando 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.

   This Agreement, which pertains to fall and spring semesters (not summer term), shall be effective as of July 1, 2022 and shall continue until June 30, 2023, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state law and applicable dual enrollment requirements.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
A. shall designate a dual enrollment administrator/coordinator to oversee all student participation in USF dual enrollment and with the USF Office of Early University Programs.

B. Guided by the website (https://www.usf.edu/early-university-programs/index.aspx) school administrators shall provide information to students and their parents about opportunities for student participation in dual enrollment courses, the advisability and expectations of taking college courses during high school and how to participate in dual enrollment courses.

C. school counselors shall work with eligible students on an individual basis to assess their readiness for success in college courses and request appropriate USF courses by the dual enrollment deadline.

D. school counselors shall guide students in the online application process, which may include assisting the students in submitting immunization or residency records with the application, and verify student eligibility (GPA and test scores) to participate in the dual enrollment.

A. Upon request, USF shall meet with students as they complete their dual enrollment applications and/or approval forms, and consider course preferences.

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

c. Courses eligible for dual enrollment must meet the following criteria:
1. Be listed within the statewide course description and numbering system on the current State of Florida Dual Enrollment Course – High School Subject Equivalency list and fall under the subject areas of English, mathematics, science, foreign language, social studies and electives.
2. Fulfill requirements of an associate of arts or baccalaureate degree;
3. Apply toward the student’s high school diploma and replace high school courses in the same discipline that otherwise would have been taken; and
4. Be approved by and USF as an acceptable dual enrollment course. Appendix A provides guidance and links for using the FLDOE course equivalency list and the USF course inventory.

E. Some USF dual enrollment courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog: https://usfweb.usf.edu/academic-programs/course-inventory; Appendix B lists mathematics general education courses that have elevated test score requirements

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


1. Students who meet the initial eligibility can apply for admission to USF dual enrollment by following the step-by-step instructions located on the website, which include activation of a USF NetID and obtaining a U number (see above).
2. School counselors should follow the step-by step instructions for completing the course approval form that must accompany each student’s application. (See above).
3. Students continuing in dual enrollment do not reapply, but they and their counselors must submit a course approval form every term to be registered in courses.

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

II. INITIAL ELIGIBILITY https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx

Students participating in dual enrollment courses must meet these initial eligibility requirements.
1. 3.5 cumulative weighted high school GPA, as provided on the student transcript at time of application.
2. Meet minimum standardized test scores as outlined in Appendix B.
3. Approval by their high school counselor or other school administrator

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

A. All dual enrollment courses must be at least three (3) college credits. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education’s statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the Dual Enrollment Course-High School Subject Equivalency List. shall assign high school credit upon successful course completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.

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

F. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment.
H. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the dual enrollment administrator.
8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

   A. Determination
   The Director of USF Early University Programs makes the final decision for admission approval to the dual enrollment. Denial of admissions will be communicated to both the student and the high school administrator.

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

   A. Process
   [Link](https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx)
   2. School counselors should follow the step-by-step instructions for completing the course approval form that must accompany each student’s application. (See above).
   3. Students continuing in dual enrollment do not reapply, but they and their counselors must submit a course approval form every term to be registered in courses.

D. Course Registration
   1. Students who have received approval to take a USF course online or a USF course on any USF campus will register themselves when the non-degree seeking registration window opens. School counselors shall advise students accordingly. Fall Registration: Late July or Early August. Spring Registration: Late November or Early December. (Students are responsible for checking important dates (See [Link](https://www.usf.edu/registrar/calendars/) to know when to register).
   2. Students taking USF courses on their high school campus do not have to register their high school campus course. USF administrative staff will courtesy register students who are taking courses on their high school campus.
   3. The school counselor will be notified after registration has been completed via email.
   4. The school counselor is responsible for advising students to log into Canvas/Oasis Students must log into Canvas the day before or on the first class meeting to ensure the course is available in Canvas. If not, the student must be added. Coordinators/counselors will notify the EUP office of any errors or changes during drop/add week. After Drop/Add week, students cannot be added or dropped from registered classes.

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

   NONE

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

   NONE

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.

   C. _____ school counselors shall work with eligible students on an individual basis to assess their readiness for success in college courses and request appropriate USF courses by the dual enrollment deadline.
   E. The _____ school counselors shall be responsible for verifying student eligibility for participation in dual enrollment and approving course selections, as well as monitoring student performance during the semester and for grade transfers to high school reports.

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

   A. USF shall monitor student academic performance during participation in dual enrollment and share information with , when necessary, to foster student success.
   B. USF shall assign a university letter grade to completed coursework.
   C. USF shall provide academic information to the dual enrollment administrator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.

14. A funding provision that delineates costs incurred by each entity.
I. COSTS
A. Instruction
1. For instruction that takes place on a USF campus or online, shall pay USF the standard tuition rate per credit hour. While this rate has not been finalized for the coming year, it is currently $105.07, and is expected to remain that amount until changed by the state.
2. shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes). If a student withdraws from a class during the drop/add period, pursuant to USF procedures, shall not be responsible for the tuition associated with that student’s approved withdrawal coursework.
3. USF shall provide an invoice to no later than the Friday of the eighth week of the semester shall render payment within forty-five (45) days.

B. Instructional Materials
https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx

1. __________ students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by ________.
2. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term. After the close of dual enrollment registration a roster of participating students will be shared with the USF bookstore.
3. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.
4. After dual enrollment students have “purchased” their required course materials, the USF bookstore will send an invoice to ________.
5. Detailed purchasing procedures for the school district and students are presented in Appendix C and on the Early University Programs Website (https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx).

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

NONE

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.

G. Equal Opportunity. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties’ respective duties, responsibilities and obligations under this Agreement.

I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: https://www.usf.edu/student-affairs/student-accessibility/