

District School Board of Hernando County

and

Pasco-Hernando State College

Dual Enrollment Agreement

2022-2023

Table of Contents

I. Dual Enrollment Agreement	5
Composition of Dual Enrollment Steering Committee	6
Role of the Dual Enrollment Steering Committee	6
Amendments to this Agreement	7
II. Process to Inform Students and Parents of Dual Enrollment Opportunities	7
Procedures to Notify Students about the Option to Participate	7
Procedures to Notify Parents about the Availability of the Dual Enrollment Option.....	8
III. Courses and Programs Available to Eligible Dual Enrollment Students	8
College Credit Courses Available Through Dual Enrollment	8
Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses.....	8
Limited Access Programs	8
Student Participation in Co-Curricular Activities	9
IV. Procedures for Participation in Dual Enrollment Courses.....	9
Dual Enrollment Dates and Deadlines	9
Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS).....	9
Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses.....	10
Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates	10
Exceptions to Statutorily Mandated Admissions Criteria – Career Certificate Courses	10
Application, Registration Forms and Processes.....	10
Application Deadline:.....	10
Dual Enrollment Request Form:.....	11
Eligibility for Continued Participation in Dual Enrollment.....	11
V. College Credit Courses Available Through Dual Enrollment on the High School Campuses	12
SACSCOC Off-Campus Instructional Site 49% Rule	12
Annual Course Requests	12
High School Credit.....	12
Courses Currently Approved for Dual Enrollment on the High School Campuses	13
Courses Not Approved for Dual Enrollment on the High School Campuses	14
VI. Registration Policies.....	14

	3
Maximum Course Loads.....	14
Allowed Course Attempts	15
Weighting of Dual Enrollment Course Grades.....	15
Student Grade Distribution.....	15
Assurance of High School Credit and Transferability of Courses.....	16
VII. Plan for Providing Advising and Guidance Services.....	16
Academic Advising	16
Development of a Student Plan.....	16
VIII. College –Level Course Expectations	17
Course Content	17
Attendance.....	17
Student Behavior/Suspension Policy.....	17
Drop/Add and Audit/Withdrawal Policies and Procedures.....	18
Reporting of Course Withdrawals.....	19
Requests for late add, late drop, or late withdrawal.....	19
Ongoing Monitoring of Students’ Progress in Dual Enrollment Courses.....	19
IX. Early Admission Dual Enrollment.....	19
X. Credit-By-Examination	20
XI. Graduating Seniors – Summer Options	20
XII. Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)	20
XIII. Mechanisms and Strategies for Promoting Career and Technical Education Programs	22
XIV. Instruction and Faculty Policy and Procedures	24
Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution	24
Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained	24
Qualification and Selection of Instructors	24
Dual Enrollment Adjunct Instructor Application.....	24
Instructors Seeking Additional Course Credentialing	25
Responsibilities and Qualifications	25
Assessment of Instructors.....	26
Grade Submission Procedures	27
XV. Administrative Relationships.....	27

	4
Program Analysis and Review	28
XVI. Mechanisms and Strategies for Reducing Incidence of Postsecondary Remediation in Math, Reading and Writing for First-time Enrolled Recent High School Graduates.....	28
Remedial Reduction Plan	28
XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs	30
Student Supplies	30
Instructional Cost Arrangements	30
Tuition and Administrative Costs.....	31
Textbook Selection.....	31
Policies for Acquiring Textbooks.....	32
Textbook Return Policies	32
Services to Students with Disabilities	33
XVIII. Responsibilities for Providing Student Transportation.....	34

District School Board of Hernando County**And Pasco-Hernando State College****Dual Enrollment Agreement****2022-2023****I. Dual Enrollment Agreement**

This Agreement is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and the District School Board of Hernando County (hereafter "HCSB") and is a modification of all existing articulation agreements. This Agreement is intended to implement Florida Statutes, Chapter 1007.271, and State Board of Education Rule 6A-10.024. This Agreement also incorporates the "Statement of Standards"(which can be found at www.fldoe.org under Dual Enrollment Statement of Standards) adopted by the Florida Community College System's Council of Presidents on February 23, 2007, and the Revised/Updated "Statement of Standards" adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program."

Per Statement of Standards S1, Shared Vision, this Agreement is to be developed, revised, and submitted annually as a means of promoting collaborative strategic planning and effective resource management. Additionally, this Agreement delineates institutional responsibilities to inform students and parents about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this agreement, as indicated in Statement of Standards S2, Articulation and Partnership Implementation, the HCSB and PHSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of our local community. Further, as indicated in Statement of Standards S3, Continuous Improvement, this Agreement outlines strategies for collaborative professional development to improve instructional efficacy, encourage the use of instructional technologies, address critical needs, and support in-service initiatives.

It is also the specific purpose of this Agreement to allow for eligible high school students to enroll in certain college and career-level courses and to receive credit for such courses from both the HCSB and PHSC. Understanding that students at charter schools are public school students, except where noted, the policies, procedures, terms, and conditions which govern the participation and tuition payment arrangements, as stated in this Agreement, shall also apply to all charter school students and charter schools operating within the jurisdiction of the District School Board of Hernando County, FL.

The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective August 8, 2022 and ending August 4, 2023.

Composition of Dual Enrollment Steering Committee

The Dual Enrollment Committee is co-chaired by the Director of Dual Enrollment from PHSC and the Supervisor of College and Career Programs from the HCSB. Committee members from PHSC and the HCSB include:

The Dual Enrollment Steering Committee Membership	
Pasco-Hernando State College	Hernando County Public Schools District
Director of Dual Enrollment, co-chair	Supervisor of College and Career Programs, co-chair
Executive Vice President, Chief Academic Officer/College Provost	Director of Student Services
Senior Vice President Chief Student Affairs and Enrollment Management Officer	College and Career Programs Manager
Assistant Vice President, Academic Affairs, Marketing and Communications	College and Career Programs Assistant
Provost, North Campus	College and Career Specialist(s)
Provost, Spring Hill Campus	one (1) high school principal
Dean of Arts and Sciences	Supervisor of Assessment and Accountability
Dean of Nursing and Health Programs	one (1) high school counselor
Dean of Workforce Development, Career and Technical Education	one (1) high school dual enrollment instructor
Dean of Student Affairs and Title IX Coordinator	
Dean of Admissions and Enrollment Management	
Associate Dean of Academic Affairs and Retention Services, North Campus	
Associate Dean of Academic Affairs and Retention Services, Spring Hill Campus	
Executive Director of Enterprise Systems	
Assistant Dean of Arts and Sciences	
Assistant Dean of Student Affairs, North Campus	
Assistant Dean of Student Affairs, Spring Hill Campus	
Director Testing Services	
Assistant Director of Career Services	
Manager of Student Financial Services	

Role of the Dual Enrollment Steering Committee

The Dual Enrollment Steering Committee meets a minimum of two times annually and more often, if necessary. The role of the Dual Enrollment Steering Committee is to work collaboratively to develop and revise the Dual Enrollment Agreement that exists between PHSC and the HCSB. This includes, but is not limited to the following topics:

- a. Establishing and maintaining administrative relationships between PHSC and the HCSB.
- b. Developing procedures for providing courses at PHSC and on high school campuses.
- c. Identifying courses and programs to be offered, and the institutional responsibilities for related costs.

- d. Coordinating courses with the high school curriculum.
- e. Assuring transferability of courses.
- f. Establishing policies and procedures pertaining to articulated Career Academies.
- g. Determining procedures to inform students and parents about dual enrollment eligibility criteria, access, and opportunities.
- h. Identifying responsibilities for providing student transportation.
- i. Establishing procedures through which academic advisement, guidance, and career planning will occur.
- j. Monitoring student progress.
- k. Developing a Remedial Reduction Plan and its anticipated outcomes.
- l. Coordinating policies regarding services for students with disabilities.
- m. Establishing dual enrollment textbook procedures.
- n. Determining qualifications, selection, screening, and assessment of instructors; and
- o. Developing mechanisms and strategies for improving the preparation of elementary and secondary teachers.

Amendments to this Agreement

This agreement, once it has been signed by PHSC and the HCSB and sent to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officer, employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of the HCSB and PHSC personnel, students, faculty, as aforesaid under the provisions of the Agreement.

II. Process to Inform Students and Parents of Dual Enrollment Opportunities

Procedures to Notify Students about the Option to Participate

Information pertaining to dual enrollment will be made available by PHSC to students at the college's website, www.phsc.edu.

Each HCSB high school will advertise dual enrollment throughout the school via a variety of technology, including emails to students and use of the high school Instructional Television (ITV) system each semester,

posting the information on the school-wide video system, on each individual high school's web page, and making high school public announcements in the morning and in the afternoon. High school personnel direct students to meet with their high school counselor if they are interested in learning more about participation in dual enrollment. High school counselors will review with the student criteria for participation in the dual enrollment program. This will occur during the registration period each semester. High school counselors will advise students and ensure that the selected courses will meet high school graduation requirements.

Procedures to Notify Parents about the Availability of the Dual Enrollment Option

Information pertaining to dual enrollment will be made available by PHSC to parents at the college's website (www.phsc.edu).

Parents will be notified about the option for their child to participate in dual enrollment courses through a variety of means, including quarterly school newsletters, regular individual guidance by high school counselors, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to parents at the college's website, PHSC's online College Catalog/Student Handbook and on the HCSB website (hernandoschools.org). Students must also have the approval of a parent or legal guardian and their high school counselor or principal's designee as indicated on the online Dual Enrollment Request Form

III. Courses and Programs Available to Eligible Dual Enrollment Students

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (F.S. 1007.271(3)).

College Credit Courses Available Through Dual Enrollment

Articulation agreements exist that allow students to receive credit toward specific associate degrees, certificates, or selected courses. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, to be offered as dual enrollment. Only college courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List are eligible for dual enrollment. The most up-to-date Equivalency List can be found at www.fldoe.org Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Agreement. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses

Career certificate courses offered on either the high school or PHSC campuses will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit. Please refer to the Practical Arts section of the Dual Enrollment – High School Subject Area Equivalency List.

Limited Access Programs

Limited access programs are not eligible for dual enrollment. (Dental Assisting, Dental Hygiene, Paramedic,

Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot)

Student Participation in Co-Curricular Activities

DE students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. DE students may participate in all other PHSC co-curricular activities.

IV. Procedures for Participation in Dual Enrollment Courses

Process for students and parents to exercise options to participate in dual enrollment:

- Students meet with high school counselors to verify eligibility, complete online dual enrollment application, provide qualifying test scores, initiate course request, and register for classes.
- Parents approval is required on course request.

Dual Enrollment Dates and Deadlines

All relevant admissions and registration dates and deadlines pertaining to dual enrollment are available online in PHSC's College Catalog/Student Handbook. Additionally, high school counselors and PHSC academic advisors provide verbal notice to students of relevant dates and deadlines pertaining to dual enrollment.

Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS)

As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in dual enrollment college credit classes must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.

All students who plan to enroll in dual enrollment academic college credit courses must demonstrate college readiness. They may do so either by achieving satisfactory scores on a common placement test, or by earning postsecondary credit for English Composition I and/or college-level Mathematics. A student who takes an Advanced Placement (AP), AICE and/or IB course and passes the corresponding examination for which they will earn postsecondary credit must provide PHSC with the AP, AICE or IB official transcript showing their passing scores to have the credit included on their official PHSC transcript to be used for placement purposes. CLEP test scores may also be used to demonstrate college readiness. The College Board provides official CLEP scores to PHSC. Students should request for scores to be sent to PHSC and the postsecondary credit must be reflected on the student's PHSC record to be used for placement purposes.

A satisfactory score on a common placement test approved by the Florida Department of Education will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of earned postsecondary credit and common placement test scores, must be on file with PHSC prior to the academic advisor approving course requests. At PHSC testing sites, students are permitted two (2) attempts within a two-year period to achieve a satisfactory common placement test score. The first

attempt is free and there is a small fee for the second attempt. Students who do not achieve a satisfactory score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education, and have not earned postsecondary credit for ENC 1101, will not be eligible for any dual enrollment academic college credit course.

Additionally, dual enrollment students whose common placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate common placement test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school and who satisfy dual enrollment eligibility requirements may take dual enrollment courses.

Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses

There are no exceptions to the statutorily mandated admissions criteria.

Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates

As indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average, any student enrolling in dual enrollment career-level coursework must have a minimum of a cumulative unweighted high school grade point average of 2.0000 for technical (career) certificate courses.

Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC's campuses.

Exceptions to Statutorily Mandated Admissions Criteria – Career Certificate Courses

A middle school GPA of 3.0000 is acceptable for enrollment in career certificate courses.

Application, Registration Forms and Processes

Prior to applying to PHSC, dual enrollment students must meet with their high school counselor to confirm that they meet eligibility requirements for the dual enrollment program.

Application Deadline:

Students wishing to take dual enrollment courses at the high school campus, PHSC campuses, or through distance education (online) must submit the online application **by August 8, 2022 for Fall, December 5, 2022 for Spring, and May 1, 2023 for Summer.**

Late applications will not be accepted except under extenuating circumstances (i.e., late change in schools) and may be made only when approved by the Superintendent of Schools or district designee and the PHSC Executive Vice President, Chief Academic Officer/College Provost, or designee.

Once a new dual enrollment student has completed the online application, PHSC must receive verification of the student's qualifying unweighted high school GPA of 3.0 or higher.

Pasco-Hernando State College (PHSC) has an online Dual Enrollment (DE) application/registration process. Instructions for online application and registration for dual enrollment classes is available on the PHSC website and is provided to the HCSB for distribution.

Dual Enrollment Request Form:

PHSC will provide Hernando County Schools with the link to the online dual enrollment course request form by May 2, 2022 for Fall 2022; October 3, 2022 for Spring 2023; and March 6, 2023 for Summer 2023. The signatures of the parent, student, and high school counselor or principal's designee are required on the online Dual Enrollment Request Form.

Applications and Enrollment Request forms will be processed in the order received and may not be processed in time for the registration deadline. Early submission is highly encouraged.

Eligibility for Continued Participation in Dual Enrollment

- a. Students seeking to continue enrolling in **academic credit** courses must maintain a minimum 3.0000 unweighted cumulative high school GPA.
- b. Students seeking to continue enrolling in **technical credit** courses must maintain a minimum 2.0000 unweighted cumulative high school GPA.
- c. Each semester students must have permission from a parent or legal guardian, a high school counselor and a PHSC academic advisor via the online registration process completed.
- d. Students must maintain good academic standing which is defined as a 2.0 cumulative GPA for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of each semester. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Executive Director of Enterprise Systems will send an electronic report to the HCSB Information Services Department designee at the HCSB Office. In determining academic progress all college credits will be included.

Those students who do not maintain an overall cumulative unweighted 3.0 high school GPA and a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement will require a written letter from the student, documentation supporting grave extenuating circumstances, and approval from the Principal or designee. This formal request for an exception will be submitted to the Executive Vice President, Chief Academic Officer/College Provost, or designee for consideration.

- e. High schools will verify a student's high school GPA eligibility for dual enrollment at the end of each high school semester and HCSB will notify PHSC in January and June each year of the names of students who are currently enrolled and did not maintain the unweighted 3.0 high school GPA as required by Florida Statute 1007.271 (3) for continuing participation in dual enrollment. The January list will not affect students currently enrolled in spring term classes, and the June list will not affect students currently enrolled in summer term classes – however, registration in future semesters may be restricted. Florida Statute 1007.271(3) specifically states that "student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school

grade point average and the minimum postsecondary grade point average established by the postsecondary institution”.

f. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement. Students, who complete their program of study while enrolled in the Dual Enrollment Program, may continue to take DE courses to satisfy SUS program prerequisites.

V. College Credit Courses Available Through Dual Enrollment on the High School Campuses

Academic college credit or career certificate courses may be provided at each HCSB high school for grades 6, 7, 8, 9, 10, 11, and 12.

SACSCOC Off-Campus Instructional Site 49% Rule

In accordance with the Southern Association of College and Schools Commission on Colleges (SACSCOC) criteria, students cannot earn more than 49% of college credit toward a program (i.e., twenty-nine (29) credit hours towards the AA degree) at an individual location other than a PHSC campus (e.g., a specific high school campus). To ensure compliance with SACSCOC criteria, Hernando County Schools and PHSC will collaboratively monitor the number of credit hours offered at each individual off-campus instructional site to guarantee that no more than 29 credit hours are offered over the span of four (4) consecutive years, and that no student can attempt more than 49% of his or her college degree at any individual location other than on a PHSC campus or online with PHSC.

Annual Course Requests

The Supervisor of College and Career Programs (Hernando County) will send a request for dual enrollment courses to be taught on the high school campuses for the upcoming academic year to the Director of Dual Enrollment for approval by the Executive Vice President and Chief Academic Officer/College Provost or designee **by April 15th of each year**. The request for dual enrollment course will list the course prefix, course number, course title, number of sections, and instructor information for each term (fall/spring) by high school. Approved courses will be added to the course schedule.

High School Credit

The courses, with a designated weight of 1.0 as indicated in the Dual Enrollment Course-High School Subject Area Equivalency List shall be eligible to be offered on a high school campus. The Equivalency List is available at fldoe.org.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Florida Department of Education Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credits), as an elective.

Instructors from the HCSB and PHSC will be used to conduct these courses.

PHSC and the HCSB will offer dual enrollment courses on HCSB campuses in which only HCSB students may enroll during the normal high school day and during normal school periods throughout the academic year.

After regular high school hours, PHSC students may attend PHSC courses offered on HCSB campuses.

Students should take dual enrollment courses offered in the high school curriculum prior to enrolling in these courses at PHSC.

NOTE: No student will be allowed duplicate credit based on enrollment in both an AP and dual enrollment course per Florida Statutes, Chapter 1007.272. Students who take AP, AICE, or IB classes and achieve a passing score on the corresponding exam are not permitted to take the same course as dual enrollment for a grade. These students must provide PHSC with an official AP, AICE, or IB transcript showing their passing scores to have these scores included in their official PHSC transcript.

Registration of students taking dual enrollment courses held at the high school will be completed electronically in coordination between the HCSB and PHSC data processing departments. Before data transfer, the DE high school instructors will verify the accuracy of their class roster, and high school counselors will ensure that students have completed an Enrollment Request form. All Enrollment Request Forms must have been approved before registration can occur.

Courses Currently Approved for Dual Enrollment on the High School Campuses

American History: AMH2010, AMH2020

Art History: ARH1000

Business: GEB1011, MAR1011

Communications: ENC1101, ENC1102, SPC2608

Computers: CGS1100

Creative Writing: CRW2001, CRW2002

Criminal Justice: CJE1000, CCJ2010

Education: EDF1005, EDG1310

English and Literature: LIT1020, LIT2110, LIT2120, ENG2103, ENL2012, ENL2022, ENL2330

Humanities: HUM1020, HUM2210, HUM2230

Mathematics: MAC1105, , MTG2206, STA2023, MAC1140, MAC1114

Natural Sciences: AST1002, BSC1005, BSC1050, BSC1311, OCE2001, PSC1121

Political Science: POS2041, POS2112

Psychology: PSY1012, CLP2140

Religion: REL2000

Sociology: SYG2000, SYG2010

Spanish Language: SPN1120, SPN1121

Student Life Skills: SLS1501, SLS1211

Theatre Studies: THE2010, THE2011

Note: Requests for courses not currently listed will be completed through the annual course request and instructor application process.

Courses Not Approved for Dual Enrollment on the High School Campuses

Mathematics: MAT1033

Natural Sciences: Lab science classes such as: BSC2010/L, BSC2011/L, CHM1025/L, CHM2045/L, CHM2046/L

Courses associated with educational pathways at PHSC's Instructional Performing Arts Center (IPAC): Dance, Music, Theatre, and Digital Media courses.

VI. Registration Policies

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

Students and high school counselors will select courses for a dual enrollment student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors will review and verify all grade and pre-requisite requirements prior to approving the courses. If a student does not meet the pre-requisite, whether through a common placement test score or previous coursework, the request will be denied.

Students may only request overrides into full class sections if they are in their final semester of the AA degree and the course is required for graduation.

It is College policy that students cannot join a class that has already started.

High school dual enrollment students must comply with PHSC's and the HCSB's procedures, timelines, and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may not be added to or withdrawn from a course without the signature/approval from the high school counselor.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

Hernando County DE students may enroll in face-to-face or online sections of courses in Term I or Term II. Hernando County dual enrollment students are permitted to enroll in a 10-week term if the extenuating circumstances/hardship is approved by their high school principal. The district designee will then communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner.

Hernando County dual enrollment students are not eligible for terms shorter than 10 weeks.

Sixth grade through eighth grade students who are eligible to take dual enrollment classes may do so only at the high school and may enroll in up to three (3) credit hours per semester: fall (Term I), spring (Term II)

Ninth grade students who are eligible to take dual enrollment classes may do so at the high school and may choose to enroll in up to three (3) credit hours of courses offered online by PHSC per semester: fall (Term I), spring (Term II), and summer (Term III only).

Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) credit hours of their maximum course load in sections of courses offered on PHSC campuses or online. They may access additional sections of courses, up to the maximum course load (sixteen (16) credit hours), on their high school campus per semester: fall (Term I), spring (Term II). In summer (Term III only) they may enroll in up to seven (7) credit hours.

Eleventh grade students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters and up to eight (8) credit hours in the summer semester (Term III only).

Twelfth grade students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters. They may take dual enrollment classes at the high school, on PHSC campuses, or online. They are not eligible to take dual enrollment classes in the summer of their graduating year.

Allowed Course Attempts

Students will be permitted one attempt per dual enrollment course; thus, grade forgiveness is not permitted for dual enrollment students. A withdrawal from a dual enrollment course will count as an attempt at a course.

In very rare instances, a student with grave extenuating circumstances may request, via their counselor, permission to repeat a previously attempted course. Full documentation of the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review the request and forward it to the Dean of Student Affairs for final decision, according to College guidelines regarding extenuating circumstances. If the repeat attempt is approved through this process, grade forgiveness will occur and the grade from the second attempt will be used when calculating the student's PHSC cumulative GPA.

Weighting of Dual Enrollment Course Grades

Dual enrollment college level academic credit courses will be weighted at 1.0. No HCSB course in Hernando County receives a higher weight per Florida Statutes, Chapter 1007.271(18).

Career certificate courses offered on either the high school or the PHSC campus will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit.

Student Grade Distribution

PHSC's Associate Dean of Enterprise Systems will send an electronic file containing dual enrollment students' grades to the HCSB's Information Systems (IS) contact after the College's semester ends. Upon receiving dual enrollment grades from PHSC's Executive Director of Enterprise Systems, the HCSB's IS contact will enter grades into TERMS, and then send the grades to the high schools electronically. Students may access grades through their PHSC student account, or at Florida Shines (www.floridashines.org).

Assurance of High School Credit and Transferability of Courses

Approved and offered dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses offered will meet the guidelines for transferability of credit under Florida Statutes Chapter 1007.271(12).

VII. Plan for Providing Advising and Guidance Services

Academic Advising

High school counselors and or Career Technical Education Specialists together with PHSC academic advisors will provide academic advisement services (i.e., individual and/or classroom guidance, college workshops and college days/nights) on dual enrollment, college majors, and course and program prerequisites, and weighting systems to students. In addition, high school counselors and/or CTE specialists will assist dual enrollment students with consideration of future educational and career planning. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and Bright Futures scholarships.

Each dual enrollment student is strongly encouraged to meet with a PHSC academic advisor and a high school counselor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Students are advised of the expectations for continued dual enrollment eligibility during these advising sessions. For additional information on program(s) of study, students should refer to Academic Programs in the current PHSC catalog.

College-Level Course Expectations: In accordance with Statement of Standards E2, Early College Course Expectations, students and parents should be informed by high school counselors and PHSC academic advisors of college-level course expectations. Advising should include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course syllabi are available for students and parents to review during the drop/add period each semester. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Development of a Student Plan

To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

Using "www.floridashines.org). "Florida Shines students and school counselors will develop a plan, which may include dual enrollment courses. It is recommended that this plan be updated annually. If a student should develop a plan that will result in an Applied Technology Diploma, an Associate in Science Degree, or an Associate in Arts Degree, academic advisors may contribute to the construction of this student plan as requested by school counselors and students. Alternatively, if the student identifies a baccalaureate degree as the student plan objective, the student will be advised by the school counselor and/or career specialists and/or PHSC academic advisor to ensure that courses will meet the General Education requirements and any pre-requisite and/or transfer requirements for entrance into the selected baccalaureate degree program.

VIII. College –Level Course Expectations

Course Content

The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Note: College-level courses require class attendance and students who miss more than one class period may suffer grade penalties which cannot be made up.

Student Behavior/Suspension Policy

All dual enrollment students must abide by all PHSC policies and procedures including, but not limited to PHSC's Student Code of Conduct as stated in the online PHSC College Catalog/Student Handbook. Students understand that if they violate any items in either the PHSC or HCSB Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and HCSB high school campuses.

In accordance with Statement of Standards E1, Classroom Atmosphere, dual enrollment courses taught on a high school campus are expected to achieve and maintain a college- like atmosphere. Students who behave in a manner which is disruptive to the learning environment may be subject to disciplinary action and/or may lose the opportunity to participate in the dual enrollment program.

If the alleged disruption occurs in a dual enrollment class at the high school, the high school administrators may take proper action based on the high school Code of Student Conduct and report the

incident and the action taken to the appropriate Assistant Dean of Student Affairs to initiate a PHSC student disciplinary investigation as outlined in the PHSC disciplinary process. Violations of the PHSC Code of Student Conduct whether at PHSC or online, will be addressed and investigated by the Assistant Dean of Student Affairs and Enrollment Management per the PHSC disciplinary procedures. Any safety and security concerns should be addressed immediately by the on-site administrators according to their policies. If there are non-disruption alleged violations of the student Code of Conduct by a dual-enrolled student, the instructor should contact the appropriate Assistant Dean of Student Affairs to initiate an investigation.

Furthermore, when a student is placed in out-of-school suspension from a HCSB high school for any reason, the student will not be permitted to attend dual enrollment classes on the high school campus for the dates indicated in the suspension. The high school principal (or designee) will notify the North Campus Provost or the Spring Hill Campus Provost as appropriate of the student's high school suspension in the case of major offenses. The suspended student will be subject to any penalties noted in the syllabi of the PHSC courses(s) in which he/she is registered. All dual enrollment students shall be required to meet PHSC's Student Code of Conduct as stated in the online PHSC College Catalog/Student Handbook.

If a student has committed an act on the high school campus that constitutes serious threats to school safety [aggravated battery, homicide, armed robbery, possession -use or sale of any explosive, arson device, battery or aggravated, possession- use or sale of narcotic or other controlled substance, possession- use or sale of any firearm, battery on a teacher or other school personnel, sexual battery, victimization, false alarms- including but not limited to, pulling fire alarms] which results in a Level 4 offense, expulsion, or placement in an alternative setting, the student will immediately lose all privilege to participate in the dual enrollment program on the high school campus, PHSC campus and online classes.

The HCSB and PHSC will follow their established appeal process as outlined in the student code of conduct at each institution.

Drop/Add and Audit/Withdrawal Policies and Procedures

As authorized by Florida Statutes, Chapter 1007.272 and in accordance with Statement of Standards S3, Joint AP/Early College-Dual Enrollment, dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published in the online PHSC College Catalog/Student Handbook.

High school dual enrollment students must comply with PHSC's and the HCSB's procedures, timelines, and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may drop classes taken online with PHSC, or on a PHSC campus, through their PHSC student account by the end of the first week of class. After the first week of class, if a student no longer wants to be in a Dual Enrollment class they may withdraw.

Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the high school counselor. The student must submit the signed withdrawal form to an academic advisor in the PHSC Student Affairs Office for final approval by the published deadline.

Information on the withdrawal process is available on the PHSC website and from academic advisors.

Dual enrollment students will not be permitted to audit any dual enrollment course on either high school or college campuses

Reporting of Course Withdrawals

PHSC's the Executive Director of Enterprise Systems will notify the Supervisor of College and Career Programs at HCSB via an electronic report every two weeks during and following the withdrawal period of dual enrollment students who have withdrawn from courses.

Requests for corrections of course records, including requests for a late drop or late withdrawal, are to be made within one calendar year of when the grade was assigned to the course. It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one-year period. Students requiring assistance should work with their high school counselor and PHSC academic advisor. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by the high school, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review it and forward it to the Dean of Student Affairs for final decision, according to College guidelines regarding extenuating circumstances

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation. If the request is approved by the Dean of Student Affairs and Enrollment Management, the student will be withdrawn or dropped from the class. The College will notify the student and the high school counselor once the process has been completed.

Ongoing Monitoring of Students' Progress in Dual Enrollment Courses

- a. If a faculty member has notified the Student Affairs Office of a dual enrollment student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will attempt to notify the HCSB high school designee (i.e., high school counselor).
- b. Tutoring resources available at PHSC for dual enrollment students include the Academic Success Centers and an online tutoring system called SMARTHINKING.

IX. Early Admission Dual Enrollment

Early Admission (i.e., full-time postsecondary enrollment) allows eligible 12th grade secondary students to enroll full-time (minimum of 12 credit hours per semester and a maximum of 16 credit hours per semester) at PHSC in courses that are creditable toward the high school diploma and the Associate Degree.

Early Admission Students:

- a. are not withdrawn from HCSB schools as indicated in the Student Progression Plan's School Procedure Handbook, which can be found at hernandoschools.org.
- b. must meet the full-time student status at the college level (a minimum of 12 credit hours per semester).

c. enrolling in dual enrollment college credit courses must qualify with a minimum cumulative unweighted high school GPA of 3.0000 as indicated in Florida Statutes, Chapter 1007.271(3), and the Statement of Standards S1, Grade Point Average.

d. who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills and college-level math) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315;

e. and must meet the stated pre-requisite(s) and/or co-requisite(s) for each course.

X. Prior Learning Assessments

PHSC can award college credit based on scores from Prior Learning Assessment (PLA) exams meeting requirements set by institutional policy. Exams offered include CLEP, UExcel and DSST. Students should contact an academic advisor to determine what prior learning assessment options may be available.

XI. Graduating Seniors – Summer Options

Graduating seniors who are currently enrolled as a dual enrollment student and who choose to attend PHSC in Term III or IIIA must obtain and bring to any PHSC Admissions and Student Records Office PHSC Application for Admission: Graduating Senior Credit Bank Student Form (SAR-58). Students must complete and bring the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the high school principal's signature to meet with an academic advisor to register for classes. These seniors will be required to meet common placement test score requirements and all course prerequisite requirements prior to enrollment. Graduating senior credit banking cannot be used for dual enrollment courses previously attempted. Students should contact a PHSC Academic Advisor for information on Credit Banking.

Graduating seniors who wish to attend PHSC in Term IIIB and who have previously participated in the Dual Enrollment Program must complete a PHSC Application for Readmission. There is no charge to the dual enrollment student for the readmission application.

NOTE: Seniors (not current or former DE students) who are scheduled to graduate at the end of the high school second semester may enroll in summer term B classes at PHSC. These students will be responsible for the costs of application, tuition, fees, textbooks, and required materials for these summer classes. Summer classes will not be considered as dual enrollment classes and credit earned will not apply towards high school graduation.

XII. Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)

Criteria for Awarding College Credit from Technical Credit

A student who wishes to petition for articulation of technical credits to PHSC College credits must:

- a. Apply for admission and enroll in the equivalent Associate of Science Degree program at PHSC.
- b. completes a Petition to Award College Credit from Technical Credit Form (SAR-74A) and receive approval from PHSC's Dean of Workforce Development.

Criteria for Awarding Industry Certification Credit

A student who wishes to petition for award of college credit based upon industry certification must:

- a. apply and enroll in one of the approved Associate in Science Degree programs at PHSC.
- b. complete a Petition for Certification Credit Form (SAR-74) and receive approval for these credits from PHSC's Dean of Workforce Development, Career, and Technical Education.

Basic Skills Exit Requirements

Florida Administrative Code 6A-10.040 requires students of most career certificate programs to meet specific basic skills requirements in mathematics, language, and reading before being awarded a certificate of completion. PHSC uses the Test of Adult Basic Education (TABE) to assess mastery of these skills. Each program has specific grade-level exit requirements, listed on the *TABE Exit Requirements for Career and Technical Certificate Programs* chart available on the Testing web page at phsc.edu. Students must take all applicable sections of the TABE within the first six weeks of their program unless exempted by demonstrating readiness for college-level work in each subject area as defined in the PHSC College Catalog/Student Handbook.

Students who score below the minimum basic skill levels are advised to meet with a high school counselor to develop a plan focused on achieving their academic needs prior to retaking the TABE.

Students may be retested six weeks after the initial administration of the TABE using an alternate form, then must wait six months before retesting with the same form.

Civic Literacy Requirement

Effective 2021-2022 school year and thereafter, pursuant to Florida Rule 6A-10.04213 and Section 1007.25, Florida Statutes, students initially entering a Florida College System (FCS) institution must demonstrate competency in civic literacy by completing a course and passing an approved assessment.

The civic literacy requirement can be met as outlined below.

Option 1 - complete a. (course) and b. (assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-by-exam

Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Floridashines transient student request procedure.**XIII. Mechanisms and Strategies for Promoting Career and Technical Education Programs**

PHSC and the HCSB will promote Career and Technical Education Programs via flyers and brochures, school counselor services, Parent Nights, Curriculum Fairs, and a College Night on the North Campus. PHSC and School Board websites will provide pertinent related information.

Career Academies

If any provision of the Career Academies section of the Articulation Agreement is inconsistent with or in conflict with any other sections of the Articulation Agreement, as related to Career Academies only, the Career Academy section of the Articulation Agreement will supersede all other sections. Career Academies exist as a small cohort of students working with business partners and local community partners to provide an integrated approach within a rigorous and relevant curriculum focused on research-based best instructional practices.

Career Academies prepare students to meet the demands of a changing workforce while providing the opportunity for successful high school graduation, gainful employment, post-secondary education, and the highest level of industry certification by the State of Florida. Students will be placed in academy courses which will lead to either Agency for Workforce Innovation (AWI) recognized industry certification, Department of Education (DOE) recognized industry certification, post-secondary credit, and/or a state or national license.

Students enrolled in a HCSB Career Academy will qualify for dual enrollment if they achieve a satisfactory score on a common placement test approved by the Florida Department of Education which will demonstrate a student's readiness for college level work.

PHSC and the HCSB will provide opportunities for high school students enrolled in Career Academies to earn academic college credit or technical credit while enrolled in high school. Career certificate courses and academic credit courses are classified as college credit and may be transferred to other colleges and universities. The career certificate courses may be articulated to college credit using current state-wide articulation agreements or local articulation agreements. Credit by industry examination provides for articulation of industry recognized certifications to college credit using standards and criteria set by state-wide or local articulation agreements.

A student must earn a grade of “C” or higher in each technical credit career academy dual enrollment course in which he/she is enrolled to be awarded dual enrollment credit for the course through PHSC. A student earns PHSC technical credit regardless of whether he/she acquires industry certification.

NOTE: Some Career Certificate to Associate in Science statewide articulation agreements require passage of a state licensure examination before credit may be awarded. Students should consult a PHSC academic advisor for further information.

Career Pathways

A Memorandum of Understanding (MOU) has been developed to support and promote the Career Pathways Consortium within the Pasco-Hernando region. The MOU will be reviewed and revised annually.

The Consortium will provide rigorous curriculum integrating academics and career technical education. In addition, the Consortium will enable students to transition secondary educational learning experiences to post-secondary college credit, industry certification and graduation.

The Career Pathways Consortium will provide the following services to HCSB students and PHSC students:

1. Development of Career Pathways and Programs of Study.
2. Coordinate career education activities.
3. Negotiate articulation agreements between secondary and postsecondary institutions.
4. Integrate curriculum development.
5. Promote rigorous and relevant programs of study.
6. Provide Career Pathways information and advisement to parents, students, and teachers; and
7. Analyze student performance data to evaluate the effectiveness of the Career Pathways and Programs of Study.

The Consortium supports students earning college or technical credit(s) in an approved Associate in Science Degree program.

Mechanisms and Strategies for Promoting Career and Technical Education Programs of Study

The Pasco-Hernando Career Pathways Consortium is responsible for the development of programs of study that align secondary career and technical education programs with postsecondary programs and meet the eligibility criteria of the Carl D. Perkins Act. The Dual Enrollment Steering Committee annually reviews the alignment between CTE and college degree programs along with recognized industry certifications. Secondary and college instructors review the course content against the state frameworks, level of rigor, and equipment and support materials. In addition, the Florida Career and Professional Education Act (Section 1003.491, Florida Statutes) charges the commissioner of education with annually reviewing K-12 and postsecondary CTE programs to ensure they require high-level skills and to assess alignment of existing offerings with employer demand, postsecondary credentials, and professional industry certifications.

HCSB and PHSC instructional personnel continue to collaborate in the review of courses and the development of articulations that include programs of study leading toward certificates and Associate in Science degrees.

Career Dual Enrollment and CAPE Industry Certifications

Career dual enrollment is provided as a curricular option for students to pursue to earn industry certifications adopted pursuant to S. 1008.44, which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to s.1008.44 should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification.

XIV. Instruction and Faculty Policy and Procedures

Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution

There are no exceptions to rules, guidelines, and expectations as stated in the faculty or adjunct faculty handbook at this time.

There are no exceptions to rules, guidelines, and expectations as stated in the student handbook of the postsecondary institution which apply to faculty members at this time.

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained

Qualification and Selection of Instructors

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual. An electronic copy is available for review by contacting the Supervisor of Secondary Programs Curriculum.

Dual Enrollment Adjunct Instructor Application

All prospective dual enrollment instructors must complete a PHSC Dual Enrollment Employment Application for Adjunct Temporary Instructors online choosing the PHSC campus based on location. **Applications should be submitted between March 1st and June 30th for the upcoming school year.**

North Campus application for: prospective instructors at Nature Coast, Central, and Hernando High Schools.

Spring Hill Campus application for: prospective instructors at Springstead and Weeki Wachee High Schools.

Applications will be reviewed by the appropriate dean. This process will allow for pre-qualification of instructors.

As indicated in the Statement of Standards F2, Faculty Transcripts, official postsecondary transcripts for all faculty teaching dual enrollment courses must be on file at PHSC prior to any instructional assignments being made.

Instructors Seeking Additional Course Credentialing

Dual enrollment instructors already credentialed to teach specific courses, who wish to pursue credentialing in additional courses, must submit the Dual Enrollment Instructor Prequalification Form, listing the requested courses, to the Director of Dual Enrollment. The form, which is available on the PHSC dual enrollment instructor application webpage, will be forwarded to the appropriate Dean for review.

Responsibilities and Qualifications

Dual enrollment instructors teaching on the high school campus during regular school hours will be required to attend applicable organizational meetings. One such meeting will be an orientation session for adjunct faculty to be held at the beginning of each semester at any PHSC campus. All dual enrollment instructors will be required to attend an adjunct faculty orientation session each semester. As indicated in the Statement of Standards F3, Faculty Handbook, all adjunct faculty members will be provided with an electronic copy of the Full-Time Faculty and Adjunct Faculty Handbook.

It is the responsibility of the high school principal to ensure that high school instructors teaching dual enrollment courses abide by the conditions of this Agreement.

It is the responsibility of the North Campus Provost or the Spring Hill Campus Provost as appropriate to ensure that college instructors teaching courses at the high school abide by the conditions of this Agreement.

The high school principal (or district designee) will recommend qualified personnel to teach dual enrollment classes held on the high school campuses. These instructors will be mutually agreed upon by the high school principal (or district designee), the appropriate Dean or Campus Provost and the Executive Vice President, Chief Academic Officer/ College Provost. The Executive Vice President, Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the instructor prior to his/her appointment.

To qualify as an instructor for academic credit courses, a masters' degree from a regionally accredited institution in the teaching discipline or a masters' degree from a regionally accredited institution and 18 graduate hours in the teaching discipline is required. Additional detailed information regarding instructor qualifications is available in the PHSC Faculty Credentials and Qualifications Manual. In the event an approved instructor for a dual enrollment course offered at the high school is unable to continue teaching the course to which he/she is assigned, the high school principal (or district designee) must notify the Executive Vice President and Chief Academic Officer/College Provost within three (3) business days of awareness of the instructor's inability to meet his/her course assignment. It is the responsibility of the high school principal (or district designee) to provide a qualified instructor according to the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor. The Executive Vice President and Chief Academic Officer/College Provost must give final approval regarding the academic credentials of the new instructor prior to his/her appointment. If the school district cannot identify a qualified instructor to complete the dual enrollment course, then PHSC will attempt to provide a qualified instructor at the expense of the school district. This instructor, provided by PHSC, must comply with the Hernando County School Board (HCSB) Criminal Background Screening policy, which includes a background check and fingerprinting. If an approved, qualified instructor cannot be identified in a timely manner, then the course will not be taught as a dual enrollment course.

Associated faculty names and social security numbers will be provided after the drop/add period each semester. Employee information provided under this Agreement, including but not limited to social security numbers, is confidential; and the receiving entity shall take all reasonable measures to prevent disclosure of such information to other entities of persons except as required or permitted by law.

College faculty who teach dual enrollment courses on the high school campus are required to undergo background screening conducted in accordance with school district standards. PHSC will be responsible for ensuring that all such employees have been screened by the HCSB prior to being assigned to teach. Although school districts cannot make decisions related to the employment of college instructional staff, they can use the results of the background screening to prohibit such personnel from teaching on the high school campus. If the college instructor is employed by PHSC, the College will assume responsibility for ensuring the screening is done. The HCSB will not assume any responsibility for costs associated with individuals the College provides for instruction except as indicated in IX.1.h.

Assessment of Instructors

- a. In accordance with Statement of Standards A2, Course/Instructor Evaluation, dual enrollment courses taught in the high school will be evaluated in the same fashion as courses taught on the College campus.
- b. The school principal will inform each instructor, prior to being assigned a dual enrollment class, that he/she will be involved in an evaluation process conducted by PHSC and that this process will not be used to determine the HCSB employment status of the instructor.
- c. PHSC will identify the College administrator assigned to conduct the faculty observation at each high school.
- d. A PHSC administrator will coordinate a visit to the classroom of the dual enrollment instructor through the high school principal (or authorized designee).
- e. A copy of the evaluation instrument will be provided to the instructor in advance of the evaluation. In accordance with Statement of Standards F6, Observation/Evaluation of Instruction, the evaluation process, including the use of PHSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any PHSC adjunct faculty member.
- f. The principal, PHSC evaluator, and instructor will decide collaboratively how and when the evaluation will be implemented. The discussion should include the following:
 1. The time frame within which the Course and Instructor Evaluation by Students will be administered to students and the procedures for data collection.
 2. The month(s) of the school year that classroom observations will be conducted and the number of observations to be conducted; and
 3. The manner in which the Course and Instructor Evaluation by Students form will be completed and how it will be shared with the instructor.
- g. Each instructor will receive a personal copy of the student evaluation and the completed Full-Time/Adjunct Faculty Evaluation by Administrator Form (IIN-9).
- h. Dual enrollment courses will be taught according to the approved Master Course Outline and course syllabus template which shall be provided by the College for use by each dual enrollment instructor, as noted in Statement of Standards C2, Course Plan and Objectives. Prior to the first class meeting, the instructor will send his/her individual syllabus for each course to the appropriate campus provost, academic dean, or designee to confirm each syllabus is in accordance with Statement of Standards C3, Syllabus

Requirement.

Grade Submission Procedures

In accordance with Statement of Standards C7, Grades, all full-time and adjunct faculty teaching Early College/Dual Enrollment (EC/DE) classes **MUST** observe College procedures/deadlines for submission of grades in appropriate format including PHSC's published date for grade submission. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching an EC/DE course. Final grades for all students shall be reported and submitted online through PHSC's online grade entry process by the faculty member teaching the course. Instructions for grade submission are available from the College. For students taking dual enrollment courses on PHSC's campuses each semester, PHSC shall report student grades, in an electronic format, to the Hernando County Information Services Department designee after the College's semester ends.

College dual enrollment grades may only be changed by using the official PHSC Change of Grade Form (IIN-16). This form may be requested directly from the PHSC Admissions and Student Records Office or any Student Affairs Office. The Change of Grade Form must be completed in its entirety and signed in ink by the dual enrollment instructor. Documentation should be included to justify the change of grade. The Dual Enrollment contact person should forward this form to the Assistant Dean of Student Affairs, who will then forward it to the appropriate academic dean at PHSC for approval and signature. Faculty may not make end-of-term grade changes online.

Faculty teaching classes on PHSC campuses, or online for PHSC, are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are to be reported as a W2 using the attendance verification process. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean.

XV. Administrative Relationships

1. High school principals and College personnel will coordinate curriculum offerings approved as part of this Agreement in accordance with the locally established procedures.
2. College personnel will provide the high school principal with all pertinent information concerning the college course(s) to be offered to high school students.
3. Dual enrollment courses taught by high school instructors will be taught in accordance with the PHSC college calendar. Dual enrollment courses taught by PHSC faculty will be scheduled in accordance with the College's Schedule of Classes or as agreed upon by the proposer and the Executive Vice President and Chief Academic Officer/College Provost.
4. Dual enrollment courses taught on the high school campus during regular school hours will be offered in a manner consistent with the high school calendar. However, drop/add, withdrawal deadlines and final grades will be due based upon the PHSC Academic Calendar unless an alternate date has been mutually agreed upon by PHSC and the HCSB.
5. College instructors will abide by all applicable College rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.

6. PHSC may provide instructors for courses within a Career Academy or within academic college credit courses offered on HCSB high school campuses, where the HCSB does not have a qualified instructor.

Program Analysis and Review

1. In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades dual enrollment students receive in subsequent courses taken at the College. The purpose of this analysis will be to ensure that the level of preparation and future success of dual enrollment students is comparable to that of non-dual enrollment students. The information shall be shared with the Supervisor of Secondary Programs (or designee) and with the Division of Florida Colleges.

2. PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early Admissions and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for dual enrollment courses are comparable to those evidenced in non-dual enrollment sections of the same course. Results of this analysis shall be shared with the Supervisor of College and Career Programs (or designee) and with the Division of Florida Colleges.

3. Statement of Standards A5, Periodic Review, indicates that the Division of Florida Colleges will conduct a program review of all dual enrollment programs every three years. PHSC will share the results of these reviews with the Supervisor of College and Career Programs (or designee).

XVI. Mechanisms and Strategies for Reducing Incidence of Postsecondary Remediation in Math, Reading and Writing for First-time Enrolled Recent High School Graduates

Remedial Reduction Plan

1. Current Mechanisms Initiated by the HCSB

a. All first through twelfth grade students who are not meeting district expectations in reading, writing, science, and mathematics have a Progress Monitoring Plan that provides strategies for intensive help to meet the expectations.

b. All students are required to master Algebra I or its equivalent to graduate. Effective with the graduating cohort of 2009-2010, students will be required to master both Algebra I and Geometry.

c. A 2.0 GPA is required for graduation.

d. All Level I courses have been eliminated in mathematics and language arts as required for graduation.

e. High school counselors articulate with middle school counselors to facilitate the development of appropriate high school plans for students.

f. All eighth-grade students complete a career plan to guide their academic and career choices in high school.

g. High school students are offered a common placement test approved by the Florida Department of Education for dual enrollment.

2. College Readiness Assessment

Each high school identifies eligible and interested potential dual enrollment students and refers them to a PHSC academic advisor. Those students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315.

A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of test scores and earned postsecondary credit, must be on file with PHSC prior to the academic advisor approving courses for the term in which the student is enrolling. At PHSC testing sites, students are permitted two (2) attempts to achieve a satisfactory common placement test score. Common placement testing for dual enrollment purposes may be conducted at the high school sites unless otherwise specified in State Board of Education Rule 6A-10.0315.

3. Analysis of Problems and Corrective Actions

- a. To identify student needs in reading, writing, science, and mathematics, the HCSB is in the process of identifying and/or developing diagnostic tools.
- b. To help students prepare for future careers, the HSCB has developed Academies in each high school that focus on broad career fields and academic achievement.
- c. To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.
- d. To facilitate the tracking of student progress over time, the HCSB is monitoring and analyzing data to provide intervention programs in reading, writing, science, and mathematics.
- e. To provide a curriculum that is both rigorous and relevant, teachers are working on teams to connect academic instruction to real world applications and experience.
- f. To strengthen content area instruction, in-service training is provided in reading, writing, science, and mathematics for all teachers.

4. Anticipated Outcomes of Remediation Reduction Efforts

- a. There will be a reduction in the number of students not meeting district expectations in reading, writing, science, and mathematics after the Progress Monitoring Plans have been implemented.
- b. The content area knowledge of mathematics teachers will be strengthened resulting in an increase in the number of students able to successfully complete Algebra I or its equivalent and meet graduation requirements.
- c. A greater percentage of students will meet the higher standards of Level II and Level III courses.
- d. Students will focus on post-graduation plans beginning in middle school and continuing throughout high school by taking appropriate academic and career and technical education coursework to achieve those plans.

5. Strategies for Better Preparation of Students upon High School Graduation

- a. PHSC will facilitate a common placement test approved by the Florida Department of Education and will provide a list of online resources.
- b. Expanded articulation between PHSC Student Affairs staff and HCSB high school counselor staff to include HCSB middle school counselors
- c. The HCSB will continue the development and implementation of career-focused programs of study. The HCSB implemented certified Career Academies at each high school that offer distinct career-focused, rigorous, and relevant programs of study.
- d. Involvement of PHSC faculty and deans in HCSB committees that address academics, including but not limited to textbook selection, advising, and dual enrollment
- e. Meetings with staff from PHSC to address remediation for students who are not college ready
- f. The HCSB and PHSC will analyze the cost associated with implementing the postsecondary remedial education reduction plan.

XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs

Student Supplies

- a. Basic instructional supplies will be provided by the HCSB. Lab Manuals are a required text used once by a student and cannot be reused since it is a consumable instructional material.
- b. The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, e-Instruction CPS Pulse clickers, clicker licenses and course codes, etc.

Instructional Cost Arrangements

- a. If the instructor of a dual enrollment course held at a PHSC campus is unable to attend a scheduled class, the College is responsible for making alternate arrangements for the class. The high school will provide a qualified instructor in accordance with SACSCOC requirements/guidelines for postsecondary instructors in the discipline if the high school instructor is unable to attend a scheduled class.
- b. Required professional liability insurance for approved courses will be paid by the HCSB. PHSC will bill the HCSB for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications,, PHSC's Financial Services Office and by the HCSB Director of Finance.
- c. When PHSC approves a student to take a credit-by-examination for an approved course, the HCSB will pay this fee. PHSC will bill the HCSB for these fees. This process will be coordinated by PHSC's Assistant Vice President of Academic Affairs, Marketing and Communications, PHSC's Financial Services Office and by the HCSB Director of Finance.

Tuition and Administrative Costs

Pursuant to legislation enacted during the 2013 regular session of the Florida Legislature, the College shall charge, and the School District shall pay from its FEFP allocation for dual enrollment students as follows (these provisions also apply to Charter School students when the Charter School enrollment is included in the School District's FEFP funding calculations):

a. For those students who attend classes on the College's campuses, the College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of dual enrollment credits being taken on the College's campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2015-2016 General Appropriations Act. The invoice will contain the names, student identification numbers, birth dates, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop/Add" period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

b. For those students who attend dual enrollment classes at high school campuses for classes taught by an instructor provided by the College, the College shall invoice the School District no later than thirty days after commencement of those classes. The invoices shall equal the cost to the College of an adjunct instructor teaching an equivalent class on the College campus or the actual cost of the instructor, whichever is less. Such invoices may be submitted electronically. The School District agrees to pay all such invoices within 30 days of submission. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time prescribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted.

c. Subject to annual appropriation in the General Appropriations Act, PHSC shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term. All eligible dual enrollment students may participate in summer terms III, IIIA, and IIIB if funding is available.

d. Both the College and the school district acknowledge that certain administrative costs are incurred by each for those students that are not attending classes on the post-secondary campus. In the interest of equity, each party agrees to be responsible for its own administrative costs for these students.

e. For students who attend public charter schools and participate in the Dual Enrollment Program, the College will separately submit an invoice to the public charter school in accordance with the tuition and administrative costs policies, procedures, terms, and conditions.

Textbook Selection

a. In accordance with Statement of Standards C5, Textbooks and Instructional Materials, it will be the responsibility of the HCSB to use PHSC's currently adopted textbooks. Textbook editions used in dual enrollment courses offered at the high school campuses may vary from those editions in use at PHSC as long as the content of the text is comparable to the updated edition and approval has been granted by the Executive Vice President, Chief Academic Officer/College Provost (or designee).

b. The Supervisor of College and Career Programs will submit a list of proposed courses and

recommended textbooks to PHSC for any exceptions by the first working day in June for the following Fall semester, to the Executive Vice President, Chief Academic Officer/College Provost (or designee).

c. The HCSB will be responsible for purchasing, storing, and maintaining textbooks used in the dual enrollment program. Exceptions may be made under unusual circumstances by the mutual agreement of the Superintendent of Hernando County Schools and the President of PHSC.

d. PHSC will provide an electronic list of the currently adopted textbooks in April, July, and November of each year, 30 days prior to the start date of each term to the Supervisor of College and Career Programs from the PHSC College Stores Manager/Textbook Manager. Updates of textbook changes can also be viewed online at the PHSC College Store.

e. It is the responsibility of PHSC to review requests for exceptions to the use of PHSC's currently adopted textbooks.

f. In accordance with the guidelines stated above, PHSC, whenever possible, will follow the State Adoption Cycle currently in use by the HCSB.

Policies for Acquiring Textbooks

a. The student takes the PHSC course schedule, Fee Statement form, or other evidence of registration at PHSC to any of the high school's dual enrollment textbook sites.

b. The school's dual enrollment textbook personnel will check to see if the required textbooks for the registered courses are in the inventory at the textbook depository. If the books are available, the student will be issued the needed textbooks. If the textbooks are not available, the student will be issued a Dual Enrollment Textbook Depository Approval Form Voucher and referred to PHSC to obtain materials. The student will have 30 days after PHSC's published drop date to use the book voucher. The student will be asked to complete the following information on a Dual Enrollment Textbook Depository Approval Form: Name, Address, Home Phone Number, Social Security Number, E-mail Address (if applicable) and high school. The student will then receive the top two copies of the completed Dual Enrollment Textbook Depository Approval Form, which will list courses for which textbooks have been provided by the textbook personnel and the courses for which textbooks will be needed from PHSC. Dual Enrollment students must obtain a PHSC ID card before using the assigned voucher. All textbooks issued to dual enrollment students with or without a voucher are the property of the Hernando County School Board and must be returned to the schools on the designated dates.

Textbook Return Policies

At the end of the semester, all textbooks will be returned to the dual enrollment textbook personnel located at their respective high schools. The textbook personnel will examine the textbooks and determine their condition. If any of the textbook materials is damaged or lost, the student will be charged a textbook fine.

Since textbook bundles often contain several separate materials and are not sold separately, students will be charged for the total cost of the textbook bundle if any one piece is missing.

All students are required to return textbooks during the designated times to at their respective high school. Students will not be permitted to check out additional dual enrollment textbooks until all textbooks have been returned and fees paid.

If students choose to drop a course, for those books obtained from the PHSC College Store, students must return the bundled textbook to the PHSC College Store for credit to the HCSB up to one week following the last day of drop/add for the current semester period. If the student fails to comply, a Notice of Obligation will be issued by the HCSB.

Services to Students with Disabilities

The HCSB is responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Transition Individual Educational Plan (TIEP) or 504 Plan), who are enrolled in a PHSC dual enrollment course(s) during regular high school hours on the high school campuses. Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (campuses, centers, online and hybrid,) will receive accommodations upon receipt of documentation of a disability that meets PHSC guidelines. The HCSB and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for dually enrolled students. Any costs for interpreters for students with a hearing impairment will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus. Any costs for students with visual impairments will be paid 50% by the school district and 50% by PHSC for courses taken at any PHSC campus.

Nothing herein shall make PHSC a party to the TIEP nor shall PHSC be given or required to have a TIEP with a dual enrollment student. PHSC's Student Accessibility Services shall work with the School District to determine if accommodations are required under the Americans with Disabilities Act and Section 504 or the Individuals with Disabilities Act.

To receive accommodations, students must self-disclose their disability to a Student Accessibility Services staff member. Information regarding eligibility for instructional and support services can be attained by contacting the Student Accessibility Services office. Documentation of a student's disability is required before Student Accessibility Services will provide accommodations for each student. Determination of eligibility is the responsibility of PHSC's Director of Student Accessibility Services.

PHSC is an equal access college and does not discriminate against person with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Student Accessibility Services at the West Campus or the Assistant Coordinator of Student Accessibility Services at any other campus and complete a Self-Identification Form. The College requires documentation of a student's disability before providing accommodations for such disability. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, special seating, interpreter, reader, tutor, modified furniture.

Confidentiality: Each party acknowledges that during the term of this agreement both parties will send and receive information on students, which is considered confidential under federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release any confidential information except by written authorization from the student or unless otherwise authorized or required by law or rules. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses to the HCSB only. Parents will be advised that any information regarding student attendance or performance should be directed to the HCSB.

XVIII. Responsibilities for Providing Student Transportation

Students and/or parents shall provide all student transportation to and from courses taken on PHSC's campuses and sites and shall assume any liability incurred thereby.

DISPUTE RESOLUTION

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

SIGNATURES ON NEXT PAGE

PASCO-HERNANDO STATE COLLEGE:



TIMOTHY L. BEARD, PH.D., PRESIDENT
PASCO-HERNANDO STATE COLLEGE

6/23/2022

DATE



John Mitten, CHAIR
DISTRICT BOARD OF TRUSTEES
PASCO-HERNANDO STATE COLLEGE

6/23/22

DATE

Legal Language approved by PHSC
Legal Counsel
Initials PAN Date 6/6/2022

DISTRICT SCHOOL BOARD OF HERNANDO COUNTY:



JOHN STRATTON, SUPERINTENDENT
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

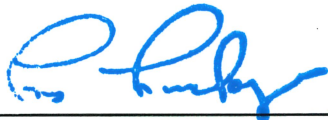
7/26/22

DATE

Approved as to Form

Nancy McClain Alfouso

General Counsel, HCSB



GUS GUADAGNINO, CHAIR
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

7/26/22

DATE

REVISED: 4/2022