

Exceptions to Statutorily Mandated Admissions Criteria – Career Academy Courses

For articulated Career Academy technical courses, students must have a minimum cumulative unweighted high school GPA of 2.0000. For Career Academy dual enrollment courses, a middle school GPA of 3.0000 is acceptable for enrollment in technical (career) certificate courses.

Application, Registration Forms and Processes

Students must consult with their high school counselor prior to participation 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 7, 2023 for Fall, December 14, 2023 for Spring, and April 29, 2024 for Summer.**

Late applications will not be accepted except under extenuating circumstances (e.g., school change, move, medical emergency). Any exceptions due to extenuating circumstances 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 Pasco County Schools for distribution.

Dual enrollment course request form:

PHSC will provide Pasco County Schools with the link to the online dual enrollment course request form **by May 15, 2023 for Fall 2023; October 2, 2023 for Spring 2024; and March 4, 2024 for Summer 2023**. The electronic signatures of the parent/guardian, 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 to participate in dual enrollment courses.
- 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 Pasco County Office for Technology and Information Services designee at Pasco County Schools Office. In determining academic progress, all college level 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, recommendation from the Principal or designee, and approval by a Pasco County Schools district representative. This formal request for an exception will be submitted to the Executive Vice President and Chief Academic Officer/College Provost or designee for consideration.

e. High school counselors will verify a student’s high school GPA eligibility for dual enrollment at the end of each high school semester and Pasco County Schools 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.

In very rare instances, a student with grave extenuating circumstances may request, via their school counselor, permission to appeal the unweighted 3.0 GPA requirement. Full documentation for the extenuating circumstances must be included with the student’s written request. If approved by the high school and school district, the request packet will then be sent to the Associate Director of Dual Enrollment. The Associate Director of Dual Enrollment will then review the request and forward to the Executive Vice President of Academic Affairs/College Provost for final decision, according to College’s guidelines regarding extenuating circumstances.

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 technical certificate courses may be provided at each high school in Pasco County 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, Pasco 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 Enriched Programs in the Office for Leading and Learning (Pasco County) will send a request for dual enrollment courses to be taught on the high school campuses for the upcoming academic year to the Associate Director of Dual Enrollment for approval by the Executive Vice President and Chief Academic Officer/College Provost or designee by **June 15th** of each year. The request for dual enrollment courses will list the course prefix, course number, course title, number of sections, and instructor information for each term (fall and spring) by high school. Approved courses will be added to the course schedule.

A written request to offer a laboratory science course on a specific high school campus in the fall semester of the 2023 – 2024 academic year must be submitted by Pasco County Schools to the Assistant Vice President of Academic Affairs and Dean of Arts and Sciences by June 15, 2023. To ensure compliance with SACSCOC criteria, a review of the request will require evaluation and assessment of the lab science facilities at the requested high school – to include the physical space, supplies, potential hazards and risks, and safety measures. That assessment will take place within two weeks of receipt of the written request. Pasco County Schools will then be informed in writing of the approval or denial of the request. If approved, the course information will be sent to the Executive Vice President and Chief Academic Officer / College Provost for final approval and addition to the course schedule. If denied, the reasons for denial will be provided.

Approval of the request to offer a lab science course on the high school campus does not guarantee that the course can be offered. The offering of an approved course will depend on a successful dual enrollment adjunct application by a qualified candidate. Dual enrollment lab courses must be taught by instructors who meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements and guidelines for postsecondary instructors in the discipline. Instructor's credentials will be evaluated in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual. The dual enrollment adjunct application may be submitted when Pasco County Schools is advised that the request to offer the course has been approved.

High School Credit

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 most up-to-date Equivalency List can be found at www.fldoe.org. Only PHSC dual enrollment students will be enrolled in dual enrollment courses offered on a high school campus in accordance with SACSCOC policy.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded 0.5 high school credits.

Instructors from Pasco County Schools and PHSC will be used to conduct these courses.

PHSC and Pasco County Schools will offer on-campus dual enrollment courses in which only Pasco County 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 Pasco County Schools campuses.

Students must take the dual enrollment courses on the high school campus or Pasco eSchool, if they are offered there.

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 through dual enrollment for a grade. These students must provide PHSC with an 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 Pasco County Schools and PHSC data processing departments. Before data transfer, high school counselors will ensure that students have completed an Enrollment Request form and DE high school instructors will verify the accuracy of their class roster. 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

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

Courses Currently Approved for Dual Enrollment Online through Pasco eSchool

Business: GEB1011, GEB2112

Communications: ENC1101, ENC1102, SPC2608

Computers: CGS1100

Humanities: HUM1020

Spanish Language: SPN1120, SPN1121

These courses are an extension of PHSC's online course offerings. As such, a formal request from Pasco County Schools to offer a new online dual enrollment course through Pasco eSchool should be submitted to the Associate Director of Dual Enrollment. The request will be forwarded to the Assistant Vice President of Academic Affairs, Marketing and Communications for review. If the request is approved, the Secondary Program Coordinator at Pasco County Schools may submit the course request form from Pasco eSchool with the required information for the proposed instructor.

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 prerequisite requirements for the student's selected courses prior to approving the courses. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course.

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.

High school dual enrollment students must comply with PHSC's and Pasco County Schools' 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. Additionally, students must comply with the drop/add semester timelines delineated in the Student Progression Plan available at www.pasco.k12.fl.us.

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.

Pasco County dual enrollment students are permitted to enroll in face-to-face or online sections of courses in Terms I and II (15-week terms) only, in fall and spring semesters.

If there is an extenuating circumstance/hardship and it is recommended by their high school administrator and approved by Pasco County Schools district representatives, Pasco County dual enrollment students may be permitted to enroll in a 10-week term **in Fall or Spring semesters only**. The district designee will communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner.

Pasco 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.

Ninth grade students may take courses 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 school counselor, permission to repeat a previously attempted course. 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. 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 awarded a 1.0 weight for every full credit earned. No course in Pasco 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

For students taking dual enrollment courses on PHSC's campuses each semester PHSC shall report student grades, in an electronic format, to the Pasco County Office for Technology and Information Services designee after the College's semester ends.

Upon receiving dual enrollment grades from PHSC's Executive Director of Enterprise Systems, the District School Board of Pasco County's Office for Technology and Information Services contact will enter grades into the student electronic reporting system and then send the grades to the high schools. 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 Counseling Services

Academic Advising

High School Counselors, Administrative Contacts and Instructors, counselors and/or career 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 prerequisites, and weighting systems to students. In addition, high school counselors and/or career 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 for 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 and Student Handbook.

College-Level Course Expectations: In accordance with Statement of Standards E2, Early College Course Expectations, students and parents/guardians should be informed by high school counselors and PHSC

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/guardians 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 Naviance, 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, OR, if the student identifies a baccalaureate degree as the plan objective, the student will be advised by the counselor and/or career specialist in collaboration with a 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. Students and parents/guardians are advised that Pasco-Hernando State College courses, textbooks, materials, and lectures are developed for the adult student, age 18 or older, and will not be modified or changed to accommodate younger students.

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, regardless of location or modality, 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

In accordance with Statement of Standards E1, Classroom Atmosphere, dual enrollment courses

taught on a high school campus are expected to maintain a college-like atmosphere. Students disruptive to the learning environment may be subject to disciplinary action and may lose the opportunity to participate in the dual enrollment program.

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

Furthermore, when a student is placed in out-of-school suspension from a Pasco County school for any reason, the student will not be permitted to attend dual enrollment classes on PHSC campuses for the dates indicated in the suspension. The high school principal or designee will notify the Executive Vice President and Chief Academic Officer/College Provost, or designee of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the PHSC courses(s) in which he/she is registered.

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 recommendation for 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.

Pasco County Schools 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 Catalog/Student Handbook. Additionally, students must comply with the Pasco County Schools drop/add semester timelines delineated in the Student Progression Plan, which can be found at www.pasco.k12.fl.us. Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the high school counselor

Note: During the first week of the term, students may only add in-person courses on PHSC campuses that have not already met. Online classes may be added through the Wednesday of the first week of the term (by 8:59 p.m.)

Students log in to their PHSC account to add and/or drop approved courses taken online with PHSC, or on a PHSC campus.

Once a withdrawal has been approved by the high school, the PHSC Student Affairs Office/Academic Advising must give final approval.

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 Executive Director of Enterprise Systems will notify the Assistant_Director, Office for Leading and Learning at Pasco County Schools 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 Assistant Vice President 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 add, 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 Assistant Vice President of Student Affairs and Enrollment Management, the student will be added, dropped, or withdrawn from the class. The College will notify the student and the high school counselor once the process has been completed, regardless of outcome.

Ongoing Monitoring of Student's Progress in Dual Enrollment Courses

- a. If a PHSC 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 notify the Pasco County high school designee (i.e., school counselor).
- b. Tutoring resources available at PHSC for dual enrollment students include the Academic Success Centers and an online tutoring system called SMARTHINKING.
- c. Dual enrollment courses taught at the high school campus and/or eSchool are eligible for additional progress monitoring pending the student's completion of a FERPA release form.

IX. Early Admission Dual Enrollment

Early Admission (i.e., full-time postsecondary enrollment) allows eligible 12th grade secondary students to enroll full-time (a 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 Pasco District Schools;
- b. must take the equivalent of three (3) high school credits per semester and 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 grade point average (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) 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 or have earned postsecondary credit for ENC1101.
- e. must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor; and
- f. must meet the stated pre-requisite(s) and/or co-requisite(s) of 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 assessments 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 the 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 who are scheduled to graduate at the end of the high school second semester may enroll in summer term classes at PHSC. These students will be responsible for the costs of 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 and Technical 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. Complete 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 and technical 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 PHSC Testing Services web page). 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 fall 2021, Florida Rule 6A-10.04213 will be updated to align with SB 1108 which amends s. 1007.25, F.S. This amendment will require students initially entering an FCS institution in 2021-22 and thereafter to 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 Programs

Career and Technical Certificate Programs

PHSC and Pasco County Schools will promote Career and Technical Education Programs via flyers and brochures, counseling services, , Curriculum Fairs and a College Night on the East and West campuses. PHSC and Pasco County Schools websites will provide pertinent related information.

Career Academies

If any provision of the Career Academies section of this document is inconsistent with or in conflict with any other sections of this document, as related to Career Academies only, the Career Academies section 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.

PHSC and Pasco County Schools 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 can earn PHSC technical credit regardless of whether he/she acquires industry certification.

NOTE: Some Career Certificate to Associate in Science state-wide 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 Pasco County students and PHSC students:

- Development of Career Pathways and Programs of Study.
- Coordinate career education activities.
- Negotiate articulation agreements between secondary and postsecondary institutions.
- Integrate curriculum development.
- Promote rigorous and relevant programs of study.
- Provide Career Pathways information and advisement to parents/guardians, students, and teachers; and
- 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) when they have successfully completed 25 percent of program credit hour requirements in an approved Associate in Science Degree program and have successfully completed appropriate technical credit courses with a grade of “C” or higher in select courses.

Mechanisms and Strategies for Promoting Career and Technical Programs of Study

The Pasco-Hernando Career Pathways Consortium is responsible for the development of two programs of study that align secondary career and technical 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, 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.

Pasco County Schools 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 Section 1008.44, Florida Statutes which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to s.1008.44, F.S. 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.

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.**

East Campus application for: prospective instructors at Kirkland Ranch Academy of Innovation, East Pasco Education Academy , Pasco, and Zephyrhills high schools.

Porter Campus at Wiregrass Ranch application for: prospective instructors at Cypress Creek, Sunlake, Wesley Chapel and Wiregrass Ranch high schools.

West Campus application for: prospective instructors at F.K.Marchman and West Pasco Education Academy, Angeline Academy of Innovation, Anclote, Fivay, Gulf, Hudson, Land O' Lakes, J.W. Mitchell, Wendell Krinn Technical, Pasco eSchool, River Ridge, and charter 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. All dual enrollment instructors must submit appropriate documentation of master's level education in the subject area.

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 Associate Director of Dual Enrollment. The form, which is 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 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 campus provost 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 master's 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 at the high school is unable to continue the course to which assigned, the high school principal (or district designee) must notify the Executive Vice President, Chief Academic Officer/College Provost within three (3) business days of awareness of instructor's inability to meet his/her class assignment. It is the responsibility of the high school principal (or district designee) to provide a qualified instructor according the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor. The Executive Vice President, 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 District School Board of Pasco County (Pasco County Schools) 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 articulation 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 or 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 Pasco County Schools standards. PHSC will be responsible for ensuring that all such employees have been screened by the Pasco County Schools 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. Pasco County Schools will not assume any responsibility for costs associated with individuals the College provides for instruction except as indicated in XVII.

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 Pasco County Schools 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 high school principal, PHSC evaluator, and instructor, in collaboration, will decide 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.
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 Pasco County Office for Technology and Information Services designee after the College's semester ends.

Dual Enrollment teachers who need to amend a grade must do so on 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 and Enrollment Management, who will then forward it to the appropriate academic division 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. This effectively removes the student from the class. 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

- a. High school principals and College personnel will coordinate curriculum offerings approved as part of this articulation agreement in accordance with the locally established procedures.
- b. College personnel will provide the high school principal with all pertinent information concerning the college course(s) to be offered to high school students.
- c. 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 PHSC college calendar (available on the PHSC website) as agreed upon by the proposer and Executive Vice President and Chief Academic Officer/College Provost.
- d. 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 Pasco County Schools.
- e. College instructors will abide by all applicable College rules governing attendance, classroom management and record keeping while conducting courses on the high school campus.
- f. In extenuating circumstances, PHSC may provide instructors for courses within a Career Academy or within academic college credit courses offered on Pasco County high school campuses, where the School Board does not have a qualified instructor.
- g. Courses at the high school and eSchool will adhere to the Standard Course Size Guidelines for maximum capacity for online and on campus classes.

Program Analysis and Review

- a. 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 Curriculum and Instruction, Secondary Programs (or designee) and with the Division of Florida Colleges.
- b. 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 Senior Supervisor of the Office for Leading and Learning, Secondary Programs (or designee) and with the Division of Florida Colleges.
- c. The 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 Assistant Director of the Office for Leading and Learning, Secondary Programs (or designee).

XVI. Mechanisms and Strategies for Reducing the 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 Pasco County Schools include:

- 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 high school students are required to pass the Algebra 1 EOC and state mandated high school ELA assessment or earn a concordant score in order to graduate. Schools have remediation opportunities in place for students who have not passed the required exams.
- 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.

2. College Readiness Assessment

- b. 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 Writing) 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.
- c. 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 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.
- b. To facilitate the tracking of student progress over time, Pasco County Schools is monitoring and analyzing data to provide intervention programs in reading, writing, science, and mathematics.

c. 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.

d. 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 meet graduation requirements and by successfully completing Algebra I or its equivalent.

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 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 Pasco County high school counseling staff to include Pasco County middle school counselors.

c. Pasco County Schools will continue the development and implementation of career-focused programs of study. Pasco County Schools 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 Pasco County Schools 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. Pasco County Schools 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 Pasco County Schools. Lab Manuals are a required text used once by a student and cannot be reused since it is a consumable instructional material.

will be issued the needed textbooks. If the textbooks are not available, the student will be issued a Pasco Dual Enrollment Textbook Depository Approval Form and referred to PHSC to get their materials. Students will be asked to complete the following information on a Pasco 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 a copy of the completed Pasco Dual Enrollment Textbook Depository Approval Form, which will list courses for which textbooks have been provided by the Pasco Depository 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.

c. The student has 45 days after PHSC's published drop date to use the book voucher issued.

Textbook Return Policies

As outlined in Pasco County Schools Dual Enrollment Textbook Information web page, (available at www.pasco.k12.fl.us) at the end of the semester, all textbooks will be returned to one of the Dual Enrollment Textbook Depository sites. The Dual Enrollment Textbook Depository Coordinator will examine the textbooks and determine their condition. If any of the textbook materials are 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 may be charged for the total cost of the textbook bundle if any one piece is missing.

If students cannot make it to the satellite sites for textbook return during the designated times, the student can return the book(s) to the District Office in Land O' Lakes. 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 are to return the textbooks to the PHSC College Store for refunds up to one week following the last day of drop for the current semester. After the drop date, the textbook must be returned to the Textbook Depository at the District Office in Land O' Lakes.

Services to Students with Disabilities

Pasco County Schools are responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Individual Educational Plan (IEP), 504 Plan), who are enrolled in a PHSC dual enrollment course(s) during regular high school hours on the high school campus(es). Instructors that are teaching PHSC dual enrollment classes at a high school campus and Pasco eSchool are to follow only the IEP/504 guidelines that are provided from their respective high school.

Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (PHSC campuses, PHSC centers, PHSC online classes and PHSC hybrid classes) will receive accommodations upon receipt of documentation of a disability(ies) that meets PHSC accessibility guidelines. Any costs for students with hearing impairments needing sign language interpreters or students with visual impairments who take classes at a PHSC campus will be paid 50% by Pasco County Schools and 50% by PHSC.

Pasco County Schools and PHSC will determine what are reasonable accommodations for dual enrollment students at their respective sites.

Nothing herein shall make PHSC faculty or staff a party to the IEP/504 nor shall PHSC be given or required to have an IEP with a dual enrollment student. PHSC's Student Accessibility Services shall work

	and participate in IEP meetings	without prior written permission
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XVIII. Responsibilities for Providing Student Transportation

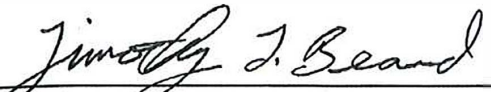
Students and/or parents/guardians shall provide all student transportation to and from courses taken on PHSC's campuses and sites and shall assume any liability incurred thereby.

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

6.20.23
Date



John Mitten, Chair
District Board of Trustees
Pasco-Hernando State College

6.20.23
Date

District School Board of Pasco County:



Kurt Browning, Superintendent
District School Board of Pasco County

7.25.23
Date



Megan Harding, Chair
District School Board of Pasco County

7.25.23
Date

REVISED: 3/23

Legal Language Approved by
PHSC Legal Counsel

Initials PAN Date 3/23/2023