

**Pasco-Hernando State College
and
the District School Board of
Hernando County**

**Collegiate High School Program Contract
2015**

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**District School Board of Hernando County
And Pasco-Hernando State College
Collegiate High School Program Contract
2015**

This Program Contract 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").

It is the specific purpose of this Program Contract to allow for eligible high school students to enroll in certain college courses and to receive credit for such courses from both the HCSB and PHSC. 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 the Collegiate High School Program effective January 1, 2015.

The policies and procedures outlined in the Dual Enrollment Articulation Agreement between HCSB and PHSC will serve as the policies and procedures for the Collegiate High School Program Contract when such policies and procedures are not specifically stated in the Collegiate High School Program Contract.

I. COLLEGIATE HIGH SCHOOL ELIGIBILITY

HCSB students in the PHSC Collegiate High School Program may only take eligible courses at the North Campus of PHSC. PHSC CHS students may take those courses in any format that the College offers them unless otherwise specified in this Program Contract.

II. PUBLIC SCHOOL PARTICIPATION

The PHSC Collegiate High School Program allows public school students in eleventh (11th) and twelfth (12th) grades to participate in the program.

III. PROGRAMS, INDUSTRY CERTIFICATIONS, & COURSES AVAILABLE

Students in the PHSC Collegiate High School Program are eligible to successfully complete 30 or more hours towards an associate in arts or associate in science degree. 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. Students participating in the PHSC Collegiate High School program may enroll in programs which will enable them to sit for the following CAPE industry certifications:

- Comp TIA Security +
- Comp TIA Network +
- Comp TIA A +
- CCENT (CISCO)
- CCNA (CISCO)
- AutoCAD Foundations

Students participating in the Collegiate High School Program may enroll only in college credit courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List. This list is available at <http://www.fldoe.org/articulation/pdf/DELlist.pdf>. 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.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Pharmacy Technician, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections) are not eligible for the PHSC Collegiate High School Program.

IV. HIGH SCHOOL AND COLLEGE CREDIT EARNED

Assurance of High School Credit and Transferability of Courses

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

College Credit Courses Available Through the Collegiate High School Program

Students enrolled in the PHSC Collegiate High School Program will be limited to enrolling in courses which simultaneously meet the high school graduation requirements and the PHSC degree requirements specified in the student's selected program of study and Student Performance Contract.

Students participating in the Collegiate High School Program may enroll only in college credit courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf>. Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Program Contract. 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.

V. STUDENT ENROLLMENT CRITERIA

Criteria for Identifying Students

- a) As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in the PHSC Collegiate High School Program must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.
- b) All students who plan to enroll in the PHSC Collegiate High School Program must achieve a satisfactory score 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) Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course in the PHSC Collegiate High School Program.
- d) Students must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor.
- e) Students must be residents of Hernando County.

- f) 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 fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Director of Management Information Systems will send an electronic report to the school district. In determining academic progress, all college-level credits will be included. Those students who do not maintain a high school overall cumulative unweighted 3.0 GPA and a 2.0 cumulative GPA in all PHSC courses will not be allowed to continue participating in the PHSC Collegiate High School Program. Any requests for exceptions to the 2.0 GPA requirement for each semester 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 Vice-President of Instruction/Provost, West Campus for consideration.
- g) Students who exit the PHSC Collegiate High School Program will not be permitted to reenter the program in a later term. The student would be eligible to participate in the PSHC Dual Enrollment Program as long as he/she meets the eligibility criteria for entrance and continuance.

VI. ENROLLMENT PROCESS AND DEADLINES

- a) All relevant dates and deadlines pertaining to the PHSC Collegiate High School Program are available online in PHSC's College Catalog/Student Handbook at catalog.phsc.edu.
- b) These dates are also published in PHSC's Quick Reference Guide which is delivered to the high schools and is available at many locations throughout the community. Additionally, high school counselors and PHSC academic advisors provide verbal notice to students of relevant dates and deadlines pertaining to the PHSC Collegiate High School Program.
- c) Students must meet with their high school counselor prior to participation to confirm that they meet eligibility requirements for the PHSC Collegiate High School Program. All applicants must meet the admissions criteria outlined in this Program Contract.
- d) **Enrollment in the PHSC Collegiate High School Program is only available in the fall of each academic year. The PHSC Collegiate High School Program has an entry seat cap of 60 students per fall term.**
- e) The application process begins well in advance of the intended term of enrollment. **HCSB will select and submit to PHSC the 60 completed Collegiate High School Program student applications by April 1 of the preceding fall term enrollment period.** No PHSC Collegiate High School Program applications for new admissions will be accepted after this date. Applicants will be notified of their acceptance prior to the end of their current high school spring semester.
- f) Students and high school counselors will select particular courses for a PHSC Collegiate High School Program student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors and registration staff will review and verify all grade and prerequisite requirements for the student's selected courses prior to registering the student. 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. All students who plan to enroll in the PHSC Collegiate High School Program must achieve a satisfactory score 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.

- g) Students may lose the opportunity to participate in the PHSC Collegiate High School Program if they are disruptive to the learning environment or behaving in an otherwise inappropriate manner during the registration process as determined by PHSC officials.

VII. METHODS OF INFORMING STUDENTS AND PARENTS

Procedures to Notify Students about The PHSC Collegiate High School Program

- a) Information pertaining to the PHSC Collegiate High School Program is made available by PHSC to students at www.phsc.edu.
- b) Each district high school will advertise the PHSC Collegiate High School Program throughout the school through the high school Instructional Television system each semester, postings on the school-wide video system and on each high school's web page. High school personnel direct students to meet with their school counselor if they are interested in learning more about participation in the PHSC Collegiate High School. High school counselors will review with the student criteria for participation in the PHSC Collegiate High School Program.

Procedures to Notify Parents about The PHSC Collegiate High School Program

- c) Information pertaining to the PHSC Collegiate High School Program is made available by PHSC to parents at www.phsc.edu.
- d) Parents will be notified about the option for their child to participate in the PHSC Collegiate High School Program through a variety of means, including quarterly school newsletters, regular individual advisement, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to all parents at www.phsc.edu, PHSC's online College Catalog/Student Handbook, and on the school district's website.

VIII. COURSE DELIVERY METHODS AND INSTRUCTORS FOR COURSES

Course Delivery Methods

- a) Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Program Contract. 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.

Qualification and Selection of Instructors

- b) In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching in the PHSC Collegiate High School Program 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 in the PHSC Collegiate High School Program are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

IX. STUDENT ADVISING AND PROGRESS MONITORING MECHANISMS**Academic Advising**

- a) High School 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 the PHSC Collegiate High School Program, college majors and prerequisites, and weighting systems to students. In addition, high school counselors and/or career specialists will assist PHSC Collegiate High School Program students with consideration of future educational and career planning.
- b) Each PHSC Collegiate High School Program student must 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 PHSC Collegiate High School Program courses. Students are advised of the expectations for continued PHSC Collegiate High School Program eligibility during these advising sessions. PHSC Collegiate High School Program students can take only those courses in their chosen program of study. For additional information on program(s) of study, please refer to Academic Programs in the current PHSC catalog at <http://catalog.phsc.edu>. In addition, students must have the approval of a parent or legal guardian and their high school counselor or principal's designee.
- c) Students must maintain good academic standing, which is defined as a 2.0 cumulative grade point average (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 fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Director of Management Information Systems will send an electronic report to the school district. In determining academic progress, college credits will be included. Those students who do not maintain a 2.0 cumulative GPA in all PHSC Collegiate High School Program courses will not be allowed to continue participating in the PHSC Collegiate High School Program. Any requests for exception to the 2.0 GPA requirement for each semester 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 Vice-President of Instruction/Provost, West Campus for consideration.
- d) Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published guidelines available at <http://phsc.edu/disabilities-services/eligibility-and-documentation> to the College's Director of Disability Services prior to registering for PHSC Collegiate High School Program classes at the PHSC campuses. The PHSC Collegiate High School Program student has the responsibility to meet with the Director of Disabilities Services, who will review the documentation provided, determine whether the student is eligible to receive accommodations and arrange for approved accommodations to be provided. The school district and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for PHSC Collegiate High School Program students. 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 the school district and 50% by PHSC.
- e) As indicated in Statement of Standards E2, Early College Course Expectations, PHSC Collegiate High School Program students should discuss with a PHSC advisor their

selection of college courses as it pertains to meeting PHSC degree requirements and transferability to other institutions. 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.

- f) In accordance with Statement of Standards E2, Early College Course Expectations, students and parents should be informed by high school counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to, 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 descriptions are available in the online PHSC College Catalog/Student Handbook at <http://catalog.phsc.edu>.

Ongoing Monitoring of Student's Progress in the PHSC Collegiate High School Program

- g) The PHSC academic advisor assigned to each high school shall confirm PHSC Collegiate High School Program enrollment with each school district's public high school principal's designee (e.g. School counselor) at the beginning of each semester.
- h) In the event that a PHSC faculty member has notified the Student Development Office of a PHSC Collegiate High School Program student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Development, or designee, will attempt to notify the school district high school designee (i.e. school counselor).
- i) School counselors and academic advisors along with instructors will follow PHSC Collegiate High School Program students' progress for students in need of academic assistance. Tutoring resources available at PHSC for PHSC Collegiate High School Program students include: the Teaching-Learning Centers and an online tutoring system called SMARTHINKING.
- j) School counselors and academic advisors discuss with students and parents course content for less traditional classes as course selection is being made. 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.

X PROGRAM REVIEW AND REPORTING MECHANISMS

- a) In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades PHSC Collegiate High School Program 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 PHSC Collegiate High School Program students is comparable to that of non-PHSC Collegiate High School Program students. The information shall be shared with the school district and with the Division of Florida Colleges.

- b) PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early College and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for PHSC Collegiate High School Program courses are comparable to those evidenced in non- PHSC Collegiate High School Program sections of the same course. Results of this analysis shall be shared with the school district 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 school district.

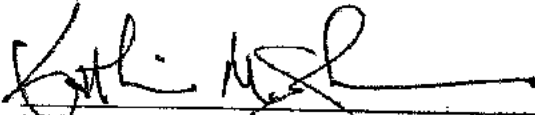
XI. TERMS OF FUNDING ARRANGEMENTS

- a) The school district shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to PHSC for students enrolled in the PHSC Collegiate High School Program.
- b) The College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of 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, 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 proscribed 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. These time lines shall apply in the Summer Semester as well, including any mini-terms in which PHSC Collegiate High School Program students may be enrolled.
- c) 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. In order to resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the PHSC Collegiate High School Program Contract. 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.
- d) Instructional materials assigned for use within the PHSC Collegiate High School Program shall be made available to students from the school district free of charge.

XII. STUDENT PERFORMANCE CONTRACT

Each student participating in the PHSC Collegiate High School Program must enter into a Student Performance Contract which must be signed by the student, the student's parent/legal guardian, a representative of the student's school district, and a PHSC academic advisor. The student performance contract includes the schedule of courses by semester, industry certifications to be taken by the student (if applicable), student attendance requirements, and course grade requirements for participation in the PHSC Collegiate High School Program.

PASCO-HERNANDO STATE COLLEGE:



KATHERINE M. JOHNSON, ED.D., PRESIDENT
PASCO-HERNANDO STATE COLLEGE


11-19-14
DATE



LEONARD H. JOHNSON, CHAIR
DISTRICT BOARD OF TRUSTEES

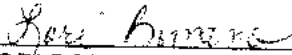
11-18-14
DATE

Reviewed and approved as to form and content

by 

General Counsel. Date: November 7, 2014

DISTRICT SCHOOL BOARD OF HERNANDO:



LORI ROMANO, PH.D., SUPERINTENDENT
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

12/9/14
DATE



GUS GUADAGNINO, CHAIRMAN
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY

12/9/2014
DATE

Approved as to form

Nancy McClain Alfonso

General Counsel, HCSB

ate: December 3, 2014