

District School Board of Pasco County

and

Pasco-Hernando State College

Dual Enrollment Agreement

2021-2022

Table of Contents

Table of Contents	2
I. Dual Enrollment Agreement	5
Composition of Dual Enrollment Committee	6
Role of the Dual Enrollment Committee	6
Amendments to this Agreement	7
II. Process to Inform Students and Parents of Dual Enrollment Opportunities	7
Procedures to Notify Students about the Option to Participate	7
Procedures to Notify Parents about the Dual Enrollment Option	8
III. Courses and Programs Available to Eligible Dual Enrollment Students	8
College Credit Courses Available Through Dual Enrollment	8
Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses	8
Limited Access Programs	9
Student Participation in Co-Curricular Activities	9
IV. Procedures for Participation in Dual Enrollment Courses	9
Dual Enrollment Dates and Deadlines	9
Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS)	9
Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses	10
Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates	10
Exceptions to Statutorily Mandated Admissions Criteria – Career Academy Courses	10
Application, Registration Forms and Processes	11
Application deadline:	11
Dual enrollment course request form:	11
Eligibility for Continued Participation in Dual Enrollment	11
V. College Credit Courses Available Through Dual Enrollment on the High School Campuses	12
SACSCOC Off-Campus Instructional Site 49% Rule	12
Annual Course Requests	12
High School Credit	13
Courses Currently Approved for Dual Enrollment on the High School Campuses	13
Courses Not Approved for Dual Enrollment on the High School Campuses	14
Courses Currently Approved for Dual Enrollment Online through Pasco eSchool	14
VI. Registration Policies	15

Maximum Course Loads _____	15
Allowed Course Attempts _____	16
Weighting of Dual Enrollment Course Grades _____	16
Student Grade Distribution _____	16
Assurance of High School Credit and Transferability of Courses _____	16
VII. Plan for Providing Advising and Counseling Services _____	17
Academic Advising _____	17
Development of A Student Plan _____	17
VIII. College-Level Course Expectations _____	17
Course Content _____	18
Attendance _____	18
Student Behavior/Suspension Policy _____	18
Drop/Add and Audit/Withdrawal Policies and Procedures _____	19
Reporting of Course Withdrawals: _____	19
Ongoing Monitoring of Student’s Progress in Dual Enrollment Courses _____	19
IX. Early Admission Dual Enrollment _____	20
X. Credit-By-Examination _____	20
XI. Graduating Seniors – Summer Options _____	20
XII. Career and Technical Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) _____	21
XIII. Mechanisms and Strategies for Promoting Career and Technical Programs _____	21
XIV. Instruction and Faculty Policy and Procedures _____	23
Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution _____	23
Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained _____	24
Qualification and Selection of Instructors _____	24
Dual Enrollment Adjunct Instructor Application _____	24
Instructors Seeking Additional Course Credentialing _____	24
Responsibilities and Qualifications _____	24
Assessment of Instructors _____	25
Grade Submission Procedures _____	26
XV. Administrative Relationships _____	27
Program Analysis and Review _____	27
XVI. Mechanisms and Strategies for Reducing the Incidence of Postsecondary Remediation in Math, Reading, and Writing for First-time Enrolled Recent High School Graduates _____	28

Remedial Reduction Plan _____	28
XVII. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs_____	30
Student Supplies _____	30
Instructional Cost Arrangements _____	30
Tuition and Administrative Costs _____	30
Textbook Selection _____	31
Policies for Acquiring Textbooks _____	32
Textbook Return Policies _____	32
Services to Students with Disabilities _____	33
XVIII. Responsibilities for Providing Student Transportation _____	33

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

Dual Enrollment Agreement

2021-2022

I. Dual Enrollment Agreement

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

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

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

The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective August 9, 2021 and ending August 5, 2022.

Composition of Dual Enrollment Committee

The Dual Enrollment Committee is co-chaired by the Director of Dual Enrollment from PHSC and the Assistant Director of the Office for Leading and Learning, Division of Enriched Programs, from Pasco County Schools. Committee members from PHSC and Pasco County Schools include:

The Dual Enrollment Steering Committee Membership	
Pasco-Hernando State College	Pasco County Public Schools District
Director of Dual Enrollment, co-chair	Assistant Director of the Office for Leading and Learning, Division of Enriched Programs, co-chair
Executive Vice President and Chief Academic Officer/College Provost	Assistant Superintendent for High Schools
Senior Vice President of Student Affairs and Enrollment Management Officer	Assistant Superintendent of Career and Innovative Programs, Pasco County Schools
Assistant Vice President, Academic Affairs	Chief Academic Officer, Pasco County Schools
Provost, East Campus	Director of the Office for Leading and Learning
Provost, Porter Campus	Director of Instructional Media and Technology
Dean of Arts & Sciences	Director for the Office of Financial Services
Dean of Nursing & Health Programs	Director of the Office for Career and Technical Education
Dean of Workforce Development, Career, and Technical Education	Program Coordinator for the Office of Leading and Learning
Dean of Student Affairs and Enrollment Management	School Counseling Program Coordinator, Office for Student Support Programs and Services
Dean of Admissions and Enrollment Management	Supervisor of Student Support Programs and Services, Division of ESE (2)
Associate Dean of Academic Affairs & Retention Services, East Campus	High School Principals (2)
Associate Dean of Academic Affairs & Retention Services, Porter Campus	High School Assistant Principals (6)
Associate Dean of Enterprise Systems	High School Counselors (3)
Assistant Dean of Arts and Sciences	Pasco eSchool Principal
Assistant Dean of Student Affairs, East Campus	
Assistant Dean of Student Affairs, Porter Campus	
Assistant Dean of Student Affairs, West Campus	
Executive Director, Instructional Performing Arts Center	
Director of Career and Testing Services	
Manager of Student Financial Services	

Any Steering Committee member may designate an individual to represent them on an as needed basis.

Role of the Dual Enrollment Committee

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

1. Establishing and maintaining administrative relationships between PHSC and the School Board.
2. Developing procedures for providing courses at PHSC and on high school campuses.

3. Identifying courses and programs to be offered, and the institutional responsibilities for related costs.
4. Coordinating courses with the high school curriculum.
5. Assuring transferability of courses.
6. Establishing policies and procedures pertaining to articulated Career Academies.
7. Determining procedures to inform students and parents about dual enrollment eligibility criteria, access, and opportunities.
8. Identifying responsibilities for providing student transportation.
9. Establishing procedures through which academic advisement, guidance, and career planning will occur.
10. Monitoring student progress.
11. Developing a Remedial Reduction Plan and its anticipated outcomes.
12. Coordinating policies regarding services for students with disabilities.
13. Establishing dual enrollment textbook procedures.
14. Determining qualifications, selection, screening, and assessment of instructors; and
15. Developing mechanisms and strategies for improving the preparation of elementary and secondary teachers.

Amendments to this Agreement

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

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

Procedures to Notify Students about the Option to Participate

Information pertaining to dual enrollment is made available by PHSC to students on the college's website: www.phsc.edu

Each Pasco County Schools high school will advertise dual enrollment using the same procedures and methods used for any other academic choice program offered by Pasco County Schools. This may include the high school's social media posts and 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 dual enrollment. High school counselors will review with the student criteria for participation in the dual enrollment program. This will occur during the registration period each semester. School counselors will advise students and make sure that the selected courses will meet high school graduation requirements. Students enrolling in courses on a PHSC campus are then directed to begin the online registration process.

Procedures to Notify Parents about the Dual Enrollment Option

Information pertaining to dual enrollment is made available by PHSC to students on the college's website.

Parents will be notified about the option for their child to participate in dual enrollment courses using the same procedures and methods used for any other academic choice program offered by Pasco County Schools. This may include 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 on the college's website, in PHSC's online College Catalog/Student Handbook, and on Pasco County Schools' website. Students must also have the approval of a parent or legal guardian and their high school counselor or principal's designee, as indicated on the online Dual Enrollment Request Form.

III. Courses and Programs Available to Eligible Dual Enrollment Students

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

College Credit Courses Available Through Dual Enrollment

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

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

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

Limited Access Programs

Limited access programs are not eligible for dual enrollment. (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot)

Student Participation in Co-Curricular Activities

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

IV. Procedures for Participation in Dual Enrollment Courses

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

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

Dual Enrollment Dates and Deadlines

All relevant dates and deadlines pertaining to dual enrollment are available online in PHSC's College Catalog/Student Handbook. 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 dual enrollment.

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

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

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

A satisfactory score on a common placement test approved by the Florida Department of Education will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of earned postsecondary credit and common placement test scores, must be on file with PHSC prior to the academic advisor approving course requests. At PHSC testing sites, students are permitted two (2) attempts within a two-year period to achieve a satisfactory common placement test score. The first attempt is free and there is a small fee for the second attempt. Students who do not achieve a satisfactory score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education, and have not earned postsecondary credit for ENC 1101, will not be eligible for any dual enrollment academic college credit course.

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

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

Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses

There are no exceptions to the statutorily mandated admissions criteria.

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

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

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

Performance Based Diploma (PBD) Program students may participate in the Applied Welding Technologies program at PHSC using their unweighted high school GPA for courses taken in the PBD Program.

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 meet 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 the Wednesday before the first day of the beginning of the term.**

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 (the Dynamic Form) four (4) weeks before dual enrollment registration begins. The signatures of the parent, student, and high school counselor or principal's designee are required on the online Dual Enrollment Request Form.

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

Eligibility for Continued Participation in Dual Enrollment

- a. Students seeking to continue enrolling in **academic credit** courses must maintain a minimum 3.0000 unweighted cumulative high school GPA.
- b. Students seeking to continue enrolling in **technical credit** courses must maintain a minimum 2.0000 unweighted cumulative high school GPA.
- c. Each semester students must have permission from a parent or legal guardian, a high school counselor, and a PHSC academic advisor via the online registration process 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 Associate Dean 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. Florida Statute 1007.271(3) specifically states that “student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school grade point average and the minimum postsecondary grade point average established by the postsecondary institution”.

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

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

Academic college credit or 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 Secondary Program Coordinator of 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 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.

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 at least 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 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, MAC1147, MTG2206, STA2023,

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

Political Science: POS2041, POS2112

Psychology: PSY1012, CLP2140

Religion: REL2000

Sociology: SYG2000, SYG2010

Spanish Language: SPN1120, SPN1121

Student Life Skills: SLS1501, SLS1211

Theatre Studies: THE2010, THE2011

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

Courses Not Approved for Dual Enrollment on the High School Campuses

Mathematics: MAT1033

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

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

Courses Currently Approved for Dual Enrollment Online through Pasco eSchool

Business: GEB1011, GEB2112

Communications: ENC1101, ENC1102, SPC2608

Computers: CGS1100

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 Director of Dual Enrollment. The request will be forwarded to the Assistant Vice President of

Academic Affairs 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 Principal and approved by Pasco County Schools district representatives, Pasco County dual enrollment students may be permitted to enroll in a 10-week term in spring or fall semesters. 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 Associate Dean 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.flvc.org/floridashines).

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 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 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 Florida Shines (www.flvc.org/floridashines), 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. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

Attendance

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

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

Student Behavior/Suspension Policy

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 Associate Dean 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.

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 attempt to 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.

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. Credit-By-Examination

Students should contact an academic advisor to determine what credit-by-exam 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.

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

Career Dual Enrollment and CAPE Industry Certifications

Career dual enrollment is provided as a curricular option for students to pursue to earn industry certifications adopted pursuant to 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. These students may also wish to explore the opportunities provided by the Collegiate High School Program.

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 James Irvin Education Center, 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 Harry Schwettman education centers, 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 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. 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.

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 College 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 Senior Supervisor 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 FSA ELA Grade 10 exam 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

- a. Pasco County Schools offers remediation in math, reading, and writing through content-area classes, depending on the student's need. In addition, the district offers remediation opportunities for students through enrollment in English IV: Florida College Prep and Math for College Readiness.
- 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.

b. The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, instruction CPS Pulse clickers, clicker licenses and course codes, etc.

Instructional Cost Arrangements

a. If the instructor of a dual enrollment course held at a PHSC campus is unable to attend a scheduled class, the College is responsible for making alternate arrangements for the class. In the event the high school instructor is unable to attend a scheduled class, the high school will provide a qualified instructor in accordance with SACSCOC requirements/guidelines for postsecondary instructors in the discipline.

b. Required professional liability insurance for approved courses will be paid by Pasco County Schools. PHSC will bill Pasco County Schools for these fees. This process will be coordinated by PHSC's Dean of Academic Affairs & Institutional Accreditation, PHSC's Financial Services Office, Pasco County's Director of the Office for Career and Technical Education, and Pasco County's Director for the Office for Financial Services.

c. When PHSC approves a student to take a credit-by-examination for an approved course, Pasco County Schools will pay this fee. PHSC will bill Pasco County Schools for these fees. This process will be coordinated by PHSC's Dean of Academic Affairs & Institutional Accreditation, PHSC's Financial Services Office, Pasco County's Director of the Office for Career and Technical Education and Pasco County's Director for the Office for Financial Services.

Tuition and Administrative Costs

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

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

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

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

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

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

Textbook Selection

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

b. The Assistant Director of the Office for Leading and Learning (or designee) will submit a list of proposed courses and recommended textbooks to PHSC for any exceptions by the first working day in June for the following Fall semester, to the Executive Vice President and Chief Academic Officer/College Provost (or designee).

- c. Pasco County Schools will be responsible for purchasing, storing, and maintaining textbooks used in the dual enrollment program. Exceptions may be made under unusual circumstances by the mutual agreement of the Superintendent of Pasco County Schools and the President of PHSC.
- d. PHSC will provide an electronic list of the currently adopted textbooks in April, July, and November of each year, 30 days prior to the start date of each term to the Assistant Director of the Office for Leading and Learning, Secondary Programs from the PHSC College Stores Manager/Textbook Manager. Updates of textbook changes can also be viewed online at the PHSC College Store.
- e. It is the responsibility of PHSC to review requests for exceptions to the use of PHSC's currently adopted textbooks.
- f. In accordance with the guidelines stated above, PHSC, whenever possible, will follow the State Adoption Cycle currently in use by Pasco County Schools.

Policies for Acquiring Textbooks

- a. The student takes the PHSC course schedule, Fee Statement form, or other evidence of registration at PHSC to any of the dual enrollment textbook sites (available at www.pasco.k12.fl.us).
- b. The Assistant Director of the Office for Leading and Learning or designee will check to see if the needed textbooks for the registered courses are in the inventory. If the books are available, the student will be issued the needed textbooks. If the textbooks are not available, the student will be issued a 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 the top two copies 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.
- 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 is responsible for providing and funding reasonable accommodations for qualified students with documented disabilities (e.g., Transition 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). Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (campuses, centers, etc.) will receive accommodations upon receipt of documentation of a disability(ies) that meets PHSC guidelines. Pasco County Schools and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for dually enrolled 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 Pasco County Schools and 50% by PHSC. Nothing herein shall make PHSC a party to the IEP nor shall PHSC be given or required to have an IEP with a dual enrollment student. PHSC's Student Accessibility Services shall work with Pasco County Schools to determine accommodations required under the Americans with Disabilities Act and Section 504.

To receive accommodations, students must self-disclose their disability to a Student Accessibility staff member. Information regarding eligibility for instructional and support services and documentation of a student's disability that is required before providing accommodations for each disability is available by submitting the required form (available on the PHSC website under Student Accessibility Services) or by contacting the Director of Student Accessibility Services on PHSC's West Campus. Determination of eligibility is the responsibility of PHSC's Director of Student Accessibility Services.

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

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

XVIII. Responsibilities for Providing Student Transportation

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

DISPUTE RESOLUTION

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

SIGNATURES ON NEXT PAGE

PASCO-HERNANDO STATE COLLEGE:

Timothy L. Beard

6/16/2021

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

DATE

Marilyn Pearson-Adams

6/16/21

MARILYN PEARSON-ADAMS, CHAIR
DISTRICT BOARD OF TRUSTEES
PASCO-HERNANDO STATE COLLEGE

DATE

Legal Language Previously Approved
By PHSC Legal Counsel
Initials PAN Date 5/25/2021

DISTRICT SCHOOL BOARD OF PASCO COUNTY:

Kurt Browning
KURT BROWNING, SUPERINTENDENT
DISTRICT SCHOOL BOARD OF PASCO COUNTY

DATE

7/27/21

Allen Altman
ALLEN ALTMAN, CHAIR
DISTRICT SCHOOL BOARD OF PASCO COUNTY

DATE

7/27/21

REVISED: 3/21