

**District School Board of Pasco County**  
**and**  
**Pasco-Hernando State College**  
**Dual Enrollment Agreement**  
**2019-2020**

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

**Dual Enrollment Agreement**

**2019-2020**

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 "DSBPC"). 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](#)" adopted by the Florida Community College System's Council of Presidents on February 23, 2007, and the Revised/Updated "[Statement of Standards](#)" adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program."

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

It is also the specific purpose of this Agreement to allow for eligible high school students to enroll in certain college and career-level courses and to receive credit for such courses from both the DSBPC 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 8, 2019 and ending August 7, 2020.

**A. Composition of Dual Enrollment Committee**

The Dual Enrollment Committee is co-chaired by the Dean of Academic Affairs and Institutional Accreditation from PHSC and the Assistant Director of the Office for Leading and Learning, Secondary Programs, from the DSBPC. Committee members from PHSC and the DSBPC include:

<b>The Dual Enrollment Steering Committee Membership</b>	
Pasco-Hernando State College	Pasco County Public Schools District
Dean of Academic Affairs and Institutional Accreditation, co-chair	Assistant Director of the Office for Leading and Learning, Secondary Programs, co-chair

Vice President of Academic Affairs and Faculty Development/College Provost Vice President of Student Affairs and Enrollment Management Provost, East Campus Provost, Porter Campus Dean of Arts & Sciences Dean of Nursing & Health Programs Dean of Workforce Development Dean of Student Affairs and Enrollment Management Assistant Dean of STEM Programs & Academic Affairs Associate Dean of Academic Affairs & Retention Services, East Campus Assistant Dean of Student Affairs, East Campus Associate Dean of Academic Affairs & Retention Services, Porter Campus Assistant Dean of Student Affairs, Porter Campus Student Affairs Executive Director of Management Information Systems Director of Admissions and Student Records Director of Career and Testing Services Manager of Student Financial Services	Assistant Superintendent for High Schools Director of the Office for Leading and Learning Director of Instructional Media and Technology Director for the Office of Financial Services Director of the Office for Career and Technical Education Program Coordinator for the Office of Leading and Learning School Counseling Program Coordinator, Office for Student Support Programs and Services Supervisor of Student Support Programs and Services, Division of ESE (2) High School Principals (2) High School Assistant Principals (6) High School Counselors (3) Pasco eSchool Principal
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Any Steering Committee member may designate an individual to represent them on an as needed basis.

## **B. 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.

### **C. Amendments to this Agreement**

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

## **II. A. Procedures to Notify Students About The Option To Participate**

Information pertaining to dual enrollment is made available by PHSC to students at the college's [website](#).

Each DSBPC high school will advertise dual enrollment using the same procedures and methods used for any other academic choice program offered by the 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.

## **B. Procedures to Notify Parents About The Dual Enrollment Option**

Information pertaining to dual enrollment is made available by PHSC to students at 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

the 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 at the college's [website](#), [PHSC's online College Catalog/Student Handbook](#), and on the DSBPC's 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.

### **C. 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.

## **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))

### **A. 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, with the exception of 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. 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.

### **B. Limited Access Programs**

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections) are not eligible for dual enrollment. The AS programs in, Professional Pilot, Aviation Maintenance Administration, and Unmanned Vehicle Systems Operations are not eligible for dual enrollment.

### **C. Credit-By-Examination**

Students wishing to take credit-by-examination for an approved course must request approval to take the credit-by-examination using official College form SCN-7 and follow the steps listed on the form. Students also:

1. Must have active test scores on file and have met the college-levels of English or mathematics if required for the courses for which they wish to take the credit-by-exam;
2. Must have met the pre-requisites for the course for which they wish to take the credit-by-examination;
3. May not have attempted the course for which they wish to take the credit-by-examination, including being currently enrolled in or having withdrawn from the course;
4. May not have previously attempted the credit-by-examination for the same course;
5. Must earn a grade of "C" or better on the credit-by-exam in order to be awarded credit for the course.

## IV. Procedures For Participation In Dual Enrollment Courses

### A. 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.

### B. 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.

Pasco-Hernando State College (PHSC) has an [online Dual Enrollment \(DE\) application/registration process](#). The College dual enrollment application process begins by an eligible high school student must:

1. Complete the [online application](#).
2. Complete the Course Request Worksheet provided by their school counselor.
  - a. The Course Request Planning Worksheet must be submitted by the designated deadline provided by DSBPC.

Then the eligible high school student must complete the following steps to register:

1. The myPHSC username and default password are needed to log in to the [Enrollment Request Form](#) system. If the student has never changed their password to their myPHSC account.
2. The student will log into [WISE](#) to obtain their [myPHSC](#) username and default password.
  - a. The student should change their default password using the [Self Service Password Reset System \(SSPR\)](#)
3. Complete the [Enrollment Request Form](#) (Terms and Conditions online by the deadline provided by DSBPC).
4. Parents receive an email notification and must log in to digitally sign the Terms and Conditions for their child's participation in the DE Program by the established deadline provided by DSBPC.
5. Student's high school counselor processes the [Enrollment Request Form](#) by the established deadline provided by HCSB.
6. PHSC's academic advisor processes the [Enrollment Request Form](#). Documentation is submitted electronically via FASTER. On rare occasions official documentation may be submitted to the academic advisor in person.
7. Students will receive an email notification from a PHSC Academic Advisor of approved/disapproved courses by the deadline established by DSBPC. This notification will be sent to the student's PHSC email only.
8. Students can access their student email account after logging in to the [myPHSCportal](#).
9. Students log in to [WISE](#) and register for the approved courses to be taken online with PHSC, or on a PHSC campus.

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 Friday before the first day of the beginning of the term.

Any exceptions due to extenuating circumstances (i.e. late change in schools) may be made only when approved by the Superintendent of Schools or district designee and the PHSC

Vice President of Academic Affairs and Faculty Development/College Provost, or designee. The signatures of the parent, student, and high school counselor or principal's designee are required on the online Dual Enrollment Request Form.

Students and high school counselors will select particular 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 and registration staff will review and verify all grade and prerequisite requirements for the student's selected courses prior to registering the student. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course.

All students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics) must be on file with PHSC by the end of the drop/add period 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. 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 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 disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures including, but not limited to the DSBPC Code of Student Conduct. Students understand that if they violate any items in either the PHSC or DSBPC Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and DSBPC high school campuses.

### **C. Eligibility for Summer Dual Enrollment Registration for Graduating Seniors**

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 Graduating Senior Credit Bank Permission Form (SAR-4). Students must complete and submit the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the high school principal's signature and the PHSC Application for Admission: Graduating Senior Credit Bank Student Form (SAR-58). 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.

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 is available through PHSC's Web Information System for Education (WISE). 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.

#### **D. Grade Forgiveness**

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 for PHSC review and final decision. The Assistant Dean of Student Affairs will then review it 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.

#### **E. 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).

Technical 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.

#### **F. 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](#).

High school dual enrollment students must comply with PHSC's and the DSBPC's procedures, timelines and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may not be added to, dropped from, 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](#).

Once approved by the high school, the student must submit the withdrawal form to an academic advisor in the PHSC Student Affairs Office for final approval.

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

##### **1. The process to drop or add a course prior to the end of the drop only period is as follows:**

- a. Student must follow deadline dates published in the academic calendar located in the online [PHSC College Catalog/Student Handbook](#);

- b. Student must complete the online Dual [Enrollment Request Form](#) before the published deadline date.
- c. Student's high school counselor processes the Enrollment Request Form and by the established deadline provided by DSBPC.
- d. Students will receive an email notification from a PHSC Academic Advisor of approved/disapproved courses by the deadline established DSBPC. This notification will be sent to the student's PHSC email only.
- e. Students can access their student email account after logging in to the myPHSC portal.
- f. Students log in to WISE and register for the approved courses to be taken online with PHSC, or on a PHSC campus.

## 2. The process to withdraw from a course is as follows:

- a. Student must follow deadline dates published in the academic calendar located in the online [PHSC Catalog/Student Handbook](#);
- b. Student must notify the high school counselor and obtain signed approval on a completed PHSC Withdrawal Request Form (SCN-3).
- c. Student must submit the completed and signed Withdrawal Request Form to a PHSC academic advisor at a Student Affairs Office before the published deadline date in the online [PHSC College Catalog/Student Handbook](#); and
- d. Student must keep a copy of the form for his or her records.

## 3. Reporting of Course Withdrawals:

PHSC's Executive Director of Management Information Systems will notify the Director of the Office for Leading and Learning at the DSBPC 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.

## G. Maximum Course Loads

For dual enrollment courses taken at a location other than a PHSC campus (i.e. on high school campuses), students can obtain no more than 49% of college credit toward a program at those locations in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria. It is the responsibility of the high school counseling department to insure that no student is allowed to attempt more than 49% of his or her college degree in dual enrollment courses taught on the high school campus.

Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course. Sixth grade through ninth grade students eligible to take dual enrollment courses may do so only at the high school or may choose to enroll in up to three (3) hours of courses offered online by PHSC. Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) hours of their maximum course load in sections of courses offered on PHSC campuses or online. Tenth

grade students may access additional sections of courses, up to the maximum course load, on their high school campus. Eleventh and twelfth grade students eligible to take dual enrollment courses may take dual enrollment courses at the high school or any PHSC campus. Students must take the dual enrollment courses on the high school campus if they are offered there. Students taking dual enrollment courses through PHSC may take no more than a maximum of 16 credits in each of the fall and spring terms and 8 credits in the summer Term III.

## H. Grades

### 1. Faculty 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.

As indicated in the Dual Enrollment Guide for High School Counselors, Teachers and Administrative Contacts, 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, 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.

A grade of "NS" is used as "placeholder" for students who have not attended a class for two weeks. A grade of "NS" is automatically changed to a grade of "W" at the end of the semester if the student does not resume class attendance and gain reinstatement from the course instructor.

### 2. Student Grade Distribution

Upon receiving dual enrollment grades from PHSC's Executive Director of MIS, the District School Board of Pasco County's Office for Technology and Information Services contact will enter grades into the student electronic reporting system. Students may access grades through PHSC's [Web Information System for Education \(WISE\)](#) or at [Florida Shines](#).

## V. Plan For Providing Advising and Counseling Services

### A. Academic Advising

a. 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.

b. 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. Dual enrollment students can take only those courses in their chosen program of study. Students must complete the courses in their initial program of study before they are eligible to take courses in another program of study. For additional information on program(s) of study, please refer to Academic Programs in the current [PHSC catalog](#). In addition, students must 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. Students who complete the AA degree may take courses that serve as common course prerequisite towards a program at the university level for which they wish to transfer.

c. Students must maintain good academic standing, which is defined as a 2.0 cumulative grade point average (GPA), for all hours attempted at PHSC (regardless of modality). "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of fall and spring, semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Executive Director of Management Information Systems will send an electronic report to the Pasco County Office for Technology and Information Services designee at the DSBPC Office. In determining academic progress, college credits will be included. Those students who do not maintain a 2.0 cumulative GPA in all PHSC dual enrollment courses, to include dual enrollment courses taught at the high school, will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exception to the 2.0 GPA requirement will require a written letter from the student, documentation supporting grave extenuating circumstances, and approval from the Principal or designee. This formal request for an exception will be submitted to the Vice President of Academic Affairs and Faculty Development/College Provost, or designee for consideration.

d. Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets PHSC's published [guidelines](#) to the College's Coordinator of Student Accessibility Services prior to registering for dual enrollment classes at the PHSC campuses. The dual enrollment student has the responsibility to meet with the Coordinator of Student Accessibility Services, who will review the documentation provided, determine whether the student is eligible to receive accommodations and will then arrange for approved accommodations to be provided. The DSBPC 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 DSBPC and 50% by PHSC.

e. As indicated in Statement of Standards E2, Early College Course Expectations, dual enrollment students should discuss with a PHSC advisor their selection of college courses as it pertains to meeting PHSC degree requirements and transferability to other institutions. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and for Bright Futures scholarships.

f. In accordance with Statement of Standards E2, Early College Course Expectations, students and parents should be informed by high school counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades,

including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course descriptions are available in the online [PHSC College Catalog/Student Handbook](http://phsc.edu/catalog).  
<http://phsc.edu/catalog>.

## **B. Development of A Student Plan**

Course syllabi are available for students and parents to review by contacting the course instructor during the drop/add period each semester. In addition, through the use of [Florida Shines](#), students and school counselors will develop a plan, which may include dual enrollment courses. It is recommended that this plan be updated annually. If a student should develop a plan that will result in an Applied Technology Diploma, an Associate in Science Degree, or an Associate in Arts Degree, 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.

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

## **D. College Credit Dual Enrollment (Includes College Credit ATD, College Credit Certificate, AA, and AS)**

### **1. Criteria for Identifying Students**

a. Academic college credit: 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.

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

c. Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course. Sixth grade through ninth grade students who are eligible to take dual enrollment classes may do so only at the high school or may choose to enroll in up to three (3) hours of courses offered online by PHSC. Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) hours of their maximum course load in sections of courses offered on PHSC campuses or online. Tenth grade students may access additional sections of courses, up to the maximum course load, on their high school campus. Eleventh and twelfth grade students eligible to take dual enrollment classes may take dual enrollment classes at the high school or any PHSC campus. Students taking dual enrollment courses through PHSC may take no more than a maximum of 16 credits in each of the fall and spring terms and 8 credits in the summer Term III. Students must take the dual enrollment courses on the high school campus if they are offered there.

- d. Students must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor on the Online Dual Enrollment Request Form
- e. Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC's campuses.

### **Exceptions To Statutorily Mandated Admissions Criteria**

There are no exceptions to the statutorily mandated admissions criteria.

## **2. Early Admission Dual Enrollment**

Early Admission (i.e., full-time postsecondary enrollment) allows eligible 12<sup>th</sup> 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.
- 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.

## **E. Technical Credit Courses Available Through Dual Enrollment Both on High School Campuses and PHSC Campuses**

Technical 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. A list of technical credit courses eligible for dual enrollment appears in Table 1 below.

**Table 1****Technical Credit and Career Academy Dual Enrollment Courses**

<b>COURSE NO.</b>	<b>APPLIED WELDING</b>	<b>PHSC TECHNICAL CREDIT(S) AWARDED</b>
PMT 0106	Introduction and Oxyacetylene Welding	3
PMT 0112	Advanced Specialty Oxyacetylene Welding	3
PMT 0121	Shielded Metal Arc Welding	2.33
PMT 0122	SMAW High Technology Skills	3
PMT 0126	Advanced Shielded Metal Arc Welding	3
PMT 0130	Introduction to MIG	1.17
PMT 0131	TIG Welding	3
PMT 0134	MIG Welding	3
PMT 0138	Specialty TIG	2.84
PMT 0145	GMAW Flux Core Arc Welding	3.33
PMT 0164	Fabrication of Metal Products Using SMAW	2.33
PMT 0165	SMAW Pipe Welding	3
PMT 0171	Gas Tungsten Arc Pipe Welding	3
PMT 0173	Gas Metal Arc Pipe Welding	3
<b>COURSE NO.</b>	<b>HEALTH COURSES</b>	
HCP 0100C	Nursing Assistant	2.67
HCP 0604	Nursing Assistant Clinical	1.34
HIM0009	Introduction to Health Information Technology	3
HIM 0061	Medical Record Transcription I	5
HIM 0062	Medical Record Transcription II	5
HIM 0063	Medical Record Transcription III	6
HIM0274	Health Insurance Coding and Reimbursement	2
HIM 0280	Coding for Medical Records I	4.5
HIM 0281	Coding for Medical Records II	4.83
HIM 0440	Pharmacology for Health Professionals	2
HSC 0003	Introduction to Health Occupations	3
HSC 0530	Medical Language I	3
<b>COURSE NO.</b>	<b>CAREER ACADEMY COURSES – WEB DESIGN</b>	<b>PHSC TECHNICAL CREDIT(S) AWARDED</b>
OTA 0040	Information Technology Assistant	6
CTS 0076	Web Design 1	12
CTS 0077	Web Design 2	12
CTS 0078	Web Design 3	12
CTS 0070	Web Design Foundations	6
CTS 0071	Web Interface Design	6
CTS 0049	Web Scripting	6
CTS 0015	Web Media Integration	6
CTS 0016	Web E-commerce	6
CTS 0017	Web Interactivity	6
<b>COURSE NO.</b>	<b>CAREER ACADEMY COURSES – NETWORK SUPPORT SERVICES</b>	
OTA 0040	Information Technology Assistant	6
EEV 0504	Computer Support Assistant	6

CTS 0022	Network Support Help Desk Assistant	6
CTS 0023	Network Support Administrator	6
CTS 0024	Senior Network Administrator	6
CTS 0029	Wireless Network Administrator	6
EEV 0317	Data Communications Analyst	6

## **F. Career and Technical Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)**

### **1. Admissions Criteria In Addition To Statutorily Mandated 2.0 Unweighted Grade Point Average**

a. Technical 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.

b. Students must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor on the Dual Enrollment Permission Form (MIS 451).

c. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course. Sixth grade through ninth grade students eligible to take dual enrollment classes may do so only at the high school. Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) hours of their maximum course load in sections of courses offered on PHSC campuses or online. Tenth grade students may access additional sections of courses, up to the maximum course load, on their high school campus. Eleventh and twelfth grade students eligible to take dual enrollment classes may take dual enrollment classes at the high school or any PHSC campus.

d. 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 and sites.

e. 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**

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.

### **2. 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. complete a minimum of 25 percent of the program credit hour requirements in one of the approved Associate in Science Degree programs at PHSC with a grade of "C" or higher and must be enrolled in that Associate in Science Degree program at PHSC; and

- b. complete a Petition To Award College Credit From Technical Credit Form (SAR-74A) and receive approval from PHSC's Dean of Workforce Development.

### **3. Criteria For Awarding Certification Credit**

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

- a. provide PHSC with original industry certification(s);
- b. be enrolled in one of the approved Associate in Science Degree programs at PHSC;
- c. complete a minimum of 25 percent of the program credit hour requirements in one of the approved Associate in Science Degree programs at PHSC; and
- d. complete a Petition For Certification Credit Form (SAR-74) and receive approval for these credits from PHSC's Dean of Workforce Development.
- e. As indicated in Statement of Standards E2, Early College Course Expectations, dual enrollment students should discuss their selection of courses as it pertains to meeting PHSC degree requirements and transferability to other institutions, with a PHSC academic advisor.

### **4. Basic Skills Exit Requirements**

- a. 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](#). 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](#).
- b. 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.
  - b. 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.

## **G. Mechanisms And Strategies For Promoting Career And Technical Programs**

### **1. Career and Technical Certificate Programs**

PHSC and the DSBPC will promote Career and Technical Certificate Programs via flyers and brochures, counseling services, a CTE Expo, Parent Nights, Curriculum Fairs and a College Night on the East and West campuses. PHSC and DSBPC websites will provide pertinent related information. In addition, PHSC will provide a designated information area within the Student Affairs Office.

### **2. Career Academies**

a. 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.

b. 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.

**c. Approved Career Academy Dual Enrollment Courses Available:**

**CTE Academy:** Allied Health Assisting

**Program number:** Certified Medical Administrative Assistant, Certified Nursing Assistant

**PHSC will award:** HSC 2531, Medical Terminology (3 credit hours)

**CTE Academy:** Applied Cybersecurity/STEM

**Industry Certification:** IBA, CompTIA A+, ComTia Network+@, CompTIA Security+@

**PHSC will award:**

For CompTIA A+

CET 1179 (3 credit hours)

CTS 1110 (3 credit hours)

Comp TIA Security+

CTS 2123 (3 credit hours)

CompTIA Network+

CNT 1000 (3 credit hours)

**CTE Academy:** Production Technology-Engineering/STEM

**Industry Certification:** (MSSC)-Certified Production Technician @, RECF Robotics

**PHSC will award:** *If student has earned MSSC-CPT Certification PHSC will award:*

EET 1084 Introduction to Electronics (3 credit hours)

ETI 1110 Introduction to Quality Assurance (3 credit hours)

ETI 1420 Manufacturing Processes and Materials (3 credit hours)

ETI 1701 Industrial Safety (3 credit hours)

ETM 1010 Mechanical Measurement & Instrumentation (3 credit hours)

**CTE Academy:** Technology Support Services/STEM

**Industry Certification:** CompTIA A+@, CompTIA Network+@, CompTIA Security+@

**PHSC will award:**

For CompTIA A+

CET 1179 (3 credit hours)

CTS 1110 (3 credit hours)

Comp TIA Security+

CTS 2123 (3 credit hours)

CompTIA Network+  
CNT 1000 (3 credit hours)

**CTE Academy: Technology Support**

**Industry Certification:** CompTIA A+@, CompTIA Network+@, CompTIA Security  
+@

**PHSC will award:**

For CompTIA A+  
CET 1179 (3 credit hours)  
CTS 1110 (3 credit hours)

Comp TIA Security+  
CTS 2123 (3 credit hours)

CompTIA Network+  
CNT 1000 (3 credit hours)

**CTE Academy: Aerospace – Aerospace Technologies**

**Industry Certification:** SUAS Safety

**PHSC will award:**

For SUAS Safety  
ASC 1560 (3 credit hours)  
FAA Ground School  
ATT 1100 (3 credit hours)

d. PHSC and the DSBPC will provide opportunities for high school students enrolled in Career Academies to earn Post Secondary Adult Vocational (PSAV) credit, Post Secondary Vocational (PSV) credit, or academic college credit while enrolled in high school. PSV courses and academic credit courses are classified as college credit and may be transferred to other colleges and universities. The PSAV courses may be articulated to college credit using current state-wide articulation agreements or local articulation agreements. PHSC will establish Career Academy courses as PSAV courses using the PHSC curriculum approval policy. Credit by industry examination provides for articulation of industry-recognized certifications to college credit using standards and criteria set by state-wide articulation agreements or PHSC. \*A student who successfully completes a Career Academy technical credit high school dual enrollment course with a minimum grade of "C" or higher earns PHSC technical credit regardless of whether he/she acquires industry certification.

\* NOTE: Some PSAV 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.

## **H. 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:

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

The Consortium supports students earning college or technical credit(s) 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.

#### **I. 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. In the 2008-2009 academic year, the Dual Enrollment Steering Committee first reviewed course-by-course outcomes, frameworks and recognized industry certifications. Secondary and college instructors compared the content of the courses, reviewed outlines and syllabi, textbooks, equipment and support materials. Instructors discussed the level and rigor of courses by course content.

DSBPC, 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 Degree programs in two strands, Network Support Services and Web Design. Additionally, four critical documents were developed that facilitate the communication and confirmation of the Agreement and serve as the vehicle to transfer secondary coursework and apply it to a certificate or degree program based upon successful completion. The documents include: Equivalent Course Tables for Network Support Services and Web Design, Petition For Certification Credit Form (SAR-74), Petition To Award College Credit From Technical Credit Form (SAR-74A), Petition To Award Technical Credit For Secondary Credit (SAR-74B). All of these initiatives were reviewed and approved by PHSC’s Council of Academic Affairs and the District Board of Trustees.

#### **J. Career Dual Enrollment and CAPE Industry Certifications**

Career dual enrollment is provided as a curricular option for students to pursue in order to earn industry certifications adopted pursuant to S. 1008.44, which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to s.1008.44 should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification. These students may also wish to explore the opportunities provided by the Collegiate High School Program.

### **VI. College Credit Courses Available Through Dual Enrollment on the High School Campuses**

Students will take advantage of courses offered at the high school campus prior to enrolling in these courses at PHSC

These 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. High schools may offer no more than 49% of college credit toward a program at those locations in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria. 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 (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credits), as an elective.

The only PHSC Computer Programming and Analysis course currently approved for dual enrollment on the high school campuses is Microcomputer Applications (CGS1100).

MAT 1033, Intermediate Algebra, is only offered at the PHSC campuses. It is not offered online or on the high school campus.

The only PHSC courses currently approved for dual enrollment through Pasco eSchool is Microcomputer Applications (CGS1100) and Introduction to Public Speaking (SPC2608).

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

## **VII. College-Level Course Expectations**

### **A. Course Content**

School counselors and academic advisors discuss with students and parents course content for less traditional classes as course selection is being made. The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

### **B. Advising Guidelines**

Advising should include, but is not limited to, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course descriptions are available in the online [PHSC College Catalog/Student Handbook](#).

### **C. 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 who behave in a manner which is disruptive to the learning environment may be subject to disciplinary action and/or may lose the opportunity to participate in the dual enrollment program.

All dual enrollment students are expected to adhere to PHSC's Student Code of Conduct as stated in the online [PHSC College Catalog/Student Handbook](#). 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 Vice President of Academic Affairs and Faculty Development/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.

**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. All dual enrollment students shall be required to meet PHSC's Student Code of Conduct as stated in the online [PHSC College Catalog/Student Handbook](#).

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

#### **VIII. Exceptions To Statutorily Mandated Admissions Criteria**

There are no exceptions to the statutorily mandated admissions criteria.

#### **IX. Registration Policies**

Students and high school counselors will select particular 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 and registration staff will review and verify all grade and prerequisite requirements for the student's selected courses prior to registering the student. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course.

High school dual enrollment students must comply with PHSC's and the DSBPC's procedures, timelines and guidelines for adding, dropping, or withdrawing from dual enrollment courses. Dual Enrollment students may not be added to, dropped from, 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](#).

Pasco County dual enrollment students may enroll face-to-face or online sections of courses in Term I, Term II. Pasco County dual enrollment students are permitted to enroll in a 10-week term if the extenuating circumstances/hardship is approved by their high school Principal. The district

designee will then communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner. Pasco County dual enrollment students are not eligible for terms shorter than 10 weeks. Eligible graduating seniors may use Graduating Senior Credit Banking to enroll in Term IIIA.

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

Students disruptive to the learning environment may be denied dual enrollment opportunities. All dual enrollment students must agree to abide by all PHSC policies and procedures including, but not limited to the DSBPC Code of Student Conduct. Students understand that if they violate any items in either the PHSC or DSBPC Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and DSBPC high school campuses.

**X. Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty 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.

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.

**XI. Criteria By Which Quality Of Dual Enrollment Courses And Programs Will Be Judged And Maintained**

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.

**1. Qualification and Selection of Instructors**

a. 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.

b. All prospective dual enrollment instructors must download, print and complete a [PHSC Employment Application for Adjunct Temporary Instructors](#). The completed Application for Employment and official post-secondary transcripts for prospective instructors at James Irvin Education Center, Pasco, and Zephyrhills high schools must be sent to PHSC's Associate Dean at the East Campus. The completed Application for Employment and official post-secondary transcripts for prospective instructors at Cypress Creek, Wesley Chapel and Wiregrass Ranch high schools must be sent to PHSC's Associate Dean at the Porter Campus at Wiregrass Ranch. The completed Application for Employment and official post-secondary transcripts 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, Sunlake high schools, and charter schools should be sent to the appropriate academic dean at the West Campus.

- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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) and the Associate Dean or East Campus Provost and the Vice President of Academic Affairs and Faculty Development/College Provost. All dual enrollment instructors from James Irvin Education Center, Pasco and Zephyrhills high schools must submit appropriate documentation of master's level education in the subject area to PHSC's Associate Dean at the East Campus. All dual enrollment instructors from Cypress Creek Middle, Wesley Chapel and Wiregrass Ranch high schools must submit appropriate documentation of master's level education in the subject area to PHSC's Associate Dean at the Porter Campus at Wiregrass Ranch. All dual enrollment instructors from F.K. Marchman and Harry Schwettman education centers and Anclote, Fivay, Gulf, Hudson, Land O' Lakes, J.W. Mitchell, Wendell Krinn Technical, Pasco eSchool, River Ridge, and Sunlake high schools must submit appropriate documentation of master's level education in the subject area to the appropriate academic dean at the West Campus. The Vice President of Academic Affairs and Faculty Development/College Provost must give final approval regarding the academic credentials of the instructor prior to his/her appointment.
- h. 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 Vice President of Academic Affairs and Faculty Development/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 to the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor. The Vice President of Academic Affairs and Faculty Development/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 (DSBPC) 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.

i. 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.

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

## **2. Assessment of Instructors**

a. In accordance with Statement of Standards A2, Course/Instructor Evaluation, dual enrollment courses taught in the high school will be evaluated in the same fashion as courses taught on the College campus.

b. The school principal will inform each instructor, prior to being assigned a dual enrollment class, that he/she will be involved in an evaluation process conducted by PHSC and that this process will not be used to determine the DSBPC 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. The Assistant Director 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 Dean of Academic Affairs & Institutional Accreditation for approval by the Vice President of Academic Affairs and Faculty Development/College Provost or designee by June 15 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. 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.

## **XII. Screening For Initial and Continuing Dual Enrollment Eligibility**

### **A. Student Screening for Dual Enrollment Eligibility Prior to Enrollment in Dual Enrollment Courses**

- a. Academic college credit: As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average, 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.
- b. All students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315.
- c. Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course. Sixth grade through tenth grade students eligible to take dual enrollment classes may do so only at the high school. Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) hours of their maximum course load in sections of courses offered on PHSC campuses or online. Tenth grade students may access additional sections of courses, up to the maximum course load, on their high school campus. Eleventh and twelfth grade students eligible to take dual enrollment classes may take dual enrollment classes at the high school or any PHSC campus.
- d. 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 and sites.
- e. 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 Graduating Senior Credit Bank Permission Form (SAR-4). Students must complete and submit the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the high school principal's signature and the PHSC Application for Admission: Graduating Senior Credit Bank Student Form (SAR-58). 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.

Graduating seniors who wish to attend PHSC in Term IIIB and who have previously participated in the Dual Enrollment Program must complete an online [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.

f. 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. 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.

g. Advanced Placement (AP), AICE and/or IB students who pass the AP corresponding examination are not permitted to earn postsecondary credit for that course via dual enrollment. No student will be allowed duplicate credit based on enrollment in both an AP and dual enrollment course per Florida Statutes, Chapter 1007.272. These students must provide PHSC with AP, AICE or IB transcript showing their passing scores in order to have these scores included in their official PHSC transcript.

h. Technical 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 certificate courses.

i. Students must have the approval of a parent and their high school counselor or principal's designee as indicated on the Online Dual Enrollment Request Form. Dually enrolled eleventh and twelfth grade students may continue to be enrolled for courses offered on the College's campuses and sites, provided all requirements are met, as indicated by DSBPC, PHSC, and State Rules.

## **B. 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 fall and spring semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Executive Director of Management Information Systems will send an electronic report to the Pasco County Office for Technology and Information Services designee at the DSBPC 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, and approval from the Principal or designee. This formal request for an exception will be submitted to the Vice President of Academic Affairs and Faculty Development/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 will notify PHSC in the event that a dual enrollment student's high school GPA falls below a 3.0 as required by Florida Statute 1007.271(3) for continuing participation in dual enrollment. 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".

A complete common placement test score (all subjects: English, Reading, and Mathematics) must be on file with PHSC by the end of the drop/add period 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 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.

### **C. Ongoing Monitoring of Student's Progress in Dual Enrollment Courses**

1. The PHSC academic advisor assigned to each high school shall confirm all PHSC campus dual enrollments with each Pasco County public high school principal's designee (e.g. school counselor) at the beginning of each semester.

2. In the event that 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).

3. School counselors and academic advisors along with instructors will follow dual enrollment students' progress for students in need of academic assistance. Tutoring resources available at PHSC for dual enrollment students include: the Academic Success Centers and an online tutoring system called SMARTHINKING.

4. School counselors and academic advisors discuss with students and parents course content for less traditional classes as course selection is being made. The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.

### **D. Locations for Dual Enrollment Course Offerings**

1. 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, or at PHSC for tenth, eleventh, and twelfth grade students only.

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

3. PHSC and the DSBPC 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 DSBPC campuses.

#### **E. 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](#) as agreed upon by the proposer and Vice President of Academic Affairs and Faculty Development/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 the DSBPC.
- 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.
- g. A request to offer a laboratory course on a high school campus must be presented in writing to the Dean of Arts and Sciences prior to the course being scheduled. In order to allow for high school registration, this request should be approved early in the previous academic year. PHSC must be notified no later than the first working day in June. If approved, this information will be sent to the Vice President of Academic Affairs and Faculty Development/College Provost by the Dean of Arts and Sciences. Then, the course will be added to the master schedule. Until this process has occurred, students will not be able to register for the laboratory course(s).

#### **F. 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).

## **G. 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 The DSBPC 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. The DSBPC 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.

A complete common placement test score (all subjects: English, Reading, and Mathematics) must be on file with PHSC by the end of the drop/add period for the term in which the student is enrolling. At PHSC testing sites, students are permitted two (2) attempts to achieve a satisfactory common placement test score. Common placement testing for dual enrollment

purposes may be conducted at the high school sites unless otherwise specified in State Board of Education Rule 6A-10.0315.

### **3. Analysis of Problems and Corrective Actions**

- a. To identify student needs in reading, writing, science, and mathematics, the DSBPC is in the process of identifying and/or developing diagnostic tools.
- b. 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.
- c. To facilitate the tracking of student progress over time, the DSBPC is monitoring and analyzing data in order to provide intervention programs in reading, writing, science, and mathematics.
- d. 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.
- e. 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 technical coursework to achieve those plans. Students can develop a career plan using [Florida Shines](#).

### **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. The DSBPC will continue the development and implementation of career-focused programs of study. The DSBPC 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 DSBPC committees that address academics, including but not limited to textbook selection, advising, and dual enrollment.

- e. Meetings with staff from PHSC to address remediation for students who are not college ready.
- f. The DSBPC and PHSC will analyze the cost associated with implementing the postsecondary remedial education reduction plan.

### **XIII. 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.

As indicated in the Dual Enrollment Guide for High School Counselors, Teachers and Administrative Contacts, 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.

Upon receiving dual enrollment grades from PHSC's Executive Director of MIS, 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 PHSC's Web Information System for Education (WISE) at <http://www.phsc.edu/wise> or at [www.FLORIDASHINES.org](http://www.FLORIDASHINES.org).

### **XIV. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs**

#### **1. Student Supplies**

- a. Basic instructional supplies will be provided by the DSBPC.
  - i. 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, eInstruction CPS Pulse clickers, clicker licenses and course codes, etc.

#### **2. Instructional Cost Arrangements**

- a. In the event that 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 the DSBPC. PHSC will bill the DSBPC 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, the DSBPC will pay this fee. PHSC will bill the DSBPC 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.

### **3. Tuition and Administrative Costs**

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

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

#### **4. Textbook Selection**

- a. In accordance with Statement of Standards C5, Textbooks and Instructional Materials, it will be the responsibility of the DSBPC 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 Vice President of Academic Affairs and Faculty Development/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 Vice President of Academic Affairs and Faculty Development/College Provost (or designee).
- c. The DSBPC 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 the DSBPC 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.

#### **5. Policies For Acquiring Textbooks**

- a. The student takes the PHSC Fee Statement form or other evidence of registration at PHSC to any of the [dual enrollment textbook sites](#).
- 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.

## 6. Textbook Return Policies

As outlined in the [DSBPC Dual Enrollment Textbook Information web page](#), 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.

## 7. Services to Students with Disabilities

The DSBPC 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. The DSBPC 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 DSBPC 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 the DSBPC to determine accommodations required under the Americans with Disabilities Act and Section 504.

In order 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 by submitting the required [form](#) 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 person with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the 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 the DSBPC only. Parents will be advised that any information regarding student attendance or performance should be directed to the DSBPC.

#### **XV. 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. In order to resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in the appropriate Court.

***SIGNATURES ON NEXT PAGE***

**PASCO-HERNANDO STATE COLLEGE:**

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

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ROBIN SCHNEIDER, CHAIR  
DISTRICT BOARD OF TRUSTEES  
PASCO-HERNANDO STATE COLLEGE**

\_\_\_\_\_  
**DATE**

**DISTRICT SCHOOL BOARD OF PASCO COUNTY:**

\_\_\_\_\_  
**KURT BROWNING, SUPERINTENDENT  
DISTRICT SCHOOL BOARD OF PASCO COUNTY**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**ALISON CRUMBLEY, CHAIR  
DISTRICT SCHOOL BOARD OF PASCO COUNTY**

\_\_\_\_\_  
**DATE**

**REVISED: 6/19**