

**DUAL ENROLLMENT  
ARTICULATION AGREEMENT**

**By and Between**

**THE SCHOOL BOARD  
OF HILLSBOROUGH COUNTY, FLORIDA  
AND  
THE DISTRICT BOARD OF TRUSTEES OF  
HILLSBOROUGH COMMUNITY COLLEGE**

**2013**

**DUAL ENROLLMENT ARTICULATION AGREEMENT  
BETWEEN  
THE SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA  
AND  
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE**

This Agreement is entered into on this 27<sup>th</sup> day of August, 2013, between the District Board of Trustees of Hillsborough Community College, Post Office Box 31127, Tampa, Florida 33631, herein referred to as “HCC” and the School Board of Hillsborough County, Florida, 901 E. Kennedy Boulevard, Tampa, Florida 33602, herein referred to as the “SBHC”.

WHEREAS, HCC and SBHC subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs;

WHEREAS, the State Board of Education (SBE) adopted Rule 6A-10.024, FAC, specifying that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district;

WHEREAS, the SBE adopted Rule 6A-14.064, FAC, establishing requirements and standards for college credit dual enrollment;

WHEREAS, HCC and SBHC desire to implement the above rules by creating high-quality opportunities for high school students to pursue college-level instruction, through an articulated acceleration program;

WHEREAS, HCC and SBHC have agreed, therefore, to undertake the study and development of cooperative programs to maximize the potential of each institution to meet the needs of an increasingly urban society. The programs named and outlined in the following sections permit any student enrolled in one of the schools to take full advantage of the educational opportunities offered by the other and without penalty or undue administrative problems;

WHEREAS, this Agreement is promulgated by Rule 6A-10.024, FAC, and 6A-10.0315, FAC, and Sections 1007.22 and 1008.30, Florida Statutes.

NOW THEREFORE, In consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of articulated acceleration mechanisms between HCC and SBHC for the consideration hereinafter described, agree as follows:

**ARTICLE I. Term**

The term of this Agreement shall be August 27, 2013 until August 26, 2014. This Agreement is completed annually and submitted to the SBE by HCC by August 1<sup>st</sup>, or upon final approval of both parties.

**ARTICLE II. Hillsborough County Articulation Committee**

Artificial barriers to accessibility for qualified students should not be tolerated. The parties agree that an integrated and cooperative program of articulation between HCC and SBHC – one that goes beyond the formalities of the Agreement – can be created and nurtured. As a first step toward rapid development of such cooperative programs, a joint “Hillsborough County Articulation Committee” is

hereby established, composed of appropriate representatives from each institution. Members will include representation from the following categories of officers:

- Chief Institutional Officer
- Chief Academic Affairs Officer
- Chief Career/Technical Officer
- Chief Student Affairs Officer
- Chief Articulation Officer
- Chief Student Records Officer
- Coordinator of Off-Campus Academic Programs
- Chief Technical Center Officer

Appropriate sub-committees may be formed to address specific concerns of the parties to this Agreement.

ARTICLE III. Program Description—The following programs are covered by this Agreement:

- A. Dual Enrollment: The Dual Enrollment Program is the enrollment of an eligible secondary student in a postsecondary course creditable toward an associate or baccalaureate degree or a career and technical education certificate. As an articulated acceleration mechanism between HCC and SBHC, the Dual Enrollment Program shall serve to shorten the time necessary for students to complete degree requirements, broaden the scope of curricular options, and increase the depth of study available for a particular subject by offering college credit courses to eligible high school students. In compliance with Section 1007.271, F.S., the SBHC will weigh dual enrollment courses the same as advanced placement, International Baccalaureate and Advanced International Certificate of Education courses when grade point averages (GPAs) are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. Students participating in dual enrollment will not be assessed application fees, matriculation fees, laboratory fees, or textbook costs.
- B. Early Admission: Early admission shall be a form of dual enrollment through which eligible students may enroll in HCC on a full-time basis in courses that are creditable toward the high school diploma and the associate degree. Early admission students are not eligible to participate in extra-curricular activities at their high school of record in accordance with school district rules, but are eligible to participate in graduation activities. The student will not be allowed to be the class valedictorian or salutatorian or to participate in the Tampa Tribune Honors Program. Students participating in the Early Admissions Program will not be assessed application fees, matriculation fees, laboratory fees, or textbook costs.

Nothing in this Agreement will prohibit the development of pilot programs agreed upon by HCC and SBHC for defined student groups. Eligibility requirements need to be specific to those programs.

ARTICLE IV. Program Management and Quality Assurance

SBHC shall recommend qualified faculty for dual enrollment classes taught at the high school campus. All faculty members must meet or exceed the academic and professional preparation requirements for teaching at HCC. If no high school teacher qualifies as an adjunct instructor, HCC faculty will be used or the class will be cancelled. HCC shall supervise dual enrollment faculty. Dual enrollment faculty will attend in-service training each academic year.

HCC shall have an academic dean or the dean's appropriate designee evaluate dual enrollment faculty during the academic year. An academic dean or designee will make a classroom visitation after which

a written evaluation will be provided to the dual enrollment faculty member for his/her signature. The evaluation will be maintained on file by HCC and a copy shared with SBHC.

HCC shall also evaluate dual enrollment faculty by their students via a questionnaire that will be administered at the midpoint of each class. The classroom visitation and questionnaire will be used by HCC to maintain instructional quality for the students in the Program.

HCC reserves the right to terminate the employment of a dual enrollment faculty member or not to re-hire a dual enrollment faculty member for succeeding dual enrollment courses.

Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the college course plan. To ensure equivalent rigor with on-campus courses, final examinations for all dual enrollment courses delivered on the high school campus must be approved by the appropriate HCC contact. If final exams are included in the course, the exams will be provided to the high school campus dual enrollment instructor by HCC in a timely manner to ensure availability prior to scheduled exam dates. Completed scored exams will be returned to HCC and held on file for a period of one year.

At the end of the term, dual enrollment faculty will submit final grade rolls to both the high school and HCC.

Calendar: SBHC shall select and schedule dual enrollment classes using the high school's class and bell schedule and the SBHC's calendar in alignment with the minimum required minutes per credit hour per term. SBHC shall make reasonable efforts to avoid conflicts in scheduling. HCC agrees to conduct dual enrollment courses at the high schools using the schools' class and bell schedule and the SBHC calendar. Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term. They may also enroll in courses offered through distance learning.

#### ARTICLE V: Instructor Absence and Substitutions

In the event that an instructor is absent three days or less, substitution will be provided by the SBHC and arranged by the high school where the instructor's class or classes are located. If an absence extends beyond three working days, HCC and the Dual Enrollment Office will arrange and furnish the class with a substitute teacher. In the case of excessive absences (four days or more within a single nine-week course, six days within an eighteen-week course, or three days within a shortened course) by an adjunct faculty member provided by HCC, the SBHC may ask for a replacement to be assigned to the class immediately, or at the beginning of the next scheduled course. The request for a replacement will be made by the high school principal or the assistant principal for curriculum and will be implemented by the Dual Enrollment Office.

#### ARTICLE VI. Ratification of Existing Agreements

The signing of this Agreement shall attest to the ratification of all existing articulation agreements between HCC and SBHC.

#### ARTICLE VII: Opportunities for Student Participation in the Dual Enrollment Program

SBHC and HCC will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. SBHC shall inform all eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, the potential for dual enrollment courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to

participate in dual enrollment. This information shall be included annually in the high school student handbook. HCC will work with each high school to provide course lists for their curriculum guides, will coordinate inquiries to HCC from parents and students with high school guidance staff, and will communicate directly with parents and students about dual enrollment options as appropriate.

ARTICLE VIII: Dual Enrollment Courses and Programs Available to Eligible Students

Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee meeting high school graduation requirements, identified on the Dual Enrollment Course Equivalency List. Career dual enrollment courses must lead toward an approved industry certification from the Postsecondary Industry Certification Funding List. Students who wish to enroll in other HCC courses for dual enrollment credit will obtain the high school course equivalency from the high school guidance department. All high schools shall accept these postsecondary courses toward meeting requirements of Section 1003.43, Florida Statutes. These courses may include all courses offered by HCC with the exception of physical education, college preparatory courses and courses less than three credit hours unless they are co-requisites for other courses.

Wherever possible, if a course is offered at a school district site, then the students must take the course at the school district site.

ARTICLE IX: Process by Which Students and their Parents Exercise Options to Participate in the Dual Enrollment Program

In order to receive HCC credit in dual enrollment courses, high school students will be required to complete an HCC Application for Admission and a Dual Enrollment Special Category Form. They also will be required to submit appropriate test scores as well as follow the registration process as outlined in the HCC Dual Enrollment Student Handbook and SBHC Dual Enrollment Handbook. All paperwork must be submitted at least thirty (30) working days prior to the desired term of enrollment. Specific information for participating in the Dual Enrollment Program can be found at the website: [www.hccfl.edu/dualenrollment](http://www.hccfl.edu/dualenrollment).

ARTICLE X: Student Eligibility Requirements for the Dual Enrollment Program

No additional initial student eligibility requirements exist beyond the statutory eligibility requirements for participation in the dual enrollment program, as set forth in Section 1007.271, Florida Statutes.

ARTICLE XI: High School Credit Earned for Dual Enrollment Courses

Students enrolled in dual enrollment courses shall earn both high school credit from the SBHC and college credit from HCC if they meet the minimum requirements for satisfactory completion of dual enrollment courses. Students who complete a three (3), four (4) or five (5) credit dual enrollment course at HCC with a passing grade will earn at least one-half (.5) credit in the designated subject towards the high school diploma and/or credit assigned by the Dual Enrollment Course Equivalency List.

Students attending dual enrollment classes at a high school or other location not located on a physical HCC campus shall be limited to earning twenty four percent (24%) of coursework towards an associate degree. Any high school wishing to offer more than twenty four percent (24%) of coursework towards an associate degree may work with HCC on meeting SACS requirements to that effect.

Dual enrolled students attending classes on an HCC campus are limited to nine (9) credit hours for fall, nine (9) credit hours for spring, and nine (9) hours total for summer, not to exceed twenty seven (27) credit hours per academic year.

## ARTICLE XII. Process for Informing Students and their Parents of College-Level Course Expectations

HCC shall provide advising services regarding its educational programs to students participating in the Program. HCC shall provide counseling services to dual enrollment students by naming a specific HCC Counselor or designee as a liaison with each high school. Both parties will ensure that students and their parents understand that dual enrollment courses are college courses and the amount of work necessary to succeed.

## ARTICLE XIII: Determining Exceptions to the Required GPAs

No exceptions are provided for individual students. The School District of Hillsborough County sponsors a summer dual enrollment program (Project Quest) for students eligible for services in the following programs: Specific Learning Disabilities (SLD), Emotional Behavioral Disabilities (EBD), Orthopedically Impaired (OI), Deaf/Hard of Hearing (DHH) and Visually Impaired (VI).

This dual enrollment program is offered to rising senior students enrolled in SLD, EBD, OI, DHH, and VI programs who are pursuing a standard diploma, maintaining a GPA of 3.0 or better, have passed at least one section of the FCAT and have a teacher recommendation.

Project Quest will provide eligible students an opportunity to earn both college (6 elective) and high school credits (1 elective – .50 for each course).

## ARTICLE XIV: The Registration Policies for Dual Enrollment Courses as Determined by the Postsecondary Institution

A student who meets the eligibility requirements for dual enrollment coursework must complete the following steps:

- Submit an online HCC Application for Admissions at [www.hccfl.edu/dualenrollment](http://www.hccfl.edu/dualenrollment).
- Obtain the Special Category Form and Transcript Form from the Dual Enrollment website: <http://www.hccfl.edu/dualenrollment>.
- Meet with his or her high school counselor to obtain the authorization form and their high school transcript documenting their unweighted cumulative GPA of 3.0 or better.
- Consult with his or her high school counselor or the Dual Enrollment Office to determine if placement testing is necessary. Documentation of a state-approved college placement test, ACT or SAT test scores is required.
- A signed print out of the last slide of the dual enrollment orientation, Certificate of Completion, must be submitted along with the paperwork.
- Once the paperwork is complete with the proper signatures obtained, the paperwork must be mailed to the Dual Enrollment Office for processing by the deadline published on the dual enrollment website: <http://www.hccfl.edu/dualenrollment>.
- Dual enrollment students may not register online.
- Students will be notified when accepted to the Dual Enrollment Program and will receive an Authorization to Register form at that time.
- Students must meet with an HCC counselor or advisor in person with the Authorization to Register Form to complete the registration process and will be issued a fee waiver.
- Dual enrollment students must submit the fee waiver to the bursar's office in order to have the tuition and fees waived.
- Dual enrollment students cannot take college preparatory courses, physical education courses or courses less than 3 credit hours unless they are a co-requisite for another course.

ARTICLE XV: Exceptions in the HCC Faculty Handbooks

The parties agree that no exceptions are made to the professional rules, guidelines and expectations included in the HCC Faculty and Adjunct Faculty Handbooks. A dual enrollment handbook is provided to dual enrollment faculty.

ARTICLE XVI: Exceptions in the HCC Student Handbook

No exceptions are made to the rules, guidelines and expectations stated in the HCC Student Handbook that apply to faculty.

ARTICLE XVII: Responsibilities for Determining Student Eligibility

- A. Dual Enrollment: Students who enroll in dual enrollment college courses shall be high school students and have demonstrated prior academic achievement by attaining a minimum of a 3.0 unweighted cumulative GPA for AA program courses or a 2.0 unweighted cumulative GPA for career and technical education courses. Students will be required to complete and pass the appropriate sections of a state-approved college placement test, ACT or SAT test scores, and scores must not be more than two (2) years old.

To remain eligible for the Dual Enrollment Program, all students except for career/technical students must maintain a high school unweighted GPA of 3.0 and an HCC GPA of 2.0. Career technical students must maintain a high school unweighted GPA of 2.0 and an HCC GPA of 2.0. Students are allowed one attempt per course under the Dual Enrollment Program.

Upon completion of 12 college credits (the "12 Hour Rule"), the student must pass all sections of a state-approved college placement test, ACT or SAT to remain eligible for the dual enrollment program. The exception to this requirement as currently stated pertains to those students who successfully complete specialized courses and their exit exams designed to make students college ready. Successfully passing 1009370 Writing for College Success and its exit exam will make a student college-ready in writing. Successfully passing 1200410 Math for College Success and its exit exam will make a student college-ready in mathematics.

Graduating seniors are not eligible for dual enrollment status, including fee exemptions, during the term immediately following their graduation date, even if the registration period or college classes begin prior to the students' actual graduation dates.

- B. Early Admission: Early admission students must be classified as high school seniors, must have a cumulative unweighted GPA of 3.5 or better and must test at college level on all sections of a state-approved college placement test, ACT or SAT. Test scores must not be more than two years old. In addition, the student must have completed all required courses for graduation with the exception of 1 credit in senior language arts and/or 0.5 credits in economics and/or a fourth math credit or have met all course requirements for a diploma but have not graduated. Students must enroll in at least 12 credit hours per semester for a maximum of two semesters and may enroll in only those courses that are creditable toward the high school diploma and an associate degree or technical certificate.
- C. Institutional Responsibilities: Students enrolled in dual enrollment classes will be subject to the student policies and procedures of both HCC and SBHC. Should a conflict be identified as a result of either institutions' policies or procedures, HCC and SBHC will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. Students must maintain good academic standing at HCC in order to continue in dual enrollment courses by maintaining an HCC GPA of 2.0 and a high school 3.0 GPA (unweighted) or 2.0 GPA for Career and Technical courses (unweighted).

## ARTICLE XVIII: HCC Responsibilities for Student Grades

College credits earned under the dual enrollment will be entered on the student's HCC transcript as well as on the student's high school transcript. HCC will assign the letter grades for dual enrollment courses and post the grades to the HCC transcript; the SBHC will post the grades to the high school transcripts. The grade awarded by HCC will be the same grade that is posted on the high school transcript. HCC will send a transcript to the high school of students attending classes on an HCC campus at the end of each term. HCC will provide a list of students attending classes at an HCC campus to the General Director, Secondary Education, Supervisor of Guidance Services, and Supervisor of Instructional Materials at the end of each term.

The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(2), F.S., and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, F.S., Section 1002.225, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

## ARTICLE XIX: Costs Incurred

For dual enrollment on the HCC campus, the SBHC will pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For dual enrollment on the high school campus by HCC faculty, the SBHC will reimburse HCC for the costs associated with the proportion of salary and benefits and other actual costs. For dual enrollment on the high school campus by a high school teacher, the SBHC is responsible for HCC's actual costs associated with dual enrollment. HCC will pay SBHC for the use of classrooms on the high school campuses and for additional advising and counseling services by SBHC personnel related to both dual enrollment and transition to college.

HCC will use classrooms Monday through Thursday at a designated high school in northern Hillsborough County, as agreed to by both parties, to offer credit courses for the benefit of the community on dates and at times to be mutually agreed to in writing by the parties to this Agreement. HCC will pay SBHC for the use of these classrooms at an agreed upon rate, and HCC will reimburse SBHC for associated costs related to the use of these facilities, which includes administrative, custodial and other related costs.

HCC shall select textbooks used in dual enrollment courses. SBHC shall pay for required textbooks, and payment for required textbooks for classes conducted on the high school campuses or on HCC's campuses will be through the SBHC Central Warehouse. The textbooks shall be the property of the SBHC. SBHC will be responsible for distribution of textbooks to dual enrollment high schools. Inventories of dual enrollment textbooks will be maintained by individual high schools offering dual enrollment courses. Inventories of textbooks to be used at HCC campuses will be maintained at the SBHC Central Warehouse.

The HCC bookstore will buy back textbooks from the SBHC at the rate of fifty percent (50%) of the retail price for textbooks identified as being resalable when HCC is in need of them. Certain textbooks as identified below are not eligible for buyback:

- A. The textbook is not adopted for a class being taught the following semester;
- B. The textbook has a consumable component, such as limited access software, tear out pages, etc.;
- C. The textbook is sold as a package and all components in the package are required for a course;
- D. The textbook is damaged and is not in resalable condition; and
- E. The textbook is overstocked at the HCC bookstore.



SBHC or HCC shall provide the use of laboratory equipment, tools, fixtures, or other resources which are not consumable. HCC shall provide consumable laboratory supplies and materials routinely covered by college fees.

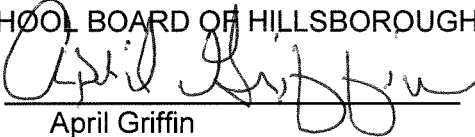
Students participating in the Dual Enrollment Program will not be assessed registration, tuition, or laboratory fees. Required texts will be purchased by the SBHC; however, consumables (other than consumable laboratory supplies and materials – see previous paragraph) are not purchased by the SBHC. Optional materials required by instructor are at student's expense.


ARTICLE XX: Responsibilities for Transportation

The student will be responsible for providing all transportation related to the Dual Enrollment Program.

IN WITNESS WHEREOF, the School Board of Hillsborough County and the District Board of Trustees of Hillsborough Community College have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers, in accordance with Sections 1007.235 and 1007.271, F.S., Inter-institutional Articulation Agreements.


SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

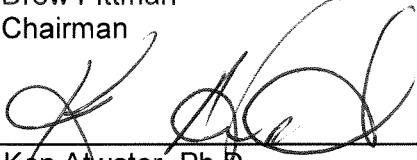
By:   
April Griffin  
Chair, School Board of Hillsborough County, Florida

Attest:   
Mary Ellen Elia  
Superintendent, School Board of Hillsborough County, Florida


Date: AUG 27 2013

DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COMMUNITY COLLEGE


By:   
Drew Pittman  
Chairman

Attest:   
Ken Atwater, Ph.D.  
President

Date: 8/28/13

  
Craig Johnson  
Articulation Officer

Approved as to Form & Legality

  
College Attorney