

**DUAL ENROLLMENT ARTICULATION AGREEMENT  
BETWEEN  
POLK STATE COLLEGE AND ALL HIGH SCHOOL EDUCATION PROVIDERS**

This agreement between THE DISTRICT BOARD OF TRUSTEES OF POLK STATE COLLEGE, Winter Haven, Florida, (hereinafter referred to as the "College"), all high school education providers hereinafter referred to as the "High School Education Provider") is in compliance with the laws of Florida. This supersedes all previously-signed articulation agreements related to dual enrollment. This agreement does not nullify or alter any specific agreement related to other programs, testing, transfer, or the like.

The College and High School Education Provider have agreed on the following provisions for advanced instruction for students who have demonstrated the ability to engage in postsecondary work.

1. Definition of Terms

- a. Dual Enrollment – There are two categories of dual enrollment. This agreement outlines the requirements, restrictions, and exceptions for students, courses, and delivery methods for both of these categories. The basic differentiation is as follows:
  - I. Early Admission - This refers to a full-time college student who is a senior in high school.
  - II. Dual Enrollment - This term, though often used to describe all dual enrollment, refers specifically to part-time college students who are in their sophomore, junior, or senior year of high school.
- b. Principal – The principal or designee of a public school. The principal or director or designee of a non-public or charter school. The officiating home school parent or guardian.
- c. Counselor – The counselor or advisor or any staff or teacher assigned the duty of counseling in a public, non-public, or charter high school. The officiating home school parent or guardian.
- d. Dual Enrollment Liaison – The person assigned the duty of overseeing dual enrollment for the High School Education Provider, public, non-public, charter, or the officiating home school parent or guardian.
- e. Home High School – The public, non-public, or charter institution the student attends or the officiating home school.

2. Purpose of Agreement

This agreement between the High School Education Provider and the College provides for acceleration of high school students through dual enrollment and early admissions programs, corporately referred to as dual enrollment programs. This agreement provides for identification of eligible students through placement testing, student advisement, and provisions for student academic acceleration.

These requirements are applicable to all public, non-public, charter, and home schooled students receiving a high school education from the High School Education Provider. Dual enrollment courses are offered as part of the regular college course sections on the college campus and as special sections on some high school campuses as further outlined in the High School Education Provider's addendum to this agreement.

3. Categories of Acceleration – Early Admission

The purpose of Early Admission is to allow scholastically-advanced students to replace their senior year of high school with a full year of college course work while pursuing an AA or AS degree, or a credit or vocational certificate. Early Admission students will be awarded a high school diploma upon the satisfactory completion of one full year (no less than 24 semester credit hours) of college work ( including the meeting of all high school graduation requirements) with a minimum "C" (2.0) Polk State grade point average. College credits earned under this program are certified by the principal as also meeting the high school credit requirements for graduation.

**Candidates for Early Admission must meet the following requirements:**

- a. Have a minimum unweighted GPA of 3.20 for grades 9 through 11.
- b. Have scored at the college level according to legislatively-defined or College policy-defined cut-off scores in the mathematics, English, and reading sections of the SAT, ACT, or other state college placement exam.
- c. Have earned a minimum of 18 high school credits.
- d. Have passed high school Algebra II or higher-level mathematics course with a course GPA of 3.0 or higher.
- e. Will enroll in a minimum of twelve (12) college credit hours not to exceed fifteen (15) college credit hours per semester.
- f. Will maintain a 2.0 college GPA and a 3.2 unweighted high school GPA to remain eligible for early admission.

4. Categories of Acceleration – Dual Enrollment

The purpose of Dual Enrollment is to allow academic acceleration of qualified sophomore, junior, and senior students still enrolled in high school to take courses at the College that count toward high school credit and toward a college AA or AS degree or a credit or vocational certificate. For the purposes of this agreement, students transition from one school year to the next in August of each year. The normal process of course selection includes communication between the enrollment/advisement service of the College and the student's home high school.

Courses per term have the following restrictions unless granted an exception originating with the High School Education Provider's Principal and subsequently approved by the High School Education Provider's Dual Enrollment Liaison and the College's Dean of Student Services. These restrictions apply to all terms including summer term.

- a. Sophomores will be restricted to one course per term.
- b. Juniors will be restricted to two courses per term.
- c. Seniors will be restricted to eleven credits per term regardless of the number of courses.

**Candidates for Dual Enrollment must meet the following requirements:**

- a. Candidates for Dual Enrollment taking seven college credits or fewer per term must meet the following GPA requirements
  - I. AA degree program courses:
    1. Have a minimum unweighted GPA of 3.00 for grades 9 through current.
  - II. AS and credit or vocational certificate degree program courses:
    1. Have a minimum unweighted GPA of 2.50 through the most recent completed high school semester.



- III. Students from non-traditional grading systems may be evaluated cooperatively by the High School Education Provider and the College to determine eligibility.
    - d. Candidates for Dual Enrollment taking eight to eleven college credits per term must meet the following GPA requirements:
      - I. AA degree program courses
        - 1. Have a minimum unweighted GPA of 3.20 for grades 9 through current.
      - II. AS and credit or vocational certificate degree program courses
        - 1. Have a minimum unweighted GPA of 2.50 through the most recent completed high school semester and have met state assessment requirements, as legislatively-defined or College policy-defined, on all sections of the state college placement exam, SAT, or ACT exam.
    - e. Dual enrollment credits may be in addition to the normal high school load or a part of the student's regular load. Credits must be used to fulfill high school requirements.
    - f. Pursuant to SBE Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule SBE Rule 6A-10.0315, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
      - I. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics is advised in writing by the College's catalog of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
    - g. Students are required to maintain a 2.0 college GPA and a 3.0 unweighted high school GPA to remain eligible for dual enrollment.
5. Steps to Admission as a Dual Enrolled or Early Admission student.
  - a. Submit the Polk State College application for admission online.
  - b. Submit the Polk State College High School Approval form for Dual Enrollment and Early Admission Students each semester, which functions as the course approval from the High School Education Provider. Polk County School Board students are approved for all courses in the Dual Enrollment Portal on the Polk County School Board's website.
  - c. Take and pass one of the state college placement exams-- P.E.R.T., SAT, or ACT-- at the college level in the skill areas that are required for the course(s) the student desires to take. Students may mix placement exams for the highest placement in each skill area. The ACT and SAT are only used to determine college-level skills and to exempt the student from any college developmental courses. Placement above the first college-level course, i.e. college algebra, trigonometry, pre-calculus and calculus, all require scores on the state college placement exam at that level. Students must present valid and official test scores for the state college placement exam, SAT, or ACT. These scores must be valid



as of the first day of the term in which students enroll in courses. College placement exam, SAT, and ACT scores are valid for two years.

- d. All dual enrollment students are registered at the College by a College Advisor. Students may not register themselves.
- e. Candidates for courses requiring a college-level math prerequisite must pass Algebra II, or a higher-level mathematics course with a course GPA of 3.0 or higher.
- f. Participation in dual enrollment and early admission, separately or combined, may not exceed three academic years.

6. Exceptions to Regulations in the Dual Enrollment Agreement

Any student who does not meet the above requirements for Early Admission or Dual Enrollment programs may request an exception which must be initiated by the High School Education Provider's principal and be approved by both the High School Education Provider's Dual Enrollment Liaison and a College Dean of Student Services. The request for the exception must be based on courses taken, weighted and unweighted GPA, and test scores, as appropriate. Documentation must be provided.

7. College Treatment of Credits Earned

Participating in any dual enrollment course creates a college transcript for the student. All grades, including withdrawals, will be posted to the student's permanent academic record. Credits earned at the college level will be assigned based on the *Polk State College Catalog* description for the term in which the course is taken. If a student withdraws from a course after the Drop/Add period is over, he/she will receive a *W* grade on the college transcript, which will count as an attempt at the course. Grades of *W* may subsequently affect a student's admission status to state universities and eligibility for future financial aid programs.

8. High School Treatment of Credits Earned

According to Section 1007.271, F.S., state law requires school districts to "weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighing systems that discriminate against dual enrollment courses are prohibited."

All acceptable dual enrollment courses that are used to meet high school core requirements must appear on the Articulation Coordinating Committee's (ACC) approved Dual-Enrollment Course Equivalency List. Awarding of high school credits earned at the College will follow the recommendations made by the ACC. These recommendations address both the amount of credit earned and the subject areas in which the credit is posted. Those courses not specifically listed on the ACC course equivalency list will count as high school electives at the equivalent of one half ( $\frac{1}{2}$ ) of a high school credit for each 3 credit-hour college course. Polk State expects all High School Education Providers to adhere to this statute. The complete list is on the ACC website at <http://www.fldoe.org/articulation/>.

Students earning credit under either dual enrollment program, when the college course is certified as fulfilling a portion of high school graduation requirements, will be awarded both high school credit and college credit.



9. Cessation of Early College and Dual Enrollment Benefits

Students who enroll in college courses in the summer of their high school graduation must do so as degree-seeking students rather than dual enrolled students unless the college course begins and ends prior to their high school graduation date and contributes to the requirements necessary for high school graduation.

Course taken for any reason by high school students that do not fall under these two guidelines are not covered under this articulation agreement and are charged at the normal college-credit rate for tuition, fees, texts, and materials.

10. Transfer of Credit Earned in a Dual Enrollment Program

- a. Students earning credit under various acceleration programs are guaranteed transferability of credit under provisions of the State Articulation Agreement in cases where the student completes "general education requirements" and/or the Associate in Arts degree and is transferring to a state university in Florida.
- b. Students earning dual enrollment credit outside of the general education categories or outside of the AA degree requirements are not guaranteed transferability of credit and will be evaluated by the individual college or university policy involved.
- c. Multiple attempts and low grades in dual enrollment courses may affect subsequent admission to state universities.
- d. The *Dual Enrollment Transfer Guarantees* of the state of Florida can be reviewed at <http://www.fldoe.org/articulation/>

11. Information Procedures

It is the joint responsibility of the College and the High School Education Provider to inform students of availability and access to Dual Enrollment and Early Admission Programs. In addition, students and parents are directed to the Basic Course Information (BCI) to know the expectations of each course. BCI's are found in an electronic catalog found at polk.edu website under Degrees and Programs. Parents and students are advised to read the catalog for information about services, procedures, regulations, and program and course information. Students and parents are referred by the College to the website at the polk.edu Dual Enrollment web page for application instructions, information, and materials. They may also contact the College's Advising Office for additional information and assistance.

12. College and High School Education Provider Relationships

- a. The Polk Education Dual Enrollment Articulation Committee will arrange a meeting of appropriate personnel to review and update this agreement annually. All High School Education Providers will continuously work with the College on updates to the Agreement and/or the Addendums specific to them.
- b. The College's Deans of Student Services and the High School Education Provider's Dual Enrollment Liaison will be responsible for coordinating student service functions.
- c. Each request from a local school for the College to provide course offerings should be coordinated between the High School Education Provider's Dual Enrollment Liaison and the appropriate Academic Dean at the College at the College's discretion.
- d. The High School Education Provider's Dual Enrollment Liaison will have overall responsibility for the dual enrollment program for its students, including all

required exchange of course or student information from the College to the High School Education Provider.

- e. The College Advising Office is responsible for the verification of application for admission, eligibility, test scores, and registration of all qualified students in classes offered at a high school site or on the College's campus.

### 13. Textbooks and Materials

- a. Textbooks and Instructional Material Content and Availability: Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other postsecondary courses at the postsecondary institution with the same course prefix and number. The College informs students of textbooks and instructional materials through the Class Schedule and the College's online bookstore.
- b. Cost of Textbooks and Supplies: Textbooks and supplies will be the responsibility of the parent and/or the High School Education Provider unless otherwise outlined in an addendum to this Dual Enrollment agreement.

### 14. Counseling Services

- a. The High School Education Provider assumes all counseling, advising, and guidance responsibilities. College advisors are available for consultations at each campus and center during regular advising hours.

### 15. Staff

The following requirements shall apply to faculty providing instruction in college- credit dual enrollment courses:

- a. All full-time or adjunct faculty teaching dual enrollment courses must meet the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The College shall ensure faculty teaching dual enrollment courses meet these qualifications.
- b. Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the College, regardless of who employs or pays the faculty member's salary.
- c. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein.
- d. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with access to the *Polk State College Catalog* and rules and procedures detailing information that includes, but is not limited to, Drop/Add and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in an addendum to this Dual Enrollment Agreement.
- e. The College shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.
- f. All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the College President and evaluated based on the same criteria, including Student Perception of



Instruction evaluations (SPIs) used for all other full-time or adjunct faculty delivering college courses at the institution.

- g. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies in the Basic Course Information document (BCI) must be included in the course plan and covered per the syllabus during the term.
- h. All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the College's discipline or department coordinator prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.
- i. Adjunct instructors will be selected by the College from a pool of applicants who have made formal application to the College.
- j. Facilitators: Certain courses held at the site of the High School Education Provider may require a facilitator, which shall be the High School Education Provider's employee.

16. Monitoring Students and Handling of Withdrawal Grades and Repeats

- a. The High School Education Provider shall obtain student schedules from the student who may retrieve them from Polk State's PASSPORT student portal after the Drop/Add period.
- b. The College will provide feedback to each participating high school at the end of each college term via a copy of the student's permanent record (transcript) or electronic transmission of final grades.
- c. The College withdrawal process is as follows: Students may officially withdraw from a course(s) during any given term, provided they follow appropriate policy and procedure. Following the conclusion of the Drop/Add period, students may officially withdraw without academic penalty from any course, provided they submit the appropriate forms to Student Services no later than the published withdrawal deadline. The published deadline reflects approximately, but no more than, 70% of the term, based upon the course's scheduled duration. Students cannot use course withdrawal to avoid academic dishonesty penalties. Students who have been penalized for academic dishonesty in a course are not eligible to withdraw from the course. Students in a Dual Enrollment program cannot withdraw online through their PASSPORT accounts.
- d. With the High School Education Provider's approval, dual enrollment students are allowed to repeat a course one time. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the GPA at the College. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted.
- e. Termination of enrollment in a college course without satisfactory completion may hinder timely fulfillment of high school graduation requirements.
- f. Students who are matriculated cannot be withdrawn from college classes by the high school.

- g. Students at the College are obligated to all college policies and afforded all privileges as outlined in the catalog including the right to petition for a withdrawal or drop.

*NOTE: Other institutions may not necessarily have the same grade forgiveness policy as Polk State College and may recalculate student GPAs or reassess eligibility for financial aid.*

#### 17. Test Scores

***Responsibility for Testing:***

The High School Education Provider has the primary responsibility of providing test scores to the College. Item 5 of this agreement describes valid and acceptable tests. The College reserves the right to administer a college placement test if deemed beneficial to the student.

***Transmission of Test Scores between the High School Education Provider and the College:***

The High School Education Provider may obtain test scores from the College by having each student request official copies from the Admission and Registrar's Office of the College. The College may obtain test scores from the High School Education Provider who administers the college placement exam by requesting the student provide a copy in an officially-sealed envelope. SAT and ACT scores should be ordered by the student to be sent to the College using the test provider's official ordering mechanism.

#### 18. Transportation

Students enrolled in dual enrollment courses not offered at their home high school will be responsible for arranging their own transportation to the site of the course offering.

#### 19. Financial Considerations

In compliance with existing laws and SBE Rules, the following Agreement is made relative to financial considerations:

- a. Early admission students. The College will not assess course matriculation and tuition fees for full-time early admission to students when such courses are approved for dual funding per this Agreement.
- b. Dual enrollment students. The College will not assess course fees for dual enrollment to students when the student is certified as taking college courses for college and high school credit and the courses are approved for dual credit per this Agreement.
- c. All fees assessed to the high school education provider for services will be outlined in an addendum.



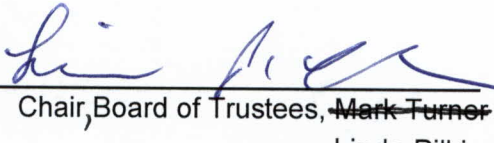
This Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action.


This agreement may contain an addendum, which is signed and agreed to by both parties.

This agreement shall commence for the 2013-2014 school year and will be reviewed annually to consider revisions.

IN WITNESS WHEREOF, the College hereto has caused this Agreement to be executed by the dates indicated below.

THE DISTRICT BOARD OF TRUSTEES OF POLK STATE COLLEGE ON BEHALF OF THE COLLEGE.

By  Approval Date 9/23/13  
Chair, Board of Trustees, ~~Mark Turner~~  
Linda Pilkington

Attest  Approval Date 9/23/13  
Dr. Eileen Holden, President

Addendum to the Dual Enrollment Agreement for 2013-2014  
Between  
Polk State College and the  
Polk County School Board

This addendum is an extension of the Dual Enrollment Agreement between Polk State College (hereafter referred to as the "College") and the Polk County School Board (hereafter referred to as the "School Board"). Unless otherwise specifically noted, this addendum does not replace regulations outlined in the Dual Enrollment Agreement.

**Information Procedures: Addendum to #11**

Public school information procedures:

- a. Due to the proximity of each high school to the College in this district, the College will provide on-site representatives at each high school at various times during the school year to inform students of the various acceleration opportunities and promote their participation.
- b. Information will be provided to each high school counselor for distribution to interested students and parents. It is the responsibility of the School Board to make parents and students aware of the procedures in this Dual Enrollment Articulation Agreement.
- c. Each high school will be responsible for timely announcements to its students regarding local acceleration opportunities.
- d. Potential early admission and dual enrollment students, working with their high school counselor, should complete all required documentation and submit it to the College by the dates required.
- e. The School Board Dual Enrollment Liaison will be responsible for incorporating all dual enrollment courses offered and courses excluded through this agreement into the district Student Progression Plan.
- f. Regardless of the location of the class, faculty must operate in compliance with the Federal Education Rights and Privacy Act (FERPA). Faculty may share information with High School Guidance Counselors who have a legitimate educational right to information via signing a form presented to them by the student or Guidance Counselor or via institutional to institutional email. Faculty may not share grades, attendance or other FERPA protected information with parents or other parties without proper FERPA release.

**Textbook and Materials: Addendum to #13**

1. Textbooks and Instructional Material Content and Availability

- a. The College will advise the school board of instructional material requirements as soon as that information becomes available.
- b. The School Board is also responsible for the acquisition of the required textbooks, lab books, study guides, and course syllabi (EMS only) from the College bookstore or other vendor and for ensuring delivery of such materials to the high school site and distribution to students.

2. Cost of Textbooks and Supplies:

- a. High school dual enrollment and early admission students whose college courses count toward high school graduation will be supplied by the School Board, their course-related instructional materials limited to textbooks, lab manuals, calculators, study guides, and any other ancillary books and materials required



by the instructor. The College advisors will issue an Instructional Materials Reimbursement form, also known as a book voucher, to each eligible public high school student participating in a dual enrollment program. The book voucher allows the student to get course-required books from the College bookstore without any cost to the student. The School Board will be billed for the charges using these vouchers. The College will provide an itemized list of textbooks and ancillary materials to the School Board each semester. The books and supplies issued must be returned to the same College bookstore where they were received to get credit for returning them, and the student must obtain a return receipt. The College bookstore will buy back the books and supplies that are purchased from the bookstore and are reusable or have wholesale value, and credit will be applied to the School Board account. If the student is registering for subsequent terms, a new textbook and School Board supplies voucher will not be issued without the previous semester's return receipt.

- b. The high school principal will maintain an inventory of the instructional materials issued to his/her students for dual enrollment courses offered at the high school. The principal will also be responsible for the recovery, reuse, and/or sale of these instructional materials.

**Monitoring Students and Handling of Withdrawal Grades and Repeats: Addendum to #15**

- a. The College will provide student schedules to the appropriate high school personnel at the end of the Drop/Add period each term.

**Transmission of Test Scores: Addendum to #16**

1. College placement exam scores will be electronically transmitted to the School Board the first Friday of each month for the examinees testing the previous month

**Florida Statute 1008.30— Common placement testing for public postsecondary education**

In order to meet the requirements of F.S. 1008.30, the College and the School Board have agreed on the following provisions for public schools:

- a. The high school agrees to administer the state college placement exam for college readiness.
- b. The College and the School Board will work collaboratively to develop a high school course and exit criteria for those students not placing into college-level courses based on the state-approved college placement exam.
- c. The School Board agrees to identify and inform eligible students of this opportunity.

**Florida Statute 1007.271 – Dual Enrollment Programs: Addendum to #19**

In order to meet the requirements of F.S. 1007.271, the College and the School Board have agreed on the following provisions:

- a. Classes taken in the fall and spring terms on any of the College's campuses or centers the College will assess a fee of \$71.98 per student credit hour.
- b. For classes taken on the high school campus the College will assess a fee of \$1600 plus \$143.20 in benefits when the College provides the instructor.
- c. An invoice will be sent to the PCSB's designated address after the last drop/add deadline of the latest session offered of the term.



### **Procedures for On-site Course Offerings: Addendum to Dual Enrollment Agreement**

This section is applicable to public schools only. Non-public schools may request on-site provisions by contacting the College's Vice President for Academic and Student Services and, if approved, these provisions would apply.

- a. Coordination and Supervision: The coordination and supervision of courses offered at the local high school site will be carried out as a joint effort between the site school principal and the appropriate college academic dean. The Dual Enrollment Liaison will manage all unresolved coordination efforts.
- b. High School's Needs for Dual Enrolled Offerings: As an ongoing process, each high school principal will analyze the school's needs to determine where/when the College could offer courses on the high school site. The principal will prepare a request to meet the school's needs coordinating the request with the appropriate academic dean of the College. The Dual Enrollment Liaison has final approval for the School Board. The request should be forwarded to the Vice President for Academic and Student Services by May 1 for the fall semester of the school year, and by October 1 for the spring semester for final College approval.
- c. Bright Futures Consideration: Special attention will be given to course offerings to ensure Bright Futures' academic requirements are met, including the requirements for Gold Seal.
- d. Combining College and High School Courses: Dual enrollment courses may not be combined with other high school courses.
- e. End-of-Course Assessments: Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the Basic Course Information document (BCI). To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by the College in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of one (1) year.
- f. Classroom Interruptions: Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of class time.
- g. Grading Policy: Dual enrollment courses offered at the high school site will follow college grading policies. Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe the College's deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
- h. Attendance: Dual enrollment courses offered at the high school site will follow the regular School Board attendance policies.
- i. Code of Conduct: Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures, and policies of the School Board or non-public school and the College as outlined in the policies of the high school and the *Polk State College Catalog/Handbook*. Should a conflict be identified as a result of either institution's policies and procedures, the School Board and the College will notify each other of behavioral infractions and will jointly resolve the



conflict while providing due process for the student. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.

j. Accountability of Assessment Standards:

- II. The College shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.
- III. Public high schools shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the College and the high school.
- IV. Any course-, discipline-, college-, or system-wide assessments that the College requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course taught at the high school.
- V. Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, local school district, the College President, and the Department of Education.

k. Salaries and Pay Arrangements for On-site Course Offerings:

- I. The College will pay the supplemental salaries of the adjunct instructors employed by the College based on the College's approved salary schedule. The School Board will pay the facilitators according to the School Board supplemental pay schedule.
- II. The School Board will reimburse the College for instructional costs (according to the College's approved salary schedule for adjunct instructors) when courses are offered for public school students in public school facilities. If the dual enrollment course is taught by a high school instructor as part of his/her regular high school teaching load, then the instructor will not be paid by the College.

l. Course Selection for High School-Based Courses:

- VI. The College will provide college-level instruction at each local high school, where practical, as part of the Dual Enrollment program as needs are identified. Specifically, the College is prepared to offer instruction in foreign languages, advanced courses in language arts, science, mathematics, social science, and technical courses where equipment/laboratory facilities are available at the high school campus, provided adequate enrollment exists.
- VII. Dual enrollment courses offered at the high school will be selected to expand and enhance existing offerings with special attention given to avoid unnecessary duplication of offerings.
- VIII. The college-level courses will be carefully analyzed to avoid competition with high school Advanced Placement classes.
- IX. Exceptions for courses that do not require the GPA and testing qualifications can be recommended by either the School Board or the College and will be considered by the College's District/Campus Group

and the School Board's Dual Enrollment Liaison. Once approved, students may register for these courses. For AS courses, students will follow the College placement scores required of native Polk State College students.

- X. The total number of unique courses offered at any given high school will be determined jointly between the College and the high school, with the approval of the Dual Enrollment Liaison.
- XI. The maximum credit load allowed any instructor paid by the College for on-site delivery of the College's courses is 12 credit hours per term.

This Addendum Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action.

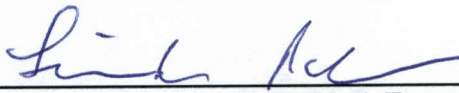
This Addendum shall commence for the 2013-2014 school year and will be reviewed annually to consider revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum Agreement and the Dual Enrollment Agreement with all High School Education Providers to be executed by the dates indicated below.


THE "COLLEGE"

THE DISTRICT BOARD OF TRUSTEES  
OF POLK STATE COLLEGE

Approval Date 9/23/13

By   
Chair, Board of Trustees, ~~Mark Turner~~  
Linda Pilkington

Approval Date 9/23/13

Attest   
Dr. Eileen Holden, President

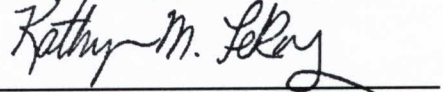
THE "HIGH SCHOOL EDUCATION  
PROVIDER"

THE SCHOOL BOARD OF  
POLK COUNTY, FLORIDA

Approval Date SEP 10 2013

By   
Chair, School Board of Polk County,  
Hazel Sellers

Approval Date SEP 10 2013

Attest   
Kathryn LeRoy, Superintendent