

# Highlands County Dual Enrollment Agreement 2013-2014

---

## **DUAL ENROLLMENT AGREEMENT BETWEEN SCHOOL BOARD OF HIGHLANDS COUNTY AND SOUTH FLORIDA STATE COLLEGE**

**2013-2014**

Florida statute 1007.271 requires the annual development of dual enrollment agreements between the Florida College System president and the superintendent of schools within the college's service district for the purpose of providing acceleration mechanism for dual enrolled high school students. This agreement is to be completed and submitted annually to the Department of Education on or before August 1 of each year.

The School Board of Highlands County, hereinafter referred to as the "school district," and the Board of Trustees of South Florida State College, hereinafter referred to as the "college," desire to implement the above statute. To facilitate this process, an articulation committee with representation from the school district and the college shall be established.

The school district superintendent and the college president shall each appoint a representative who shall act as the liaison for their agency. These individuals shall be the Vice President for Educational and Student Services at the college and the Assistant Superintendent for Curriculum and Instruction for the school district. In addition, the following individuals, or their designees, may assist in the planning, supervision and evaluation of all articulated activities and programs.

Members shall include:

### **The College**

Dean, Division of Arts and Sciences (college credit)  
Coordinator, Technical Dual Enrollment

### **School District**

Director of Secondary Education  
Administrator for the Career Academy

Each year the articulation team shall jointly review this Agreement and performance of parties to assure the agreement continues to serve the mutual interest of all concerned.

Either party shall have the right to terminate this Agreement by delivery of written notice not less than ninety (90) days prior to the effective date of termination.

The term of this agreement shall commence **July 1, 2013** and end **June 30, 2014**.

# Highlands County Dual Enrollment Agreement 2013-2014

---

## **ARTICLE I: RATIFICATION OF EXISTING AGREEMENTS**

The signing of this agreement attests to the ratification of all existing agreements between the school district and the college as contained in the attached appendices and addendums.

## **ARTICLE II: PROGRAM DESCRIPTION**

Section 1007.271, F.S. defines dual enrollment as the enrollment of an eligible student or home education student in a postsecondary course that is creditable toward both high school completion and a college certificate, associate or baccalaureate degree. Dual enrollment students are exempt from the payment of matriculation, tuition and laboratory fees.

Early admission, an additional dual enrollment mechanism, allows high school students to enroll in the college on a full-time basis. Students who take four or more classes will attend dual enrollment classes on the college campus. Early admission students must take at least 12 college credits that are creditable toward both a high school diploma, and a college certificate, associate or baccalaureate degree. Participation in early admission technical dual enrollment is limited to those students who have completed a minimum of four semesters of full-time secondary enrollment.

Home schooled students who seek dual enrollment opportunities are not included in this Dual Enrollment Agreement as they will have a separate agreement.

## **ARTICLE III: NOTIFICATION OF STUDENTS AND PARENTS**

### **Notification of Students and Parents**

The school district shall inform eligible secondary students and their parents of early college/dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, a statement of the potential for dual enrollment coursework beyond the regular school year, a statement of the potential for dual enrollment 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 provided to parents in written mailout and web formats, and included annually in each district pupil progression plan and high school program of study. Parents will indicate their permission for students to engage in dual enrollment studies by signing the dual enrollment permission form.

The college will work with the school district to provide a parent and student information session during the spring and fall Parent Night and will coordinate inquiries from parents and students with the high school guidance staff as appropriate.

## **ARTICLE IV: PROGRAM DESCRIPTION**

### **Eligibility Requirements**

Students who wish to take college credit or technical dual enrollment courses must complete the following, or meet the following criteria in preparation for enrollment:

## Highlands County Dual Enrollment Agreement 2013-2014

---

- Meet with their high school counselor to establish eligibility and develop a plan of study.
- College credit students must meet with the college advisor or counselor to establish their degree plan which includes course requirements and intended transfer institution.
- Meet GPA eligibility requirements of a 3.0 (unweighted high school gpa) for college transfer and 2.0 (unweighted high school gpa) for technical credit programs.
- College credit students should be in the 11<sup>th</sup> or 12<sup>th</sup> grade and technical students should be in the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grades.
- Students must satisfy the college preparatory testing requirements. 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 postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit course that are not precluded by the deficiency; however, students may not earn more than twelve college credit hours prior to the correction of all deficiencies (SBE Rule 6A-14.064 (b)).
- Students enrolled in technical credit courses must take the PERT or TABE examination
- Have parental approval to take dual enrollment courses.
- Complete the dual enrollment section of the college Admissions Application.
- Complete the registration process outlined in the *Dual Enrollment Student Handbook* (available on the college web site [www.southflorida.edu](http://www.southflorida.edu) under the high school tab).
- Parents and students should review the *Dual Enrollment Student Handbook* prior to the first class.

### Testing

College credit dual-enrolled students will be required to complete the PERT, ACT or SAT and may not be enrolled as a dual-enrolled student unless they have demonstrated adequate pre-collegiate preparation on sections of the PERT, ACT or SAT. Technical dual enrollment students will take the PERT or TABE assessment.

The high school or college may administer the PERT to those students applying for dual enrollment. High school principal or designee will coordinate the administration of dual enrollment PERT testing with the college's Testing Center. Testing may be administered on the high school campus or at the college campus. Students who are not successful on the first attempt should seek remediation prior to the second attempt.

The college will provide test results for individual students and aggregate reports as requested by the high school. The high school will provide PERT, ACT, and/or SAT test scores to the college for qualified dual enrollment students tested at the high school.

### Availability of Programs and Courses

Dual enrolled students should meet with a college advisor to establish their intended college major and establish a customized program of study that delineates the college courses that will best assist the student in meeting their educational goals. For the college transfer student, many of the courses needed are general educational courses including humanities, communication, mathematics, science, and social sciences. If the student identifies a baccalaureate degree as the educational goal the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree

## Highlands County Dual Enrollment Agreement 2013-2014

---

program. For technical education students, courses will be directly related to the certificate or associate degree programs they are enrolled in. Physical education and college preparatory courses are excluded from this agreement.

All high school students are highly encouraged to limit dual enrollment to those courses required for their anticipated college program in order to avoid excess hours. The accumulation of excess college hours may affect their future availability of financial aid after high school graduation.

**Course content, requirements and evaluation processes for dual enrollment courses are identical whether** taught on the college campus or the high school campus. A list of the programs and courses available for dual enrollment are included in the appendices. Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements and published as the statewide *Dual Enrollment Equivalency List* (see *Appendix A*).

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. Selective programs are not typically eligible for dual enrollment. Students enrolled in dual enrollment courses shall earn both high school credit and college credit if they meet the minimum requirements for satisfactory completion of their dual enrollment course(s).

### **Exceptions**

Special exception may be given to college credit students who meet all other program requirements for dual enrollment and have approval from both the school district and the college (See *Exceptions Form, Appendix B*).

Students who are expected to graduate from high school prior to the end of the college course are not eligible for dual enrollment.

### **Accommodations**

Special needs accommodations may be considered when collaborated between the college and the school district. The high school guidance staff will be responsible for screening and documenting special needs assistance and reporting this need to the college Adults with Disabilities Specialist. Cost incurred from any services provided will be the school district's responsibility.

### **Institutional Responsibilities**

Students enrolled in dual enrollment classes will be subject to the student policies and procedures on both the school district and college campuses. Should a conflict be identified as a result of either institution's policies or procedures, the school district and/or college will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students.

The school district will annually assess the demand for dual enrollment participation and provide this information to the college.

Dual enrollment classes held on the high school campus may not be combined with any non-college credit high school course.

## Highlands County Dual Enrollment Agreement 2013-2014

---

The college will assign letter grades to each student enrolled in a dual enrollment course. The letter grade assigned by the college will be posted to the student's high school transcript by the school district.

### **Student Responsibilities**

Dual enrollment students must meet the academic requirements of a minimum of 3.0 unweighted high school GPA for college credit courses and 2.0 unweighted high school GPA for technical education courses. This GPA must be maintained from term to term for students to continue in dual enrollment coursework unless otherwise noted in this agreement.

Students enrolled in dual enrollment classes and their parents will be informed of college level course expectations through information sessions at the high school or college campus. The information in these sessions will include, but not limited to the following:

- a. Any letter grade below "C" will not count toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.
- b. All course grades are calculated in a student's college GPA and will appear on the permanent college transcript.
- c. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- d. College level course materials and class discussions may reflect topics not typically included in secondary courses. Courses will not be modified to accommodate variations in dual enrollment student age and/or maturity.
- e. The selection of courses should meet both high school and college degree requirements, including approved program prerequisite courses, in order to minimize student and state costs for excess hours. Students must take college courses which are a part of their college degree plan in order not to jeopardize future financial aid and/or scholarship opportunities.
- f. Students must maintain good academic standing at the college to continue in dual enrollment courses. Students must make a "C" or better in dual enrollment classes, and maintain a high school 3.0 GPA (unweighted) for college credit or 2.0 GPA for technical programs (unweighted).
- g. Student below the required GPA, or who are unsuccessful in a college level course (D, W, or F) must sit out one term before re-enrollment into a dual enrollment class.
- h. Students must follow the deadlines posted in the high school and college academic calendar if they wish to drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through both the high school guidance counselor and the college registrar's office. Students enrolled in dual enrollment classes should coordinate dropping and/or adding courses through their high school guidance office.

# Highlands County Dual Enrollment Agreement 2013-2014

---

## **Faculty**

The articulation management team recommend qualified faculty for dual enrollment classes. All faculty members must meet or exceed the academic and professional preparation requirements for teaching at the college. Faculty teaching college credit courses must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. Faculty members teaching technical education courses typically have completed an associate's degree with appropriate work experience. The college shall credential and appoint all instructors. If no high school teacher qualifies as an adjunct instructor, a college faculty may be assigned when available.

If school district instructors are used for high school campus dual enrollment courses, they will be paid by the school district and credentialed and supervised for teaching the dual enrollment course by the college. For those faculty members teaching at the college campus, or for college faculty members teaching on a high school campus, they will be credentialed, supervised and paid by the college.

Each adjunct faculty member will be assigned to a designated chairperson or program manager for mentoring and guidance. The college shall provide each dual enrollment faculty member with a copy of the course syllabus that identifies course requirements and outcomes. A copy of the *Dual Enrollment Student Handbook*, *SFSC Student Handbook* and *Faculty Handbook* are available for each instructor on the college website.

## **Course Materials**

The college shall select textbooks used in dual enrollment courses. Every effort will be made to maintain a textbook for three years or until a new edition is required. Textbooks and instructional materials must be the same or comparable with those used by the college campus with the same course prefix and number. Payment for required textbooks for classes conducted on the high school campuses or on the college campus will be through the district. The textbooks shall be the property of the school district. Students who obtain textbooks directly from the college bookstore must present a signed, approved textbook voucher.

Instructional materials used in dual enrollment courses must be the same as or comparable to those used in college level coursework. Course requirements, such as tests, papers or other assignments must be at the same level of rigor or depth as those for all non-dual enrolled postsecondary students.

The college will provide cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Completed, scored assessments must be returned to the college and will be held by the college for one (1) calendar year.

## **Program Evaluation**

Dual enrollment taught on the high school campus must meet the same competencies required for courses taught on the college campus. College staff will evaluate instruction and monitor student performance in all dual enrollment classes using the same criteria for judging instructional quality as is in effect in for all college classes. The college will provide a Student Evaluation of Instruction (SEI) each term to evaluate dual enrollment courses both on the high school and college campus.

# Highlands County Dual Enrollment Agreement 2013-2014

---

## **Fees**

Any student enrolled in approved dual enrollment courses is exempt from the payment of registration, textbooks, tuition, and laboratory fees. (Exception: Students may be required to pay the laboratory fees in selected programs agreed upon by the college and school district.) Tuition and other fees will not be waived for graduating seniors who must enroll in courses that extend into the summer term at the college.

All students who wish to take additional college credit courses that are not a part of the degree plan requirements must pay tuition and all other fees.

## **Transportation**

The school district shall provide transportation for its students participating in approved educational/enrichment events located at college sites at no cost to the college when providing such transportation. Students will be encouraged to provide their own transportation to and from dual enrollment classes on the college campus.

For all other transportation services requested, such as field trips, the school district will charge the college the same in-house rate charged to district schools. The school district will invoice the college for the transportation services after each approved service request, and payment is to be made within 30 days of receipt of invoice.

## **Facilities Usage**

The college and school district agree to share educational facilities to benefit students and programs at no cost or at a reduced cost reimbursement rate whenever appropriate. A reduced cost per day for use of the Theatre for the Performing Arts or Panther Gym will be assessed for other school district activities contingent upon availability. The college will invoice the school district after each approved event, and payment is to be made within 30 days of receipt of invoice.

## **ARTICLE V: PROFESSIONAL DEVELOPMENT**

Faculty and staff are encouraged to participate in several professional development options available through the college. The college provides a 2+2 transfer degree program in education which offers course work in education at the introductory level.

Annual programs are sponsored by the college to provide a forum for school district middle and high school counselors to engage in staff development opportunities and collaborate in development of strategies to support postsecondary student transition.

## **ARTICLE VI: CAREER EXPLORATION AND PLANNING**

The school district and college shall implement transition programs with K-12 students that emphasize the need for postsecondary education and the importance of basic skills (reading, writing, mathematics). Examples of available programs are: the Eighth Grade Transitions Program, the College Reach Out Program, Panther Youth Program, Take Stock In Children and Migrant Farmworker, College For A Day, and the Career Fair.

# Highlands County Dual Enrollment Agreement 2013-2014

---

## **ARTICLE VII: FINANCIAL AID PLANNING**

The college shall provide information sessions and brochures relating to financial aid planning and scholarship availability to high school seniors. The college will offer academic scholarships to graduating high school seniors according to established criteria.

## **ARTICLE VIII: DUAL ENROLLMENT EVALUATION**

The articulation management team shall annually assess and analyze the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the District Boards of the school district and college. Analysis shall include: identified problems, corrective actions, strategies, and associated costs.

The college shall be responsible for annually transmitting to the Commissioner, a report in accordance with Rule 6A-10.0241(3), F.A.C.

## **ARTICLE IX: FEDERAL AND STATE LAWS AND REGULATIONS**

Both the school district and the college shall be eligible for FTE funding in accordance with Florida law and rules

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement.

The Family Educational Rights and Privacy Act (FERPA) protects students' rights to privacy regarding their student records. FERPA governs (1) the release of education records maintained by educational institutions and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the college and all records directly related to a student and that are maintained by the institution. A signed consent to release records form must be on file in the Registrar's Office for someone other than the student to gain access to student records. Only the specific person designated by the student may request access to student information.

## **ARTICLE X: Indemnification**

It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents. The parties will hold each other harmless for claims involving actions or services provided by their own employees, faculty and students. Each party will be liable for property damage and/or bodily injury pursuant to this Agreement and which occur as a direct result of negligence of each party's agents or employees.

All parties to this Agreement are "state agencies or subdivisions" as that term is defined in Section 768.28, Florida Statutes, and the liability of each is therefore limited to sovereign immunity limits of \$100,000 per person, \$200,000 per occurrence in accordance with Section 768.28, Florida Statutes.



# Highlands County Dual Enrollment Agreement 2013-2014

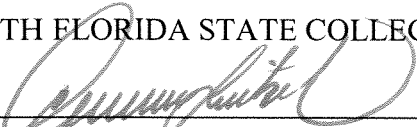
---

## ARTICLE XI: Tuition Reimbursement

As per Florida Statute 1007.271 "School districts shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution. When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction. When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institutions actual cost associated with the program" (see Appendix E).

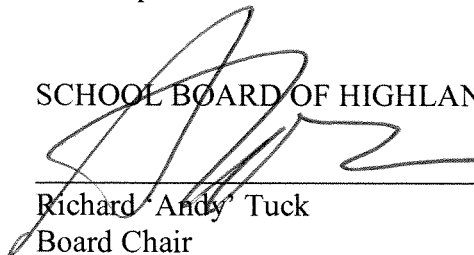
**IN WITNESS THEREOF:** The parties hereto set their respective hands and seals and cause this Agreement to be executed.

SOUTH FLORIDA STATE COLLEGE


  
\_\_\_\_\_  
Dr. Thomas C. Leitzel  
President

8-16-13  
\_\_\_\_\_  
Date

SCHOOL BOARD OF HIGHLANDS COUNTY

  
\_\_\_\_\_  
Richard 'Andy' Tuck  
Board Chair

8-16-13  
Date

  
\_\_\_\_\_  
Wally Cox

Superintendent and Ex Officio Secretary

8-16-13  
Date

# Highlands County Dual Enrollment Agreement 2013-2014

## Appendix A SFSC Dual Enrollment Course Equivalency

The following courses are typically offered by SFSC at most college campuses. This equivalency list is not complete, but is abbreviated for ease of use by students, parents and guidance staff. If you note discrepancies or have questions about other courses listed in the State Approved Dual Enrollment Equivalency List, please contact Dean Kimberly Batty-Herbert for college credit at 863-784-7329 or Courtney Green for technical programs at 863-784-7431. For a full listing of the State Approved Dual Enrollment Equivalency Listing go to [www.fldoe.org/articulation/pdf/DEList.pdf](http://www.fldoe.org/articulation/pdf/DEList.pdf).

Electives: 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. Three-credit (or equivalent) post-secondary courses taken through dual enrollment that are not listed below shall be awarded 0.5 high school credits. Electives fulfilling the high school requirements should be related to the college degree plan.

Δ English Competency - Requires college-level writing in multiple assignments

\*\* Indicates courses that all community colleges and universities offer or accept this course in transfer as a part of their general education requirement

H Indicates an honors course

Symbol	Course prefix		Course name	High school subject requirement satisfied	High school credit awarded	Pre/Co-requisite
<b>ENGLISH</b>						
	AML	2020	American Literature II: 1865 to Present	English	1.0	ENC 1101; ENC 1102 rec.
Δ**H	ENC	1101	Freshman English I	English	1.0	PERT scores
Δ**H	ENC	1102	Freshman English II	English	1.0	ENC 1101
	ENL	2012	British Literature I	English	1.0	ENC 1101
	ENL	2022	British Literature II	English	1.0	ENC 1101
	LIT	2110	World Literature I	English	1.0	ENC 1101
	LIT	2120	World Literature II	English	1.0	ENC 1101
<b>HUMANITIES</b>						
	ARH	2000	Art History and Appreciation I	Perf Arts	0.5	ENC 1101
	ARH	2051	Art History and Appreciation II	Perf Arts	0.5	ENC 1101
Δ	HUM	2210	Humanities Survey I	Elective	0.5	ENC 1101
Δ	HUM	2230	Humanities Survey II	Elective	0.5	ENC 1101
	MUL	2110	Music History and Appreciation	Perf Arts	0.5	ENC 1101
H	PHI	2010	Introduction to Philosophy	Elective	0.5	ENC 1101

## Highlands County Dual Enrollment Agreement 2013-2014

	REL	2300	Comparative Religion	Elective	0.5	ENC 1101
	THE	2010	Theatre History and Appreciation	Perf Arts	0.5	
<b>MATHEMATICS</b>						
**	MAC	1105	College Algebra	Mathematics	1.0	MAT 1033
**	MAC	1114	Plane Trigonometry	Mathematics	1.0	MAC 1105
**	MAC	1140	Precalculus Algebra	Mathematics	1.0	MAC 1105; MAC 1114
**	MAC	2233	Calculus for Business and Social Sciences	Mathematics	1.0	MAC 1105
**	MAC	2311	Calculus I with Analytic Geometry	Mathematics	1.0	MAC 1114, MAC 1140
**	MAC	2312	Calculus II	Mathematics	1.0	MAC 2311
**	MAC	2313	Calculus III	Mathematics	1.0	MAC 2312
**H	MAP	2302	Differential Equations	Mathematics	1.0	MAC 2312
**H	MGF	1106	Liberal Arts Mathematics I	Mathematics	1.0	MAT 1033
**H	MGF	1107	Liberal Arts Mathematics II	Mathematics	1.0	MAT 1033
H	STA	2023	Elementary Statistics	Mathematics	1.0	MAT 1033
<b>SOCIAL STUDIES</b>						
Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, all college social science courses taken through dual enrollment receive elective credit.						
H	AMH	1010	American History I	Am. History	0.5	
H	AMH	1020	American History II	Am. History	0.5	
H	CLP	2140	Abnormal Psychology	Elective	0.5	PSY 2012
H	DEP	1004	Human Development	Elective	0.5	
H	DEP	2002	Child Psychology	Elective	0.5	PSY 2012
H	ECO	1000	Survey of Economics	SS-Economics	0.5	Cannot take if Comp. ECO 2013 or ECO 2023
H	ECO	2013	Macroeconomics	SS-Economics	0.5	
H	ECO	2023	Microeconomics	SS-Economics	0.5	
H	EME	2040	Intro to Technology for Educators	Elective	0.5	EDF 1005
H	INR	2002	International Relations	Elective	0.5	
H	PHI	2010	Introduction to Philosophy - Human	Elective	0.5	ENC 1101
Δ H	POS	1041	American National Government	Am. Gov't.	0.5	pre-co ENC 1101
H	POS	1112	American State and Local Government	Am. Gov't.	0.5	pre/co- ENC 1101
H	PSY	2012	Introduction to Psychology	Elective	0.5	
H	REL	2300	Comparative Religion - Human	Elective	0.5	ENC 1101
H	SYG	2000	General Sociology	Elective	0.5	

# Highlands County Dual Enrollment Agreement 2013-2014

## SCIENCE

Criteria for awarding high school subject area credit in Science:

Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.

College-level dual enrollment science courses taken without a lab component will be awarded 0.5 high school science credits.

Note: Section 1003.43(1), Florida Statutes, states that high school graduation requirements include successful completion of "three credits in science, two of which must have a laboratory component." Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences with a lab component must be met to graduate.

	AST	1002	Descriptive Astronomy (no lab)	Science	0.5	
	AST	1002L	Descriptive Astronomy Lab	Science	0.5	Pre MAC 1105
	BOT	1010C	Botany (with lab)	Science	1.0	co-BOT 1010L
**	BSC	1009C	Introduction to Biology (with lab)	Science	1.0	co-BSC 1009L
	BSC	1005	Introducing Biology (no lab)	Science	0.5	
**	BSC	1010C	General Biology I (with lab)	Science	1.0	co-BSC 1010L
**	BSC	1011C	General Biology II (with lab)	Science	1.0	Pre-BSC 1010C co-BSC 1011L
	BSC	1085C	Human Anatomy & Physiology I (w/lab)	Science	1.0	co-BSC 1085L
	BSC	1086C	Human Anatomy & Physiology II (w/ lab)	Science	1.0	pre-BSC 1085C; co-BSC 1086L
	CHM	1025C	Introduction to General Chemistry (w/lab)	Science	1.0	Prev 1 yr hs algebra co-CHM 1025L
**	CHM	2045C	General Chemistry I (with lab)	Science	1.0	co-CHM 2045L; pre-MAC 1105
	CHM	2046C	General Chemistry II (with lab)	Science	1.0	co-CHM 2046L; pre-CHM 2045C
H	CHM	2210C	Organic Chemistry I (with lab)	Science	1.0	co-CHM 2211L; pre-CHM 2210C; pre-CHM 2046C

## Highlands County Dual Enrollment Agreement 2013-2014

H	CHM	2211C	Organic Chemistry II (with lab)	Science	1.0	co-CHM 2210L; pre-CHM 2045C
	HUN	1201	Nutrition (no lab)	Science	0.5	
	MCB	2010C	Microbiology (with lab)	Science	1.0	co-MCB 2010L
	MET	1001	Weather and Climate (no lab)	Science	0.5	
	PCB	2033	Introduction to Ecology: Environment (no lab)	Science	0.5	
**H	PHY	2048C	General Physics with Calculus I (with lab)	Science	1.0	co-PHY 2048L; pre/co- MAC 2311
H	PHY	2049C	General Physics with Calculus II (with lab)	Science	1.0	Pre- MAC 2311 co-2049L; pre-PHY 2048C
** H	PHY	2053C	General Physics I (with lab)	Science	1.0	co-PHY 2053L; pre-MAC 1105
H	PHY	2054C	General Physics II (with lab)	Science	1.0	Pre- MAC 1105 co-PHY 2054L; pre-PHY 2053C
	PSC	1121	Physical Science (no lab)	Science	0.5	
<b>OTHER</b>						
All 4-credit foreign language courses shall be awarded one full high school credit						
	ACG	2001	Financial Accounting I			
	ACG	2011	Financial Accounting II			ACG 2001
	CGS	1100C	Intro to Microcomputers Using Windows	Elective	0.5	
	DEP	1004	Human Development - Social	Elective	0.5	
	EDF	1005	Intro to the Teaching Profession-Social	Elective	0.5	
	EDF	2085	Intro to Teaching Diverse Pop. For Educ.	Elective	0.5	
	SLS	1501	Master Student/College Success	Elective	0.5	
	SLS	2301	Career Planning	Elective	0.5	
H	SPC	2608	Fundamentals of Speech Communication	Elective	0.5	

# Highlands County Dual Enrollment Agreement 2013-2014

---

## Technical Programs

All postsecondary courses taken through dual enrollment that are part of a postsecondary career and technical program of study including college credit certificate, occupational certificate, Associate in Applied Sciences (A.A.S.), and Associate in Science (A.S.) shall be awarded 0.5 credits toward high school graduation. **Note: Students seeking to meet the requirements of a three-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through dual enrollment must carefully choose dual enrollment courses that meet the requirements for 3 sequential credits in one career education program.**

The following college credit certificate programs are available for dual enrollment:

- Accounting Applications
- Business Management
- Computer Programming
- Medical Office Management
- Office Management

The following Occupational Certificate programs are available for dual enrollment:

- Administrative Office Specialist
- Air Conditioning, Refrigeration, and Heating Technology
- Automotive Collision Repair and Refinishing
- Automotive Service Technology
- Computer Systems and Information Technology
- Cosmetology (Limited enrollment)
- Electronics Technology
- Electrical Lineman Service Repair
- Food Management, Production, and Services
- Medical Administrative Specialist
- Medical Assisting
- Network Support Services

**Appendix B**  
**DUAL ENROLLMENT EXCEPTION FORM**

The following student \_\_\_\_\_ (name) has been approved for entry into dual enrollment classes based on college readiness assessment scores, high school GPA and guidance counselor recommendation.

Name of High School \_\_\_\_\_

Current High School Grade Level \_\_\_\_\_

Current High School Unweighted GPA \_\_\_\_\_

PERT or TABE scores (circle appropriate test)

\_\_\_\_\_ Reading \_\_\_\_\_ Writing \_\_\_\_\_ Mathematics

ACT or SAT scores if used for placement \_\_\_\_\_

Rationale for requested exception to enter dual enrolled course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Dr. Leana Revell  
Vice President for Educational and Student Services  
South Florida State College

\_\_\_\_\_  
Wally Cox  
Highlands County Schools  
Superintendent and Ex Officio Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Appendix C

### SFSC Based Dual Enrollment Instructional Materials Book Voucher/Reimbursement form

Term \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_ School \_\_\_\_\_

COURSE NAME	COURSE CODE	BOOK TITLE	CREDIT HOURS	BOOK COST

I understand that the instructional materials in which participation in the dual enrollment program entitles me to are considered to be “loaner” materials and must be returned to the high school at the end of the academic term. If the textbook will be used the following term for the second half of a course and the second course will also be a dual enrollment course (i.e. Spanish II or Accounting II), please bring the textbook to the dual enrollment advisor and inform the advisor that you will need the textbook for the next term.

If the textbook(s) is (are) not returned to the campus at the end of the term, I understand that I will be responsible for reimbursing the school district for the cost of the textbook (s).

I understand that the instructional materials will be provided only for courses that qualify for dual credit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

It is understood that the above named student is enrolled in the dual enrollment program and that the materials listed are required for the courses in which the student is enrolled. These courses meet the qualifications listed in the dual enrollment program agreement between South Florida State College and the County School District.

\_\_\_\_\_  
Signature of School District Guidance Representative

\_\_\_\_\_  
Date

- Copies to: Original – Bookstore
- Copy – School District
- Copy – High School
- Copy – SFSC Dual Enrollment Coordinator



## Appendix D

### CAREER ACADEMY ADDENDUM TO DUAL ENROLLMENT AGREEMENT BETWEEN HIGHLANDS COUNTY PUBLIC SCHOOLS AND SOUTH FLORIDA STATE COLLEGE

#### **Purpose of the Addendum**

This addendum has been developed to clarify responsibilities and expectations for the successful operation of the Career Academy located in Building L on the Highlands Campus of South Florida State College (SFSC).

#### **The Career Academy at South Florida State College**

The Career Academy at SFSC is a joint effort between the School Board of Highlands County (SBHC) and South Florida State College (SFSC) established to promote early college/dual enrollment opportunities for students engaged in workforce training and technical programs. High school students selected to participate in the Career Academy receive their high school curricular offerings from high school teachers during one half of the day and engage in selected college level workforce training programs during the other half of the day. This arrangement will facilitate the student's achievement of high school graduation requirements while preparing the student with workforce skills needed for a career path.

**Student Eligibility:** Students attending the Career Academy will be enrolled in the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades at any SBHC high school and meet the eligibility requirements for an early college/dual enrolled technical student. Students who have a high school GPA of 2.0 will be reviewed on a case-by-case basis and may be entered into the Career Academy on academic probation. Students will remain enrolled in the school they are zoned to attend and will receive their grade reports and communications from their designated high school.

**Student Conduct:** While attending the Career Academy students will be under the supervision of SBHC teachers and will abide by district codes of conduct for students. While attending SFSC classes, Career Academy students are under the SFSC code of conduct for college students. Should an infraction occur relating to the SFSC code of conduct, the Dean of Student Services will confer with the Career Academy Lead Teacher and determine an appropriate course of action.

**Calendar:** A separate calendar will be annually published for the Career Academy. SBHC and SFSC staff will work cooperatively to develop and recommend a calendar that meets daily attendance requirements and learning outcome needs for all programs of study.

**Staffing:** Employment of faculty and staff for the Career Academy facility will be the sole responsibility of the SBHC. Employees of the SBHC will be under the direct supervision, rules and regulations of the school district. Employment of faculty and staff for the career training programs and other support services will be the sole responsibility of SFSC. Employees of SFSC will be under the direct supervision, rules and regulations of the college.

# Highlands County Dual Enrollment Agreement 2013-2014

---

**Facilities:** The Career Academy is housed on the Highlands Campus in Building L. The building is the property of SFSC. SBHC will be responsible for cosmetic improvements and will assist with retrofitting Building L to meet K-12 code requirements. SBHC staff will work closely with SFSC staff to determine jointly acceptable building modifications. Routine maintenance and cleaning of Building L will be the responsibility of SFSC.

Basic communication services (telephones and Internet access) will be the responsibility of SFSC. SFSC and SBHC will jointly share responsibility for interface of technology used in the Career Academy. Educational equipment, computers, fixtures or furniture purchased by the SBHC will remain the property of the SBHC.

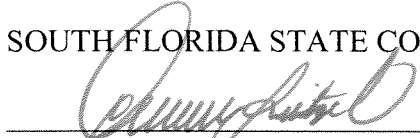
Utilities (electricity, water, sewer, refuse) will be provided by SFSC, with reimbursement by the SBHC of estimated costs (50 percent due in December and again in June annually). **The agreed rate for the 2013-2014 school year will be \$2.10 per gross square foot (gsf) for Building L (7,555 gsf), totaling \$15,865.50.** This rate may be adjusted annually, if estimated costs change.

Career Academy staff and students will have full access to college resources such as the Library, Tutoring and Learning Center, campus parking, cafeteria and other college facilities.

**Food Service:** Food services will be provided for Career Academy students by the SBHC.

**Transportation:** Transportation for Career Academy students is the responsibility of the SBHC. Students choosing to drive or obtain a ride to SFSC by other means must adhere to all SFSC parking and driving rules and will be subject to disciplinary action and/or fines for violations.

SOUTH FLORIDA STATE COLLEGE

  
\_\_\_\_\_  
Dr. Thomas C. Leitzel  
President

8-16-13  
\_\_\_\_\_  
Date

SCHOOL BOARD OF HIGHLANDS COUNTY

  
\_\_\_\_\_  
Richard 'Andy' Tuck  
Board Chair

8-26-13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Wally Cox  
Superintendent and Ex Officio Secretary

8-26-13  
\_\_\_\_\_  
Date

**Appendix E**

**District School Board Cost Reimbursement  
For Dual Enrollment on SFSC Campuses**

The College, upon receipt of approved invoice, will reimburse the school district for direct costs of textbooks and directly related instructional materials (e.g. workbooks, discs, access codes, etc.) expended during the current fiscal year for district students who are dually enrolled in courses assigned to College campus locations.

The College will reimburse the school district for one hour of Counseling/Advising time at the district's current average salary and benefit rate for these positions, upon receipt of approved invoice, for each district student enrolled in course(s) assigned to College campus locations each major term (Fall and Spring Terms).