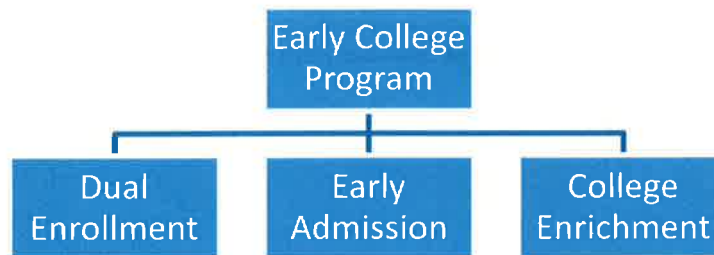


AMENDED EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT



**MANATEE COUNTY SCHOOL BOARD
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2013-2014

INTRODUCTION

The Dual Enrollment Program is authorized under Florida Statutes 1007.235 and 1007.271. This program is a cooperative effort between **Manatee County School Board** and **State College of Florida, Manatee-Sarasota**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment public and home education secondary students may enroll in postsecondary courses creditable toward both high school graduation and a career certificate or an associate or baccalaureate degree. There are three curricular avenues for students to participate in early college: dual enrollment (college credit), career dual enrollment and early admission.

Dual enrollment refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

Early Admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

The Dual Enrollment [DE] and the Early Admission [EA] programs provide for eligible secondary school students to earn high school and college credits simultaneously provided that all statutory, district, and institutional requirements are met. Students in these programs enroll concurrently in high school and the State College of Florida, Manatee-Sarasota courses. College-level academic and/or career-technical courses may be offered on either the high school or the college campuses.

Through this formal inter-institutional agreement, the school district accepts college level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers. Costs associated with tuition for DE/EA courses are waived to students and are subject to payment per the fiscal addendum of this agreement. Manatee County School Board is responsible for purchasing or providing required textbooks for students enrolled in DE/EA courses. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library privileges.

The district encourages students to seek opportunities for academic enhancement, and upon completion of DE/EA courses, the students can submit transcripts from SCF that may be used for other college admissions.

The purpose of this manual is to define the acceleration opportunities available between **Manatee County School Board** and **State College of Florida, Manatee-Sarasota** [SCF] and to specify the details of the day-to-day operations of College Dual Enrollment (DE) and Early Admission (EA).

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**SCF EARLY COLLEGE DEADLINES
2013-2014**

Enrollment deadlines include Application for Early College submission, placement testing on an SCF campus, and Early College Approval Form submission. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment / early college programs.

Fall 2013 Deadline—June 17, 2013

Spring 2014 Deadline—December 2, 2013

Summer 2014 Deadline—April 14, 2014

****no exceptions will be made after these published deadlines***

Early College Qualifying Test Scores

It is the understanding of the State College of Florida, Manatee-Sarasota, that all PERT testing for college readiness will be conducted by the high school per F.S. 1108.30, Rule 6A-10.0315.

SCF will continue to test eligible high school students for dual enrollment/early college purposes.

College Level English

ACT: 17+ (and Reading 18+)

PERT: 99+

FCAT: 262+

SAT: 440+ on Verbal/Critical Reading

College Level Math

ACT: 20+

PERT: 123+

FCAT: 375+

SAT: 510+

**Please note math scores above meet the minimum college-level math requirement—higher scores are required for upper level math courses*

College Level Reading

Required for all courses excluding Math

ACT: 18+

PERT: 104+

FCAT 1.0: 355+

FCAT 2.0: 262+

SAT: 440+ on Critical Reading

SCF Placement Test (PERT) Retake Policy

Dual Enrollment students may take the SCF Placement Test only one time per term not to exceed a maximum of two attempts per calendar year.

SCF Test Score Acceptance Policy

SCF accepts SAT, ACT, and PERT test scores for dual enrollment eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports are accepted via e-mail, mail, fax, or hand delivery for processing.

Dual Enrollment Textbook Procedure **Students taking Courses at SCF**

1. Course Approval

- a. Students **must** complete a current SCF Dual Enrollment form, obtain the required signatures, and take any applicable assessments.
- b. The specific course title must be indicated (stating “elective” as a course choice is not specific).
- c. Students will take the completed Dual Enrollment form to SCF and enroll in classes.
- d. Once enrolled, students will print out the corresponding textbook list from the SCF Bookstore webpage:

<http://www.bookstore.scf.edu/bradenton/SelectTermDept.aspx>

2. Acquiring Textbooks

- a. When the student provides his/her high school with the list of required textbook(s), the school will issue the textbooks to the student.
- b. Book vouchers will be distributed to the high school liaisons via PDF
- c. If the high school does not have the textbook(s), the student will obtain the **completed Textbook Voucher** from the Guidance counselor using the printed SCF website list supplied by the student. The voucher must have any blank lines marked through. The student will then go to the SCF bookstore or another approved bookstore location and obtain the necessary materials.
- d. The Bookstore Manager will complete the Reimbursement Request Form and send that form and the completed Dual Enrollment Approval Form to Mr. Steve Neumann, 2501 63rd Avenue East, Bradenton, FL 34203. Mr. Neumann will make arrangements to pay for the textbook.
- e. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one time use access codes are the responsibility of the school district.
- f. Manatee District Schools **will not** pay for or purchase supplemental materials for dual enrollment courses.
- g. The District **will not** reimburse a student or parent for any materials that they purchase directly from SCF with their own money.
- h. The District will not pay for any materials that are not on the **required** list unless prior arrangements have been made with the Instructional Materials Office.
- i. All materials purchased by the School District of Manatee County remain the property of the District. The student may not highlight or write in the book.

- j. The student does have the option of purchasing the textbook from the School District. The student would pay no more than the cost of the textbook through the SCF Bookstore. If interested, the student would contact the high school bookkeeper to make arrangement to pay for the materials.

3. **Textbook Return**

- a. Whether received from the SCF Bookstore, an approved bookstore, or from Manatee District Schools, the student is responsible for returning the book at the end of the course in good usable condition to his/her high school.
- b. The student may not highlight or write in the book. If the textbook is not returned in usable condition, the student will be fined the cost of the textbook. The student may be excluded from graduation or other activities if textbook fees are not paid.
- c. If the student withdraws from the course, the student is responsible for returning the textbook at the time of withdrawal from the course.
- d. Packaging must not be removed from texts received from the SCF book store if the student intends to participate in the add/drop during the first week that school is in session. Once the packaging is opened, the books cannot be returned to the bookstore for credit. Students must bring the credit to their high school in order to be issued new textbooks.

I have read and understand the above procedures for obtaining and returning Dual Enrollment Materials to the School District of Manatee County.

Student Name (Print)

Student Signature

High School

Date

The District Instructional Materials Office will pay the SCF Bookstore for **required** materials only. Manatee District Schools **will not pay for or purchase supplemental materials** for dual enrollment courses.

Contacts: Linda Guilfoyle, Director of District Support, 708-8770, Ext. 2148
 Steve Neumann, District Instructional Materials Manager, 751-6550 Ext. 2204

ELIGIBILITY CRITERIA AND ACADEMIC PROCEDURES FOR COLLEGE DUAL ENROLLMENT (DE)

COLLEGE DUAL ENROLLMENT ON THE HIGH SCHOOL CAMPUS [1007.27 (5)F.S.]

High school students must meet the following **minimum requirements**:

1. Have an unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score on the SAT, ACT, FCAT or PERT by the published deadlines. Test scores are valid for 2 years from the date of testing.
3. Must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admission Accelerated Programs.
4. Must earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
5. Must meet all Early College published deadlines.
6. Must satisfy any course prerequisites as required by the current SCF catalog.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, AICE and Honors courses. Since college credit is awarded, this grade will remain a part of the *college academic transcript* as well as the *high school academic transcript*.

Costs to Students

Students enrolled in the Dual Enrollment [DE] and Early Admission [EA] Programs are exempt from the payment of lab fees and required textbooks. Students are responsible for paying for all supplemental and/or recommended materials in each of these programs.

Student Responsibilities

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE classes at the school site. The student must complete and submit an Application for Early College for admission to SCF by specified deadline and meet with the guidance counselor to review and make a copy of the completed application for admission before the specified deadline. The student should obtain a parent/guardian signature on the Application for Early College and submit to the guidance counselor. If no SAT or ACT scores are available, the student needs to schedule an appointment to take the PERT at the SCF Assessment and Testing Center. The student is required to bring picture ID and the temporary SCF ID card to the SCF Assessment and Testing Center on the day of testing.

PLEASE NOTE: It is the responsibility of the student to speak with a counselor to determine SCF’s withdrawal deadlines. Please see section on withdraw policy on page 19.

All applications and approval forms must be submitted to SCF by published deadlines.

High School Guidance Counselor Responsibilities

During program planning, the guidance counselor will communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment (PERT, SAT, or ACT). The counselor will also verify the student's eligibility status and assist the student in making course selections. The counselor will also follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately and will keep a copy of the completed application for future reference. Finally, the counselor will verify the test scores for eligibility and keep a copy for student records.

Instructor Responsibilities

Instructors are responsible for completing and forwarding enrollment and withdrawal paperwork by the prescribed SCF deadlines. Instructors are responsible for following timelines, curriculum, and syllabi information as outlined in the Faculty portion of this articulation agreement.

ELIGIBILITY CRITERIA AND ACADEMIC PROCEDURES FOR COLLEGE DUAL ENROLLMENT (DE)

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| COLLEGE DUAL ENROLLMENT ON THE SCF CAMPUS [1007.27 (5) F.S.] |
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High school students enrolled in Manatee County district schools, including charter schools, in grades 11 and 12 (beginning in the fall term of the 11th grade year) may enroll in DE courses on an SCF campus.

High school students must:

1. Have a minimum unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score on the SAT, ACT, FCAT, or PERT by the published deadlines. Test scores are valid for 2 years from the date of testing.
3. Maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs.
4. Earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
5. Meet all Early College published deadlines.
6. Satisfy any course prerequisites as required by the current SCF catalog.
7. Be enrolled in at least one (1) course at the high school.

Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, AICE and Honors courses. Since college credit is awarded, this grade will remain a part of the college *academic transcript* as well as the *high school academic transcript*.

Costs to Students

Public school students enrolled in the DE/EA Programs are exempt from the payment of lab fees and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs.

Student Responsibilities

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE classes at the school site as well as research the availability of courses at the SCF campus. Students may not take courses which conflict with their high school schedules. Students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of seven high school credits—3.5 credits per semester).

Students must complete and submit an Application for Early College to SCF by specified deadline and read and secure all signatures on the *School District of Manatee County Dual Enrollment Contract*. Students must also complete and submit the DE/EA Approval form signed by a parent/guardian by deadline and meet with the guidance counselor to review and make a

copy of the completed application for admission before the specified deadline. If no SAT or ACT scores are available, students must schedule an appointment to take the PERT at SCF. Students are required to bring picture ID and the temporary SCF ID card to the SCF Assessment and Testing Center on the day of testing. **All paperwork must be submitted to SCF according to their designated deadlines.**

Students are required to submit the SCF schedule to the high school guidance counselor in order to obtain the textbook or a book voucher and obtain information regarding policies and procedures for one-time-use online access and picking up and returning *required* DE text books. All books must be returned to the high school textbook manager at the end of the semester that the course is completed. **Books are expected to be returned 10 days after the semester ends.**

Students must also follow the add/drop and grading policies of SCF outlined in the current SCF catalog and are required to notify the high school counselor before dropping a course. Upon dropping the course, student must provide high school counselor with a copy of the SCF withdraw form. Lastly, students need to request that a copy of the SCF transcript be sent to the high school.

High School Guidance Counselor Responsibilities

During program planning, the guidance counselor will communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment. The counselor will also verify the student's eligibility status and assist the student in making course selections. The counselor will follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately. The counselor will also provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks. The counselor will keep a copy of the completed application and other DE forms for future reference. Finally, the counselor will verify test scores for eligibility and keep a copy for student records.

COSTS ASSOCIATED WITH DUAL ENROLLMENT & EARLY ADMISSION

When dual enrollment is provided on the high school site by SCF faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of SCF 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 SCF's actual costs associated with offering the program.

For Students enrolled in early Admissions/DE Programs, School District shall pay \$73.20 per hour tuition at Standard Fee from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus) to cover instructional and support costs incurred by SCF.

SCF will invoice Manatee County School Board in November, 2013 for fall term and in April, 2014 for spring term. For the 2013-2014 Academic year, SCF shall reimburse the Manatee County School Board its costs associated with the Dual Enrollment program. Each party shall provide the other records adequate to reconcile costs, including student name, high school, hours attended, courses taken and fees to be assessed by October 31st (fall term) and March 31st (spring term), with final settlement by November 30th and April 30th. The following rates have been agreed to by the parties: SCF Standard Tuition Fee - \$73.20/hr.; SCF Cost at High School Site - \$10.98/hr.; Manatee County School Board Cost per DE Student at SCF - \$18.82/hr.; Manatee County School Board Cost per DE Student at High School - \$21.62/hr. Attached as Appendix D is a breakdown of fiscal commitments illustrating the costs to be paid by the parties. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog. All costs for books and supplies for the School District's dual enrolled students shall be paid by Manatee County School Board.

EARLY ADMISSION TO COLLEGE

The Early Admission Program is a form of dual enrollment through which eligible high school students in **grade 12** enroll at SCF on a full-time basis. Early Admission students must enroll in a minimum of 12 credit hours per semester, but may not exceed 16 credit hours per term.

1. Have a minimum unweighted grade point average (GPA) of 3.0
2. Must have completed six semesters of high school credit, enroll in courses that meet the requirements for an associate degree, and when necessary, must also enroll in DE courses that also meet high school graduation.
3. Achieve a qualifying score on the FCAT, SAT, ACT, or PERT by the published deadlines.
Test scores are valid for 2 years from the date of testing.
4. Maintain a high school GPA of 3.0 (unweighted) to remain eligible for the Early Admission Program.
5. Earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
6. Meet all Early College published deadlines.
7. Satisfy any course prerequisites as required by the current SCF catalog.

Academic Impact

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). The student must include in the college schedule courses that will meet the requirements for high school graduation. Students must satisfy any course prerequisites as required by the current SCF catalog. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

Costs to Students

Students enrolled in the Early Admissions Program are exempt from the payment of lab fees and required textbooks. Students are responsible for paying for all supplemental and/or recommended materials in each of these programs.

Procedures

During program planning in the spring of the student’s *junior* year, the student must meet with his or her high school guidance counselor regarding the student’s eligibility for Early Admission to SCF. The student must submit an application for Early Admission, high school transcript and parent authorization by the published SCF deadlines. **All dual enrollment applications and approval forms must be submitted to SCF by published deadlines.**

Student Responsibilities

The student must obtain written permission from the high school principal or designee and meet the test score requirements on the FCAT, PERT, SAT, or ACT; *test scores are valid for two (2) years from the date of testing*. The student must complete and submit the DE/EA Approval form signed by a parent/guardian by the SCF published deadlines. At the conclusion of each semester the student must request and submit the SCF transcript to the guidance counselor and return textbooks to the high school textbook manager no later than ten (10) days after the last day of class. The student must follow the add/drop and grading policies of SCF; these policies are outlined in the current SCF catalog and notify the high school counselor before dropping a course. Upon dropping the course, student must provide high school counselor with a copy of the SCF withdraw form.

High School Guidance Counselor Responsibilities

During program planning, the guidance counselor will communicate to all interested students the eligibility criteria and application process for the Early Admissions program and provide the appropriate deadlines and timelines for submitting applications/forms and taking the appropriate admissions assessment (PERT, FCAT, SAT, or ACT). The counselor will verify the student's eligibility status and assist the student in making course selections. The counselor will then follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately and keep a copy of the completed application and other DE forms for future reference. Finally, the counselor will verify test scores for eligibility and keep a copy for student records.

Special Notes and Policies:

1. Dual enrollment students are permitted to take a maximum of two courses per term on an SCF campus. Students may take additional dual enrollment courses at the high school site, not to exceed a combination total of 16 credit hours per semester. No student may accumulate more than 29 SCF credit hours total at a high school site.
2. Early admissions students must enroll in a minimum of 12 credit hours per term, but may not exceed 16 hours. If a student would like to take additional hours, they may pay for and take up to 18 hours as part of the college enrichment program.
3. Students who fail to notify the school guidance counselor and SCF Educational Records Office of course registration will be voided from classes for non-payment. It is the student's responsibility to re-register for their courses. In addition, **any schedule changes must be approved by the high school guidance counselor** and reported to the SCF dual enrollment liaison in order to avoid being voided from selected courses. *NOTE: In some cases, students who are voided for non-payment may be assessed special fees for re-instatement.*
4. Students must earn a "C" or better in each college course taken in the Dual Enrollment Program. **Students who earn less than a "C" in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval.** This academic policy applies to all dual enrollment courses; both at the high school and SCF.
5. Students who withdraw or are withdrawn from SCF must notify the high school guidance counselor immediately.
6. Students are required to complete a new dual enrollment approval form **each semester** they wish to take courses.
7. Students are permitted to enroll in dual enrollment courses offered before, during or after school hours and during summer terms. Students may be classified as both Dual Enrollment and College Enrichment in the same semester.
8. **Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:**
 - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses. This listing is updated annually on www.facts.org.
 - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees—please see restricted course list on page 29.
 - c. Flex start classes will only be approved on an individual basis, but not after the add/drop date of the traditional start of the term. Please see the Flex Start Classes Policy for detailed information.
 - d. Upper-level baccalaureate courses will not be available as part of SCF's early college programs.
 - e. Certain nursing and health science courses due to age restrictions. These courses will be clarified by the appropriate Provost when necessary.

ACADEMIC PROCEDURES

COLLEGE ENRICHMENT [1007.27 (5) F.S.]

College Enrichment is designed to provide an opportunity for qualified high school students to enroll in college level courses to add depth to their high school academic program. Students who enroll in College Enrichment courses will be classified as a “non degree seeking student” by SCF. Secondary students who wish to take college enrichment courses must meet the prerequisites required by SCF and complete the necessary application and forms.

Academic Impact

Credits earned may be applicable to an associate degree, **but they will not be creditable toward a high school diploma; credits will not be added to the high school transcript.**

Costs

The student is responsible for the payment of all fees, including tuition, fees, textbooks and supplemental and/or recommended materials.

Student Responsibilities

The student must complete the online admissions application at www.scf.edu. The student must complete an affidavit for Florida residency, meeting all residency requirements by the established deadlines in the academic calendar. The student must achieve the required score on the PERT, SAT, or ACT. The student is responsible for the payment of all fees and textbook costs. If required, the *student* is responsible for submitting a high school transcript to SCF.

High School Guidance Counselor Responsibilities

There are no special forms for a student to enroll in College Enrichment courses at SCF. Students work directly with SCF in order to participate in the College Enrichment program.

STUDENT INFORMATION

Instructional Materials for Dual Enrollment and Early Admissions Students

Materials from dual enrollment courses will be available from either the SCF Bradenton or SCF Venice Bookstore. The Manatee County School Board is responsible for costs associated with required textbooks and materials. Receipt for the required instructional materials must be submitted to the County School Board. Home school students are responsible for payment of all tuition, fees, lab fees and required instructional materials.

All instructional materials (except those purchased by home school students) are the property of the School Board and will be retrieved and accounted for at the year's end. Books shall be returned to the student's high school textbook manager for return to the district instructional materials office and inventory. Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

Campus Resources

Students are entitled and encouraged to use SCF resources including libraries, computer labs, and tutorial labs.

Parking Decals

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

SCF Student I.D.

All Early College students may obtain an SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

Students Requesting Accommodation for a Documented Disability

SCF will ensure facility accessibility for all dual enrollment courses offered on an SCF campus. SCF will provide reasonable academic accommodations to qualified disabled individuals enrolled in dual enrollment courses on an SCF campus. Students desiring academic accommodations based on a documented disability in any dual enrollment course on an SCF campus must comply with SCF's "Procedure for the Provision of Academic Accommodations." The procedures require the disabled student to self-identify, provide documentation of their disability to the SCF Disability Resource Center, request necessary academic adjustments for each course and in each semester, and take an active role in the receipt of approved accommodations.

Early College Maximum Age Enrollment Eligibility

In order to participate in SCF's Early College Programs, eligible students must be enrolled in high school grade 9-12. Students may participate in dual enrollment for a maximum of four (4) academic years OR until the conclusion of the high school year in which the student turns 19 (whichever comes first). In addition, students must meet all other GPA, qualifying test scores, and other eligibility requirements to participate in any SCF Early College Program.

Early College Academic Policy

Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. **Students who earn less than a “C” in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval.** This academic policy applies to all dual enrollment courses; both at the high school and SCF.

Note: Students may take courses for College Enrichment during this time.

Maximum Course Load and Enrollment Policy

Dual enrollment students will be permitted to take courses counting for high school credit as part of the dual enrollment program. Courses should not exceed the number of credits allowable by the school district. The maximum course load for dual enrollment students will be limited to two (2) SCF Campus-based courses per term (courses with accompanying labs are counted as one course) per semester or less as part of the Dual Enrollment Program in each full fall and spring term, and not to exceed two courses in the summer term. Students may take additional dual enrollment courses at their high schools, not to exceed a combined total of 15 hours per term.

Additionally, students may take courses on the SCF campus through the college enrichment program. Students enrolling in college enrichment courses are responsible for all college-related costs, which include tuition, fees, and textbooks.

Early Admission students must enroll in at least 12 credit hours per semester, but may not exceed 15 credit hours per term. In total, a student may not exceed 18 credit hours in a term at SCF in any combination of programs.

Repeat Policy

SCF will not waive the tuition for a second attempt on a dual enrollment course nor will the Manatee County School Board be held fiscally responsible for these students. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program as part of the college enrichment program. Participating students will be eligible for SCF’s grade forgiveness policy (see SCF catalog for grade forgiveness policy).

Flex Start Course Policy

Flex start courses will only be approved as part of the student’s original course selections upon submission of the Early College Approval form by the published deadline. Flex start classes will only be considered on an individual basis and will be subject to SCF’s final approval.

Flex start classes may not be added to a student’s schedule after the traditional add/drop period of the term (i.e. first week of classes of the fall, spring, or summer terms).

Students who withdraw from an original dual enrollment course, may not then add a flex start course to their schedule. No flex start courses will be approved under the dual enrollment/early admissions program after the add/drop period of the traditional term start date.

Students may choose to register and pay for a flex start course as part of the college enrichment program. The student would be responsible for all associated tuition and fees for the flex start course.

Withdraw Policy

A student may withdraw from any course without the academic penalty of a “WF” grade by the withdraw deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar for courses taken at a SCF campus. For courses onsite at the high school a student must speak to a high school guidance counselor for the withdraw deadline.

It is the responsibility of the student to initiate the withdraw procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her guidance counselor. For students taking DE courses on an SCF campus, they would log into their SCF connect accounts and withdraw online. For students taking courses at their high schools, they would be required to speak to their high school counselor to receive the withdraw form and return it to the SCF Educational Records Office. Failure to follow this procedure could result in a grade of “WF” being recorded for the student and “F” calculated in the grade point average [GPA].

Withdraws occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student’s control. All such requests must be made directly to the Campus Provost, who have the final approval/disapproval authority. In such approved cases, the “WF” would be changed to a “W” grade, with no GPA consequences.

Grading Policy

In accordance with statute 1007.235, it is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student’s permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted GPA in order to remain eligible for the Dual Enrollment/Early Admissions Programs. SCF does not send grade reports to students or high schools. **Students are responsible for sending their grades to their schools.**

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

Transcripts

Students may request an official transcript from the SCF Educational Records Office for a fee of \$7.00 USD. Students may print out their unofficial transcript from the SCF website. **Students are responsible for sending their grades and transcripts to their high schools.**

Student Code of Conduct

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook.

Collegiate Environment

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

FACULTY CERTIFICATION

State College of Florida, Manatee-Sarasota Board of Trustees Rule number 2.09.01 states that to be certified, faculty must satisfy minimum certification requirements as specified by SACS. Verification that those requirements have been met shall be through the faculty member's transcripts of graduate and undergraduate credits. The appropriate Department Chair will complete the State College of Florida, Manatee-Sarasota *Faculty Certification* form and submit it to the appropriate Campus Provost for approval by the published deadline of May 1, 2013. Subsequent to approval by the Vice President for Academic Quality and Success, the certification document is submitted to the SCF Office of Human Resources for placement in the faculty member's personnel file.

State College of Florida, Manatee-Sarasota employs competent faculty members qualified to accomplish the mission and goals of the institution. When considering acceptable qualifications of its faculty, State College of Florida, Manatee-Sarasota gives primary consideration to the highest degree earned according to the guidelines listed below:

- a. Faculty teaching general education courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree (these are designated A.A. courses at SCF): a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree (these are designated A.A.S. or A.S. courses at SCF): a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

State College of Florida, Manatee-Sarasota also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the fields, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievement that contribute to effective teaching and student learning outcomes.

CLASSROOM MANAGEMENT

In all matters of classroom management, Dual Enrollment Faculty should direct questions and concerns to the respective Department Chair of State College of Florida, Manatee-Sarasota. The two academic divisions are Arts and Letters & Social and Behavioral Sciences; and Mathematics, Science, Technology, Business and Health and Physical Education. In addition, detailed information on policies and practices may be found in the on-line in Development Resources at

<http://www.scf.edu/FacultyStaff/AdjunctFacultyProfessionalDevelopment/default.asp> .

All county district schools (including charter schools) and registered home school students who participate in DE/ EA courses are subject to the College Student Code of Conduct as well as the classroom management, academic, and attendance policies and procedures of SCF.

Syllabi, Handouts and Exams

All Dual Enrollment instructors are required to provide their students with a course syllabus. The course syllabus is due to the SCF Department Chair within the first two weeks of the SCF semester start date. All syllabi are subject to SCF approval and should follow the requirements of the approved syllabus template. The approved syllabus template is included in the Adjunct Faculty Development Resources and more specifically at:

<http://www.scf.edu/FacultyStaff/AdjunctFacultyProfessionalDevelopment/default.asp>

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

Course performance Standards: These can be communicated in one of two ways:

1. They may be copied directly onto the syllabus from the officially approved and most recent Curriculum Review and Development form for the appropriate course, or
2. They may be noted in a statement something like this: *Students may access course performance standards by clicking on the "Course Performances Standards" link at the following web address. <http://www.scf.edu/Academics/CoursePerformanceStandards.asp> A hard copy may be obtained from the instructor or from the Department Office.*
(Please note that Departments may also wish to list their Department Web address if applicable)

The SCF Department Chair will furnish specifics regarding the above requirements. A copy of the syllabus must be submitted to the SCF Department Chair during the first two weeks of class. Upon request, instructors are required to submit representative handouts and all exams to the SCF Department Chair throughout the term.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. Dual Enrollment students are subject to all state and public school

rules and regulations regarding attendance. There is a general attendance policy available in the SCF Catalog; however, each instructor will need to communicate a specific attendance policy that notes consequences (deduction of points for late arrival, early departure, or complete absence.) Please note that after 3 hours (or what is specified on syllabus), students may be asked to withdraw. The key is to be as specific as possible without completely taking away instructor flexibility.

Academic Misconduct

Should any instance of academic misconduct arise, it is strongly suggested that the instructor confer with the Department Chair on the proper manner in which to proceed. A statement on penalties should be included in syllabus. Additional information on the student code of conduct can be found in the current SCF Catalog at

<http://www.scf.edu/Administration/AdministrativeDepartments/PublicAffairsMarketing/Publications/Catalog/default.asp> and the Student Handbook/Planner.

Statement of Plagiarism Policy

If appropriate to your course, state this directly: Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Copyright Law

Faculties are expected to abide by the copyright laws. Guidelines regarding the current laws, especially as they relate to photocopying, videotaping and computer software are available in the Current SCF Rules: <http://www.mccfl.edu/Administration/SCFRules/default.asp>

Student Complaint/Conflict Resolution

A student may file a grievance through due process. SCF provides students an appropriate means to resolve conflicts or complaints concerning college rules, procedures, and/or course policies at the lowest level possible. The complete process can be found at:

<http://www.mccfl.edu/Administration/SCFRules/default.asp>.

Statement of Nondiscrimination

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

Final Exams

Dual Enrollment courses taught on the high school campus must meet/fulfill all competencies expected and outlined in the college course performance standards. To ensure equivalent rigor with on-campus courses, final examinations for all Dual Enrollment courses taught/delivered on the high school campus must be approved by the appropriate SCF curriculum/department chair. Final exams must be submitted to the SCF Department Chair for approval no later than the last two weeks of the semester.

Alternatively, final exams may be provided to the high school campus instructor by the college in a timely manner which ensures availability prior to scheduled administration dates. The academic department at SCF will determine which method above is to be followed for the course. Completed, scored exams will be returned to the State College of Florida department chair within two weeks of the end of the class and held for a period of 1 year. Please note that both Math and Natural Science utilize a department final examination.

Instructor Evaluation

The State College of Florida Department Chair or designee will evaluate Dual Enrollment faculty similarly to other adjunct faculty. One of the Dual Enrollment classes will be observed at least once (ideally) during the first year of offering, and periodically as needed in subsequent years. In addition, students will have an opportunity to complete the online student evaluation instrument during the last few weeks of class. More detailed instructions related to this will be given at the time of evaluation.

Grading Policy

In accordance with statute 1007.235, it is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted GPA in DE or a 2.0 unweighted GPA in CTE-DE in order to remain eligible for the Dual Enrollment/CTE-Dual Enrollment/Early Admissions Programs. SCF does not send grade reports to students or high schools. **Students are responsible for submitting their grades to their high schools.**

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

Final Grades

- Final grades will be submitted electronically to SCF in accordance with the SCF Academic Calendar. The on-line Faculty handbook provides additional information on electronic grade entry.
- Students taking dual enrollment courses on the SCF campus must request a transcript from the SCF Educational Records Office and pay the appropriate fee. **The student is responsible for insuring that the high school registrar has a certified copy of the transcript or SCF grade report.** Otherwise, the high school student will not receive credit for the SCF course at the high school.
- State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.
- Final grades for high school credit will be awarded on high school report cards and academic transcripts.

Dual Enrollment Course Recommendations

The SCF Coordinator of Outreach and Early College or designee will confer with the District's Executive Director of Curriculum and Professional Learning, Director of Career and Technical Education, or/and Student Service's Guidance Program Specialist to identify Dual Enrollment courses to be offered on high school campuses. A dual enrollment course equivalency listing can be found at www.facts.org.

Instructional Materials

According to the Dual Enrollment Articulation Agreement, the selection of texts and associated instructional materials (e.g., graphing calculators and software) is approved by the SCF Department Chair with input from the faculty members teaching the course. The recommended text(s) and course materials should be submitted for approval to respective department chair at SCF by April 1st of each year. Every effort will be made to continue the use of instructional materials in inventory. The County School Board will follow the state adoption cycle of updating textbooks every 6 years. All personnel will work to meet calendar needs requested by the Instructional Materials Services Manager.

Instructional Materials Procedures for Students Taking Dual Enrollment Courses at the High School Site

Instructional materials will be provided by the high school. **All instructional materials are the property of the County School Board and will be retrieved and accounted for at the year's end.** Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

SCF Department Chair Contact Information

Business and Technology—Amy Santos

Natural Science—Jane Pfeilsticker

Math—Jim Condor

Language and Literature—Jane Duke

Social and Behavioral Sciences—Barry Puett

Fine and Performing Arts—Drew Webster

Health Science—Sue Garland

REQUESTS FOR DUAL ENROLLMENT COURSES ON THE HIGH SCHOOL SITE

All dual enrollment courses to be offered at the high school site must be selected from the approved SCF course offering list by the published deadline of February 1st. Each school may choose to offer up to ten (10) dual enrollment courses at the high school site per academic year.

The approved dual enrollment courses are selected on the basis of the following criteria:

- Appropriateness of the course for transfer credit or degree programs.
- General education subjects which serve in the best interest of the student.

Any school wishing to offer dual enrollment courses not on the SCF approved course list may submit up to three (3) other courses for SCF consideration not to exceed a total of ten (10) dual enrollment courses per academic year at the high school site. Courses will be subject to approval by the Vice President of Academic Quality and Success. College success courses (SLS) and applied art/music courses will not be approved.

Dates of initiation and length of courses offered through the Inter-institutional Articulation Agreement shall conform to the calendar of SCF and the high school must maintain the minimum number of contact hours required for college credit in specific courses.

The following list outlines the approved SCF DE courses to be offered at the high school site:

| | |
|------------|---|
| Area I | Communications: ENC 1101, ENC 1102 |
| Area II | Mathematics: MAC 1105, MAC 1140, MAC 1114, MGF 1106, STA 2023 |
| Area III | Social Sciences: AMH 1010, AMH 1020, POS 1041 |
| Area IV | Humanities: ENL 2010, ENL 2022, HUM 2210, HUM 2230 |
| Area V | Natural Sciences: BSC 1005C, BSC 1008 |
| Languages: | German: GER 1120, GER 1121 |
| | Spanish: SPN 1120, SPN 1121 |

ADMINISTRATIVE POLICIES AND PROCEDURES

Assurance of Transfer and Credit Policies

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

Career Pathways Articulation

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee/Sarasota, Manatee County Schools, and Sarasota County Schools. This organization is supported by the Carl D. Perkins grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

Assurance of High School Credit

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on high school transcript as well as official SCF transcript.

Procedure To Inform Students And Parents

Manatee County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Early College Staff will be available to assist in providing information and answering specific questions.

Excess Hours and Acceleration Mechanisms

All eleven of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment, IB, AICE, or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

Relationship of Responsibilities

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the Manatee County School Board and SCF. Students must adhere to registration, attendance, and withdrawal policies as determined by the County School Board and State College of Florida, Manatee-Sarasota.

College Credit Dual Enrollment Rule

Pursuant to Rule 6A-14.064, the College Credit Dual Enrollment Rule, clarifies the responsibility of the colleges in providing rigorous academic oversight for all dual enrollment courses, faculty credentials, exams, grades, and the awarding of postsecondary credit. This rule is in keeping with the Southern Association of Colleges and Schools accreditation requirements. The policies and procedures outlined in this agreement reflect the provisions of Rule 6A-14.064.

| |
|---|
| SCF COURSE LIST NOT APPROVED FOR DUAL ENROLLMENT/EARLY ADMISSION |
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| | | |
|----------|-----------|-----------|
| MUC1211 | MVB 1311 | MVB 1312 |
| MVS1313 | MVB 1313 | MVB 1314 |
| MVS1314 | MVB 1315 | MVB 2321 |
| MVS1316 | MVB 2322 | MVB 2323 |
| MVS2321 | MVB 2324 | MVB 2325 |
| | MVK 1011A | MVK 1011B |
| MVS2322 | MVK 1013A | MVK 1013B |
| MVS2323 | MVK 1311 | MVK 1313 |
| MVS2324 | MVK 2321 | MVP 1011A |
| MVS2326 | MVP 1011B | MVP 1311 |
| MVV1011A | MVP 2321 | MVS 1011A |
| MVV1011B | MVS 1011B | MVS 1012A |
| MVV1311 | MVS 1012B | MVS 1013A |
| MVV2321 | MVS 1013B | MVS 1014A |
| MVW1011A | MVS 1014B | MVS 1016A |
| MVW1011B | MVS 1016B | MVS 1311 |
| MVW1012A | MVS 1312 | MVS 1313 |
| MVW1012B | MVB 1011A | MUC 2221 |
| MVW1013A | MVB 1011B | MVW1314 |
| MVW1013B | MVB 1012A | MVW 1315 |
| MVW1014A | MVB 1012B | MVW 2321 |
| MVW1014B | MVB 1013A | MVW 2322 |
| MVW1015A | MVB 1013B | MVW 2324 |
| MVW1015B | MVB 1014A | MVW 2325 |
| MVW1311 | MVB 1014B | |
| MVW1312 | MVB 1015A | |
| MVW1313 | MVB 1015B | |

College success courses (SLS) and applied art/music courses will not be approved.

****Physical education and remedial courses are also not approved for dual enrollment/early admissions***

****Additional department restrictions may apply—questionable courses are subject to SCF final approval***

| |
|--|
| APPENDIX A DUAL ENROLLMENT COURSE EQUIVALENCY INFORMATION |
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Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.

For the most up to date list, please go to www.fldoe.org/articulation/pdf/DEList.pdf

This list should not be interpreted as the total number of dual enrollment courses available. 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) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local inter-institutional articulation agreement.

APPENDIX B

CALCULATING COURSE CREDIT EQUIVALENCE FOR DUAL CREDIT AT THE HIGH SCHOOL AND COMMUNITY COLLEGE

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at www.facts.org.

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

Three (3) college credits equal 0.5 high school credits for academic dual enrollment courses.

Community college certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, a **150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.**

Bright Futures Eligibility

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the Manatee County District Schools provides for eligibility of DE, CTE-DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at: <http://nwrdc.fsu.edu/fnbpcm02>.

School District of Manatee County
Contract for SCF Dual Enrollment and Early Admissions

For information on SCF Early College Programs, go to: www.scf.edu and click Admissions, then Dual Enrollment/Early Admission

SCF Enrollment Deadline _____

Student's name _____ **Date** _____

As a student planning to take courses at SCF for **Dual Enrollment** (up to two courses per term) or **Early Admission** (12-16 credit hours at SCF), my parent/guardian and I understand:

1. I must take responsibility for meeting admission requirements and completing the application process with SCF. **I must also take responsibility for meeting the SCF enrollment and testing deadlines as posted on the SCF website.** I understand that SCF's calendar is different from the school district's calendar and that the school district has no authority to change or alter SCF's calendar or procedures.
2. Once I am admitted to SCF, **I must notify and work with my counselor on my course schedule each semester to ensure that I am completing the graduation requirements and registering for approved SCF courses.** My counselor will give me a Dual Enrollment Form and approve my courses **each semester** before I am able to register for SCF courses.
3. Once I am enrolled at SCF and attending classes, **I cannot withdraw from SCF until the semester is completed, nor will I drop or add SCF courses without the approval of my counselor.**
4. If admitted to SCF, there will be no charge to me for tuition or books (unless I prefer to purchase my own books). I must submit a list of the required courses (obtained from the SCF website) to my counselor. Once approved, I will receive a book voucher and my counselor will explain the process of obtaining SCF textbooks. I understand **I must return SCF textbooks to my high school at the end of each semester.**
5. I will continue to be classified as a student with the School District of Manatee County and can participate on school teams and in school events, including graduation.
6. I will also be classified as an SCF student, and the course grades I earn at SCF will count for high school **and** college credit and will be recorded on both transcripts.
7. All SCF courses and grades will appear on my high school **and** SCF transcripts. Grades at both schools will be factored into my cumulative GPA, which is used to determine my class rank, eligibility for Bright Futures (and other scholarships), and future college admissions.
8. I have read and understand the *School District of Manatee County Dual Enrollment Textbook Procedures* and will comply with those guidelines.

Student's Signature
Parent/Guardian Signature
Counselor's Signature

Appendix D

Addendum – Fiscal Commitments for the Duration of Agreement

Due to the mandate by the state legislature, school districts are now required to compensate institutions of higher education for dual enrollment tuition. As such, this addendum is intended to stand as an agreed upon fiscal compensation plan between the entities of this articulation agreement.

State College of Florida will be compensated by the School District of Manatee County at the rate of excepting credit/unit hours for students at State College of Florida Collegiate School:

\$73.20 per credit/unit hour for courses completed on the SCF campus

\$10.98 per credit/unit hour for courses completed on the SDMC campuses

The School District of Manatee County will be compensated by the State College of Florida at the rate of excepting credit/unit hours for students at State College of Florida Collegiate School:

\$18.82 per credit/unit hour for courses completed on the SCF campus

\$21.62 per credit/unit hour for courses completed on the SDMC campuses

Billing will be the responsibility of each entity following the conclusion of each term, and a verification of credit/unit hours completed.

Addendum - College Center At Bayshore High School

The College Center at Bayshore is a program that provides greater flexibility and opportunity for students at Bayshore High School to work toward achieving their Associates degree.

Special Notes on Dual Enrollment and Early Admission through the College Center:

- Students are required to be enrolled on a full-time basis in a combination of dual enrollment and high school courses (a total of seven courses).
- Students who are classified as taking dual enrollment will be permitted to enroll in one (1) to five (5) college credit classes per semester, either at Bayshore High or at the State College of Florida campus. The maximum enrollment will be five (5) college credit classes per semester.
- Students who are classified as taking early admission will fall under the same guidelines outlined under the early admission program.
- Early Admission students from the College Center will be required to maintain contact with Bayshore High School as defined by the Bayshore High School administration.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND
MANATEE COUNTY SCHOOL BOARD
ARTICULATION AGREEMENT
2013-2014**

RECEIVED
OCT 09 2013
LEGAL DEPARTMENT

The purpose of this agreement is to define the acceleration mechanisms available between Manatee County School Board and State College of Florida, Manatee-Sarasota and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This agreement is pursuant to and in furtherance of the provisions of F.S. 1007.235 and 1007.271.

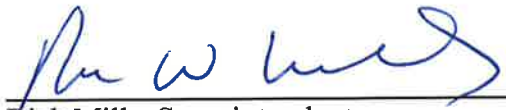
The term of this agreement shall remain in effect for the 2013-2014 academic year, which includes Fall 2013, Spring 2014, and Summer 2014 terms. An executed and signed letter of intent will constitute annual renewal.

MANATEE COUNTY SCHOOL BOARD APPROVAL:



Karen Carpenter, Chair
County School Board

10/29/2013
Date



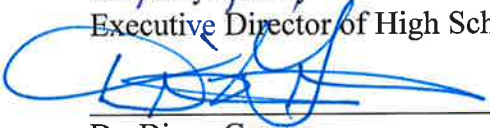
Rick Mills, Superintendent
County School Board

10-29-13
Date



Dr. Mary Murray
Executive Director of High Schools

10/1/13
Date




Dr. Diana Greene
Deputy Superintendent of Instruction

10/1/13
Date

Approved as to
Form & Sufficiency

JAMES DYE
Board Attorney
10-15-2013

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:



President
State College of Florida, Manatee-Sarasota

10/31/13
Date

Chairman, District Board of Trustees
State College of Florida, Manatee-Sarasota

Date

Appendix D
The School District of Manatee County
Dual Enrollment Costs Projection
2013-2014

Per tentative articulation agreement language between SDMC and SCF, the follow cost projection has been prepared for the 2013-2014 Dual Enrollment project. Reimbursement amounts to SDMC utilize the negotiated rate for Sarasota County Schools and are reflected for use by SDMC by agreement between SCF and the SDMC.

Costs to SCF, to be paid by the SDMC

| Location | Unduplicated Students | Enrollment – including fall and spring (includes a 25% increase for growth of program) | Rate | Total Costs |
|-------------------|-----------------------|--|-------|--------------|
| SCF | 299 | 3064.38 | 73.20 | \$224,312.61 |
| High School sites | 1145 | 5418.13 | 10.98 | \$ 59,491.07 |
| Total | 1444 | 8482.51 | XXXX | \$283,803.68 |

Costs to SDMC, to be paid by SCF

| Location | Unduplicated Students | Enrollment – including fall and spring (includes a 25% increase for growth of program) | Rate | Total Costs |
|-------------------|-----------------------|--|-------|---------------|
| SCF | 299 | 3064.38 | 48.12 | \$ 147,457.97 |
| High School sites | 1145 | 5418.13 | 17.26 | \$93,516.92 |
| Total | 1444 | 8482.51 | XXXX | \$240,974.89 |

Summary:

Costs SDMC pays to SCF \$283,803.68
Costs Reimbursed to SDMC \$240,974.89
Total budget impact to SDMC \$42,828.79

Addendum – Fiscal Commitments for the Duration of Agreement

Due to the mandate by the state legislature, school districts are now required to compensate institutions of higher education for dual enrollment tuition. As such, this addendum is intended to stand as an agreed upon fiscal compensation plan between the entities of this articulation agreement.

State College of Florida will be compensated by the School District of Manatee County at the rate of:

\$73.20 per credit/unit hour for courses completed on the SCF campus

\$10.98 per credit/unit hour for courses completed on the SDMC campuses

The School District of Manatee County will be compensated by the State College of Florida at the rate of:

\$48.12 per credit/unit hour for courses completed on the SCF campus

\$17.26 per credit/unit hour for courses completed on the SDMC campuses

Billing will be the responsibility of each entity following the conclusion of each term, and a verification of credit/unit hours completed.