

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
POLK STATE COLLEGE AND ALL EDUCATION PROVIDERS
2023-24**

A Ratification or Modification of Existing Articulation Agreements

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

1. The Collegiate High School Agreement
2. The Career Pathways Agreement

Purpose of Agreement

This agreement between the Education Provider and the College provides for acceleration of a postsecondary career certificate or associate degree for middle school and secondary school students through dual enrollment and early admissions programs, together referred to as dual enrollment programs (F.S. 1007.271(2)). This agreement provides for identification of eligible students through placement testing, student advisement, and provisions for student academic acceleration.

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

Participating Members of the Committee Designing this Agreement

The Polk Education Dual Enrollment Articulation Committee will arrange a meeting of appropriate personnel to review and update this agreement annually. All Education Providers will continuously work with the College on updates to the Agreement and/or the Addendums specific to them. The Committee consists of the following:

Polk State College:

1. Provost or Associate Provost
2. Senior Vice President for Student Services & Campus Operations
3. Associate Vice President for Student Services – Lakeland and Winter Haven Campuses
4. Director of Enrollment Management and College Registrar
5. Vice President of Institutional Effectiveness, Accreditation, and Research
6. Vice President for Workforce Education and Economic Development
7. Academic Affairs Deans – Lakeland and Winter Haven Campuses

The School Board of Polk County, Florida:

1. Curriculum Specialist, Accelerated Programs
2. Senior Director, Office of Acceleration and Innovation
3. Senior Director, Career Pathways Workforce Education
4. Curriculum Specialist, Testing, Assessment, Accountability & Evaluation

5. Senior Director, Assessment, Accountability & Evaluation
6. Associate Superintendent, Chief Academic Officer
7. Regional Assistant Superintendent, High School

Definition of Terms

1. Dual Enrollment – There are two categories of dual enrollment. This agreement outlines the requirements, restrictions, and exceptions for students, courses, and delivery methods for both of these categories. The basic differentiation is as follows:
 - a. Early Admission - This refers to a full-time college student who has earned 21 high school credits.
 - b. Dual Enrollment - This term, though often used to describe all dual enrollment, refers specifically to part-time college students who are still enrolled in grades 6 through 12.
2. Principal – The principal or designee of a public school; the principal, director, or designee of a non-public or charter school; or the officiating home school parent or guardian.
3. Counselor – The counselor, advisor, staff member, or teacher assigned the duty of counseling in a public, non-public, or charter high school, or the officiating home school parent or guardian.
4. Dual Enrollment Liaison – The person assigned the duty of overseeing dual enrollment for the public, non-public, or charter Education Provider, or the officiating home school parent or guardian.
5. Home School – The public, non-public, or charter institution the student attends or the officiating home school.

A Description of the Process by which Students and Their Parents are Informed about Opportunities for Student Participation in the Dual Enrollment Program

It is the joint responsibility of the College and the Education Provider to inform students of availability and access to Dual Enrollment and Early Admission Programs.

The Education Provider provides information for parents and students about the dual enrollment opportunities described herein and provides guidance through school counselors. Further descriptions may be found in the addendum for a particular education provider.

Dual Enrollment Program students and all required exchange of course or student information from the College to the Education Provider will be the responsibility of the Education Provider's Dual Enrollment Liaison.

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

The Education Provider's communication about class offerings, scheduling of classes, textbook materials, faculty concerns, questions, or issues will be directed to the appropriate Dean of Academic Affairs at the College.

Parents are advised that the Education Provider assumes all counseling, advising, and guidance responsibilities. College advisors are available for consultations at each campus and center during regular advising hours.

A Delineation of Courses and Programs Available to Students Eligible to Participate in Dual Enrollment

Courses that are made available to students in a dual enrollment program will be those courses in the Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*. All education providers shall accept these courses as meeting a high school requirement. Students who wish to enroll in other courses at Polk State College must obtain approval from the Education Provider who is responsible for determining equivalency to a high school requirement. Students are excluded from taking developmental courses through dual enrollment.

Students are not permitted to enroll in college courses that are less than 3 credit hours per term, with the exception of HLP 1081 and one-credit-hour modularized courses.

A Description of the Process by Which Students and Their Parents Exercise Options to Participate in the Dual Enrollment Program

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

Steps to Admission as a Dual Enrolled or Early Admission Student

1. Submit the Polk State College application for admission online.
2. Take and pass one of the state college placement exams — P.E.R.T., SAT, or ACT — at the college level in the skill areas that are required for the course(s) the student desires to take. Students may mix placement exams for the highest placement in each skill area. The ACT and SAT are only used to determine college-level skills and to exempt the student from any college developmental courses. Placement above the first college-level course, i.e. college algebra, trigonometry, pre-calculus and calculus, all require scores on the College’s placement exam at that level. Students must present valid and official test scores for P.E.R.T., SAT, or ACT. These scores must be valid as of the first day of the term in which students enroll in courses. P.E.R.T., SAT, and ACT scores are valid for two years.
3. Take the College’s student orientation which educates students on course loads, class policies, add, drop, withdrawal, grade, grade forgiveness, and grade distribution policies in addition to topics such as degree design, college services, and dual enrollment processes.
4. Submit the Polk State College Approval form for Dual Enrollment and Early Admission Students each semester, which functions as the course approval from the Education Provider. Students in the Polk County public schools may use the electronic dual enrollment portal called DELTA. This form outlines the student obligations and provides parents with information each semester. This form must be completed by the Education Provider with appropriate signatures
5. All dual enrollment students are registered by a College Advisor. Students may not add or drop classes themselves.

Minimum Placement Requirements to Be Eligible for Dual Enrollment

Florida Postsecondary Education Readiness Test (PERT)	Standard Score
Reading	106
Writing	103
Mathematics	114
Next-Generation ACCUPLACER, The College Board (Interim Scores) Through July 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	242
Reading	245

Writing	245
Next-Generation ACCUPLACER, The College Board Since August 2022	
Quantitative Reasoning, Algebra, and Statistics (QAS)	261
Reading	256
Writing	253
SAT, The College Board	
Reading Test	24
Writing and Language Test	25
Math Test	24
Digital SAT, The College Board Since June 2023	
Reading and Writing Section	490
Math Section	480
ACT with Writing or ACT, Inc.	
Reading	19
English	17
Mathematics	19

In addition to common placement test scores, the alternate methods to common placement tests included in Rule 6A-10.0315(3)(a-c), Florida Administrative Code, shall have demonstrated readiness for college-level coursework.

Responsibility for Testing

The Education Provider has the primary responsibility of providing test scores to the College. The College reserves the right to administer a college placement test if deemed beneficial to the student.

Transmission of Test Scores between the Education Provider and the College

The Education Provider may obtain P.E.R.T. test scores from the College. The College may obtain test scores from the Florida P.E.R.T. repository. The College shall accept scores on the public high school transcript in addition to official score reports from the issuing entity listed above as an official record.

A List of Any Additional Initial Student Eligibility Requirements for Participation in the Dual Enrollment Program

Categories of Acceleration – Early Admission

The purpose of Early Admission is to allow scholastically-advanced students to replace their last year of high school with a full year of college course work while pursuing an AA or AS degree, or a credit or vocational certificate. Early Admission students will be awarded a high school diploma upon satisfactory completion of one full year (no less than 24 semester credit hours) of college work (including the meeting of all high school graduation requirements) with a minimum 2.00 (letter grade of C) Polk State grade point average. College credits earned under this program are certified by the principal as also meeting the high school credit requirements for graduation. Students qualify for early admission the fall and spring of their last high school year.

Candidates for Early Admission must meet the following requirements:

1. Have a minimum unweighted high school GPA of 3.20.
2. Have scored at the college level according to legislatively-defined or College policy-defined cut-off scores in the mathematics, English, and reading sections of the P.E.R.T. (Postsecondary Education Readiness Test), SAT, ACT, or other state college placement

- exam.
3. Have earned a minimum of 21 high school credits.
 4. Will maintain a 2.00 college GPA and a 3.20 unweighted high school GPA to remain eligible for early admission.
 5. Students new to dual enrollment must successfully complete the College's student orientation.

Categories of Acceleration – Dual Enrollment

The purpose of Dual Enrollment is to allow academic acceleration of qualified students still enrolled in grades 6 through 12 to take courses at the College that count toward high school credit and toward a college AA or AS degree or a credit or vocational certificate. The normal process of course selection includes communication between the enrollment/advisement service of the College and the student's home secondary school.

Candidates for Dual Enrollment must meet the following requirements:

1. Candidates for Dual Enrollment must meet the following GPA requirements:
 - a. Have a minimum unweighted high school GPA of 3.00 to enroll in college credit courses.
 - b. Have a minimum unweighted high school GPA of 2.00 to enroll in career dual enrollment courses.
 - c. Students from non-traditional grading systems may be evaluated cooperatively by the Education Provider and the College to determine eligibility.
2. Dual enrollment credits may be in addition to the normal high school load or a part of the student's regular load.
3. Pursuant to SBE Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on the P.E.R.T., SAT, or ACT, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
4. Students are required to maintain a 2.00 college GPA and a 3.00 unweighted high school GPA to remain eligible for dual enrollment.
5. Students new to dual enrollment must successfully complete the College's student orientation.

Cessation of Early Admission and Dual Enrollment Benefits

Students who earn a grade of D or F in a course may not take additional courses until they retake the course in which they earned the grade of D or F and earn a grade of C or higher. Students may only repeat a class one time while dual-enrolled.

Students whose college GPA falls below 2.00 may only enroll in courses in which they earned a grade of D or F for the purpose of retaking the course in order to earn a grade of C or higher. Students may only repeat a class one time while dual-enrolled. Students may not take additional courses until they achieve a college GPA of 2.00 or higher.

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

High school students may not take college classes outside of dual enrollment or the collegiate

high school program known as the *Accelerated Degree Program* in any circumstance.

A Delineation of the High School Credit Earned for the Passage of Each Dual Enrollment Course

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

All acceptable dual enrollment courses that are used to meet high school requirements must appear on the Articulation Coordinating Committee’s (ACC) approved Dual Enrollment Course Equivalency List. Awarding of high school credits earned at the College will follow the recommendations made by the ACC. These recommendations address both the amount of credit earned and the subject areas in which the credit is posted. For those courses not specifically listed on the ACC course equivalency list, the Education Provider is responsible for determining equivalency to a high school requirement. Polk State expects all Education Providers to adhere to this statute. The complete list is on the ACC website at <http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.stml>.

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

A Description of the Process for Informing Students and Their Parents of College-Level Course Expectations

Students and parents are directed to the Basic Course Information (BCI) document to know the expectations of each course. BCI’s are found in an electronic catalog at the polk.edu website. In addition, students and parents are advised to read the syllabus provided for each course by the course instructor. Parents and students are advised to read the catalog for information about services, procedures, regulations, and program and course information. Students and parents are referred to the College website’s Dual Enrollment page for application instructions, information, and materials. They may also contact the college’s Advising Office for additional information and assistance.

Students and parents are advised that Polk State College courses, textbooks, materials, and lectures are developed for the adult student, age 18 or older, and will not be modified or changed to accommodate younger students.

Students and parents are advised that academic expectations are at the postsecondary level and that grades become a permanent part of both college and high school records.

The Policies and Procedures, If Any, for Determining Exceptions to the Required Grade Point Averages on an Individual Student Basis

Any student who does not meet the high school GPA requirement, but has at least a 2.5 high school GPA, may request an exception if he/she can demonstrate the potential to be successful in college-level work.

Any student who does not meet the College's GPA requirement may have a one-time exception to repeat a postsecondary course under grade forgiveness provisions. No additional postsecondary courses may be taken while repeating a course for grade forgiveness. If the GPA requirement is met as a result, the student may continue dual enrollment.

Exceptions requests must be approved by the Education Provider's approval process and the College's Associate Vice President for Student Services.

The Registration Policies for Dual Enrollment Courses as Determined by the Postsecondary Institution

Dual Enrollment students are directed to the College's academic calendar for academic deadlines and registration/enrollment dates. Add, drop, and withdrawal policies are included in Student Orientation and are available in the College's electronic catalog at polk.edu. In addition, specific course policies are found on the class syllabus made available to students the first day of classes. The College's Basic Course Information (BCI) is available electronically at polk.edu.

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

Exceptions, If Any, to the Professional Rules, Guidelines, and Expectations Stated in the Faculty or Adjunct Faculty Handbook for the Postsecondary Institution

There are no exceptions for faculty teaching dual enrolled students compared to non-dual enrolled students, regardless of the location of the class.

Each request from a local school for the College to provide course offerings will be coordinated between the Education Provider's Dual Enrollment Liaison and the appropriate College Academic Dean at the college's discretion.

Exceptions, If Any, to the Rules, Guidelines, and Expectations Stated in the Student Handbook of the Postsecondary Institution Which Apply to Faculty Members

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Commission on Colleges of the Southern Association of Colleges and Schools. Section 1007.271(5)(a), F.S. and State Board of Education Rule 6A-14.064, FAC governs dual enrollment faculty, and all faculty from the College are compliant.

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

1. All full-time or adjunct faculty teaching dual enrollment courses must meet the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The College shall ensure faculty teaching dual enrollment courses meet these qualifications.
2. Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with the College, regardless of who employs or pays the faculty member's salary.
3. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the current faculty or adjunct faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein.
4. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses

with access to the *Polk State College Catalog* and rules and procedures detailing information that includes, but is not limited to, drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in an addendum to this Dual Enrollment Agreement.

5. The College shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.
6. All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the College President and evaluated based on the same criteria, including Student Perception of Instruction evaluations (SPIs), used for all other full-time or adjunct faculty delivering college courses at the institution.
7. The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies in the Basic Course Information (BCI) document must be included in the course plan and covered per the syllabus during the term.
8. All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with the College's discipline or department coordinator prior to the start of each term. The content of the syllabus must meet the same criteria as required for all college courses offered at the College.
9. All full-time and adjunct faculty teaching dual enrollment courses shall adhere to the policies regarding administrative duties, such as reporting never attended students, communicating roster issues with the appropriate assistant registrar, and knowing college-level FERPA requirements.
10. Adjunct instructors will be selected by the College from a pool of applicants who have made formal application to the College.
11. Facilitators: Certain courses held at the site of the Education Provider may require a facilitator which shall be the Education Provider's employee.

The Responsibilities of the School District Regarding the Determination of Student Eligibility Before Participating in the Dual Enrollment Program and the Monitoring of Student Performance While Participating in the Dual Enrollment Program

The Education Provider is responsible for the determination of initial and ongoing student eligibility in the dual enrollment program.

Regarding legislative requirements for protection of student Personally Identifiable Information (PII), secondary students taking a dual enrollment course at a college site may be required to provide a personal device to access technology components of coursework. In cases where a student does not own a personal device and the student is taking at least one course that requires technology at a college site, the School District will work with the College to ensure the student has appropriate support/access to meet the technology requirements of coursework.

The Responsibilities of the Postsecondary Institution Regarding the Transmission of Student Grades in Dual Enrollment Courses to the School District

Participating in any dual enrollment course creates a college transcript for the student. All grades, including withdrawals, will be posted to the student's permanent academic record with the College. Credits earned at the college level will be assigned based on the *Polk State College Catalog* description for the term in which the course is taken. If a student withdraws from a course after the Drop period is over, he/she will receive a *W* grade on the college

transcript, which will count as an attempt at the course. *W* grades may subsequently affect a student's admission status to state universities and eligibility for future financial aid programs.

Exchange of Student Grades and Records

1. The Education Provider shall obtain student schedules from the student who may retrieve them from Polk State's student portal student portal after the Drop period.
2. The College will provide feedback to each participating high school at the end of each college term via a copy of the student's permanent record (transcript) or electronic transmission of final grades.
3. The College withdrawal process is as follows: Students may officially withdraw from a course(s) during any given term, provided they follow appropriate policy and procedure. Following the conclusion of the Drop period, students may officially withdraw without academic penalty from any course, provided they submit the appropriate forms to Student Services no later than the published withdrawal deadline. The published deadline reflects approximately, but no more than, 70% of the term, based upon the course's scheduled duration. Students cannot use course withdrawal to avoid academic dishonesty penalties. Students who have been penalized for academic dishonesty in a course are not eligible to withdraw from the course. Students in a Dual Enrollment program cannot withdraw online through their student portal accounts.
4. With the Education Provider's approval, dual enrollment students are allowed to repeat a course one time through dual enrollment. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at the College. If a student stops attending class, the grade earned, usually an F, is assigned and posted.
5. Termination of enrollment in a college course without satisfactory completion may hinder timely fulfillment of high school graduation requirements.
6. Students who are matriculated cannot be withdrawn from college classes by the high school.
7. The Education Provider assigns the grade earned at the College to the high school course or requirement being met by dual enrollment articulation.
8. NOTE: Other institutions may not necessarily have the same grade forgiveness policy as Polk State College and may recalculate student GPAs or reassess eligibility for financial aid.
9. Students are advised in this agreement and in Polk State College Procedure 5017 of the Standards of Academic Progress and Course Repeat Policy.

Transfer of Credit Earned in a Dual Enrollment Program

1. Students earning credit under various acceleration programs are guaranteed transferability of credit under provisions of the State Articulation Agreement in cases where the student completes "general education requirements" and/or the Associate in Arts degree and is transferring to a state university in Florida.
2. Students earning dual enrollment credit outside of the general education categories or outside of the AA degree requirements are not guaranteed transferability of credit and will be evaluated by the individual college or university policy involved.
3. Multiple attempts and low grades in dual enrollment courses may affect subsequent admission to state universities.
4. The *Dual Enrollment Transfer Guarantees* of the state of Florida can be reviewed at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>.

A Funding Provision that Delineates Costs Incurred by Each Entity

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

1. Early Admission Students: The College will not assess course matriculation and tuition fees for full-time early admission **to students** when such courses are approved for dual funding per this Agreement.
2. Dual Enrollment Students: The College will not charge course fees to dual enrollment students.
3. All fees for services assessed to the Education Provider will be outlined in an addendum to this agreement.
4. Instructional Materials
 - a. Textbooks and Instructional Material Content and Availability: Textbooks and instructional materials used in dual enrollment courses are determined by the College. The College informs students of textbooks and instructional materials through the class schedule and the College's online bookstore.
 - b. Cost of Textbooks and Instructional Materials: Section 1009.30, Florida Statutes, establishes the Dual Enrollment Scholarship Program to support the College in providing dual enrollment. Reimbursement for dual enrollment costs as provided for in s. 1009.30, F.S., is contingent upon appropriation in the General Appropriations Act each year.

Any Institutional Responsibilities for Student Transportation, if Provided

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

Considerations for Students with Disabilities

Dual enrollment students are afforded the same protection under the Americans with Disabilities law as every other college student with disabilities. In order to receive accommodations for a college class, regardless of the class location, the student must self-disclose the disability to the college's Coordinator of Disability Services on either the Winter Haven or Lakeland campus, complete the Identification and Disclosure form, and provide recent documentation of the disability.

The documentation must be within three years, include the exact diagnosis, degree of current function loss, limitations of the disability and its effect on the student's ability to learn, recommendations for accommodations needed, and any medications taken and their side effects. Students with learning disabilities should include a recent psychoeducational evaluation report. An IEP or 504 Plan is a starting point for documentation, but more information may be needed to determine eligibility for some accommodations.

Once the documentation is reviewed and accommodations are approved, the student and the instructor are notified by email of the student's accommodations. It is recommended that a student with a disability start this process at least two weeks before the beginning of the semester to allow adequate time for the College to process the request.

Execution of Agreement

This Agreement may be amended should Florida Statute or State Board of Education Rules be revised or interpretations require such action. Polk State College will inform all education providers should changes occur during the academic year.

This agreement may contain an addendum, which is signed and agreed to by both parties and includes agreement to all policies and procedures herein.

This agreement shall commence for the 2023-24 school year and will be reviewed annually to consider revisions.

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

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

By 
Greg Littleton, Chair, Board of Trustees

Approval Date 6/30/2023

Attest 
Dr. Angela M. Garcia Falconetti, President

Approval Date 6/30/2023