

**ADDENDUM TO THE DUAL ENROLLMENT ARTICULATION AGREEMENT FOR 2019-2020
BETWEEN
POLK STATE COLLEGE AND FLORIDA VIRTUAL SCHOOL (FLVS)**

Student Eligibility: Addendum to "A List of Any Additional Initial Student Eligibility Requirements for Participation in the Dual Enrollment Program."

In consideration of the limited classes per term that students take through Florida Virtual School (FLVS), the requirement for high school credits earned to participate in Early Admission will be 18 and not 21 as listed in the Dual Enrollment agreement.

Steps to Admission: Addendum to "A Description of the Process by Which Students and Their Parents Exercise Options to Participate in the Dual Enrollment Program"

The College and FLVS 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 Students

1. Submit the Polk State College application for admission online. Students should select the option to indicate they are currently attending high school and select "Florida Virtual School – Orlando" as their currently enrolled school.
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. Once completed, students should send the electronic completion certificate to their FLVS counselor.
4. Students should complete the Polk State College Approval Form for Dual Enrollment and Early Admission Students and submit to their FLVS counselor. This form must be completed each semester. The form functions as the course approval from the Education Provider. This form outlines the student obligations and provides parents with information each semester.
5. FLVS will submit to the following items to the appropriate College dual enrollment coordinator: completed Polk State College Approval Form for Dual Enrollment and Early Admission Students with all appropriate signatures, orientation completion certificate, and test scores (unofficial if applicable).
6. The dual enrollment coordinator will remove the Orientation hold, enroll the student in the selected courses, and communicate with the FLVS counselor regarding completion of the enrollment process.
7. Candidates for courses requiring a college-level math prerequisite must pass Algebra II (HS Course Code Number 1200330) or a higher-level mathematics course with a course GPA of 3.00 or higher.
8. Participation in dual enrollment and early admission, separately or combined, may not exceed three academic years. Classes taken in any term of an academic year count as one year participation.
9. Students who withdraw from classes while Early Admission, reducing their semester load to less than full-time, will remain an Early Admission student throughout the term.

Tuition and Fees: Addendum to "A Funding Provision That Delineates Costs Incurred by Each Entity"

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

1. The College will assess a fee of \$71.98 per student credit hour for classes taken in the fall, and spring terms on any of the college's campuses or centers, including online.
2. The College will not assess any fees for students enrolled in course sections taught by FLVS faculty in accordance with the stipulations contained later in this agreement.
3. An invoice will be sent to the FLVS designated address after the last drop deadline of the latest session offered of the term.
4. FLVS will remit payments to Polk State College once FLVS receives payment for said students.
5. Textbooks, instructional materials, and proctoring expenses will be the responsibility of FLVS. FLVS is responsible for informing students of the procedure to obtain textbooks and required ancillary materials.

Provision for Online Course Offerings

As it is necessary for FLVS students to complete all coursework online without the need to visit one of the College's campuses or centers, the following process has been established to ensure the availability of space in online courses for FLVS students.

As an ongoing process, the FLVS Full-Time School Program's Guidance Counselor will analyze students' needs to determine which courses students will be interested in taking. The FLVS Counselor will send to the appropriate academic dean a list of courses and projected student enrollment by the dates listed in the table below.

Semester	Deadline for Student Course Requests
Fall	March 1
Spring	October 1
Summer	February 1

Once the College receives the list of courses and projected student enrollment, the academic dean will identify sections of each course that allow the student to complete the coursework without visiting campus. This may require the use of online proctoring software. The academic dean will notify FLVS within three weeks of receiving the request if any of the courses are not available in an online format. The College will take reasonable measures to hold or reserve space for FLVS students in the identified course sections. While course requests received after the dates listed above will be considered, availability of space cannot be guaranteed.

Provision for the Selection of Classes

FLVS accepts responsibility for the selection and approval of courses and corresponding classes to meet students' high school requirements and ensures students permitted to participate in the dual-enrollment program are intellectually, emotionally, and behaviorally mature enough to be exposed to adult content, challenging assignments, and college-level expectations.

Procedures for Course Offerings Taught by FLVS Faculty

The College agrees to allow a limited number of sections of mutually agreed upon courses to be taught by FLVS faculty. The following provisions apply.

1. **Coordination and Supervision:** The coordination and supervision of courses taught by FLVS faculty will be carried out as a joint effort between the appropriate FLVS staff and the appropriate College academic dean.

2. **Learning Management System:** All sections of College courses taught by FLVS faculty must be taught using the College's learning management system.
3. **Needs for Dual Enrolled Offerings:** FLVS will coordinate with the appropriate academic dean to identify the number of course sections to be taught by FLVS faculty.
4. **On-Boarding of FLVS Faculty:** FLVS faculty who wish to teach dual enrollment courses must complete the College's on-boarding process for adjunct faculty. Deadlines for this process will be communicated to FLVS by the campus academic dean.
5. **End-of-Course Assessments:** Dual enrollment courses taught by FLVS faculty must meet all competencies expected and outlined in the Basic Course Information (BCI) document. To ensure equivalent rigor with college courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Where applicable, assessments shall be provided to the FLVS faculty by the College in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the College and held on file for a period of two (2) years.
6. **Classroom Interruptions:** Dual enrollment courses taught by FLVS faculty shall ensure minimal interruptions of class time.
7. **Grading Policy:** Dual enrollment courses taught by FLVS faculty will follow college grading policies. Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe the College's deadlines for submission of grades and other required administrative duties in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
8. **Code of Conduct:** Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures, and policies of FLVS and the College as outlined in the policies of the high school and the *Polk State College Catalog/Handbook*. Should a conflict be identified as a result of either institutions' policies or procedures, FLVS and the College will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for the student. A student shall lose eligibility to participate in dual enrollment if FLVS determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
9. **Accountability of Assessment Standards:**
 - a. The College shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. Analyses and recommendations shall be shared and reviewed with FLVS as appropriate.
 - b. Any course-, discipline-, college-, or system-wide assessments that the College requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course taught at the high school.
 - c. The College shall compare student performance, to include final grade and exam, of dual enrollment course offerings taught by FLVS faculty and those taught at college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to FLVS, the College President, and the Department of Education.
10. **Salaries and Pay Arrangements for On-site Course Offerings:**
 - a. FLVS faculty teaching dual enrollment courses will be compensated by FLVS as appropriate.

Public Records Law

Florida Virtual School is a public agency subject to Chapter 119, Florida Statutes. To the fullest extent allowed by law, Polk State College shall comply with Florida's Public Records Law including: (a) keeping and maintaining public records that ordinarily and necessarily would be

required by the FLVC by Florida Statute and the Family Educational Rights and Privacy Act (FERPA) in order to perform the service; (b) providing the public with access to public records on the same terms and conditions that the Florida Statutes and FERPA would require the institution to provide the records and at a cost that does not exceed the cost provided in statute or as otherwise provided by law; (c) ensuring that public records that are exempt or that are confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meeting all requirements for retaining public records and transfer at no cost to the FLVC Board of Trustees (BOT), all public records in possession of the College upon request of the FLVC BOT and upon termination of the Agreement and destroy any duplicate public records according the Florida Statutes as it relates to public post-secondary institutions. All records stored electronically must be provided to the FLVC BOT in a format that is compatible with the information technology systems of the FLVC BOT. The parties agree that if Polk State College fails to comply with a public records request, then Florida Virtual School must enforce the agreement provisions in accordance with the agreement and as required by Section 119.0701, Florida Statutes.

Solicitation of Employees

Each Party (FLVS and Polk State) agrees that, during the Term of this Agreement and for a period of twelve months following the termination of this Agreement for any reason, such Party shall not, directly or indirectly, on its own behalf or as a representative of any other person or entity, solicit or induce any employee of the other Party to terminate his or her employment relationship or to enter into employment with any other person or entity.

Execution of Agreement

This Addendum Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action. Either party may end this agreement without cause and at will.

This Addendum shall commence for the 2019-2020 academic year and will be reviewed annually to consider revisions.

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

For the College:

By 
Dan Dorrell, Chair, Board of Trustees

Approval Date 6-27-19

Attest 
Dr. Angela M. Garcia Falconetti, President

Approval Date 6/27/19

For FLVS:

By


Dr. Dhyana Ziegler, Interim President and CEO

Approval Date

6/18/19