

**Addendum to the Dual Enrollment Agreement for 2019-2020
Between
Polk State College and McKeel Academy of Technology**

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

Information Procedures: Addendum to "A Description of the Process by Which Students and Their Parents are Informed about Opportunities for Student Participation in the Dual Enrollment Program"

Public school information procedures:

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

Instructional Materials: Addendum to "A Funding Provision That Delineates Costs Incurred by Each Entity"

Textbooks and Instructional Material Content and Availability:

1. The College will advise McKeel of instructional material requirements as soon as that information becomes available.
2. McKeel is responsible for the acquisition of the required textbooks, lab books, study guides, and course syllabi (EMS only) from the College bookstore and for ensuring delivery of such materials to the high school site if classes are held at the high school site.

Cost of Textbooks and Supplies:

1. McKeel will supply high school dual enrollment and early admission students whose college courses count toward high school graduation all course-related instructional materials, limited to textbooks, lab manuals, calculators, study guides, and any other ancillary books and materials required by the instructor. The College will provide an itemized list of textbooks and ancillary materials to McKeel each semester.

2. McKeel will determine a system to manage textbook purchases, and reuse when the textbook is still applicable, and share with the student what his or her responsibilities are relating to textbooks and materials.

Monitoring Students and Handling of Withdrawal Grades and Repeats: Addendum to "The Responsibilities of the Postsecondary Institution Regarding the Transmission of Student Grades in dual Enrollment Courses to the School District"

1. The College will provide student schedules to the appropriate high school personnel at the end of the Drop period each term upon request.

Florida Statute 1008.30— Common Placement Testing for Public Postsecondary Education

In order to meet the requirements of F.S. 1008.30, the College and McKeel have agreed on the following provisions:

1. The high school agrees to administer the P.E.R.T. for college readiness.
2. The high school agrees to work with the College in the sharing and exchanging of test scores as needed.

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 McKeel 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 at any College campus or center.
2. The College will assess a fee of \$1,623.53 for classes taken on the high school campus when the College provides the instructor.
3. An invoice will be sent to McKeel's designated address after the last drop deadline of the latest session offered of the term.

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

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

1. **Coordination and Supervision:** The coordination and supervision of courses offered at McKeel's site will be carried out as a joint effort between the site school principal and the appropriate college academic dean. The Dual Enrollment Liaison will manage all unresolved coordination efforts.
2. **High School's Needs for Dual Enrolled Offerings:** As an ongoing process, McKeel will analyze the school's needs to determine where/when the College could offer courses on-site. The principal or designee will prepare a request to meet the school's needs coordinating the request with the appropriate academic dean of the College. The request should be forwarded to the Academic Dean by the deadlines in the schedule below for final College approval.

Timeframe for Fall Classes	Timeframe for Spring Classes	Task
Late February		Campus Dean (CD) or designee requests schedule from McKeel.
Mid March		McKeel returns master course request to CD and indicates whether high school staff will teach courses or if a Polk State instructor is requested. CD discusses proposed offerings with McKeel to determine appropriateness of courses, staffing, etc.
May	November	CD directs new high school instructors to complete hiring and on-boarding process. Instructors complete required tasks in a timely fashion.
Mid June	Late July	In cases where a Polk State instructor is requested, CD will notify McKeel if there is difficulty locating an instructor.
6 weeks Prior to Start of Classes	6 weeks Prior to Start of Classes	CD sends required textbook information to McKeel for on-site courses being taught by Polk State faculty.
Throughout Academic Year		McKeel asks CD to review transcripts for high school staff wanting to teach dual enrollment courses
Throughout Academic Year		McKeel and CD discuss possible future on-site course offerings.
Annually, 30 days Prior to the Start of the Fall Term		CD sends a list of approved book titles from which McKeel may choose for courses taught on a high school campus by high school faculty.

3. **Bright Futures Consideration:** Special attention will be given to course offerings to ensure Bright Futures' academic requirements are met.
4. **Combining College and High School Courses:** Dual enrollment courses may not be combined with other high school courses.
5. **End-of-Course Assessments:** Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the Basic Course Information document (BCI). To ensure equivalent rigor with on-campus courses, the institution granting postsecondary credit shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. The College shall provide assessments in a timely manner to the high school campus dual enrollment course instructor to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the postsecondary institution and held on file for a period of two (2) years.
6. **Classroom Interruptions:** Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of class time.
7. **Grading Policy:** Dual enrollment courses offered on-site at McKeel will follow College grading policies. Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe the College's deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
8. **Attendance:** Dual enrollment courses offered on-site at McKeel will follow McKeel's regular attendance policies.

9. **Code of Conduct:** Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures, and policies of McKeel and the College as outlined in the policies of the high school and the *Polk State College Catalog*. Should a conflict be identified as a result of either institution's policies and procedures, McKeel and the College will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for the student. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process in such a manner that the progress of other students and the efficient administration of the course are hindered.
10. **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 the principal and local school district or with non-public schools.
 - b. McKeel shall analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both the College and the high school.
 - c. 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.
 - d. Colleges shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and college campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the Principal, local school district, the College President, and the Department of Education or to non-public school administrators.
11. **Salaries and Pay Arrangements for On-site Course Offerings:**
 - a. The College will pay the supplemental salaries of the adjunct instructors employed by the College based on the College's approved salary schedule. McKeel will pay the facilitators according to the McKeel supplemental pay schedule.
 - b. McKeel will reimburse the College for instructional costs (according to the College's approved salary schedule for adjunct instructors as indicated above) when courses are offered for McKeel students on-site. If the dual enrollment course is taught by a high school instructor as part of his/her regular high school teaching load, then the instructor will not be paid by the College.
12. **Course Selection for High School-Based Courses:**
 - a. The College will provide college-level instruction at McKeel, where practical, as part of the Dual Enrollment program as needs are identified. Specifically, the College is prepared to offer instruction in foreign languages, advanced courses in language arts, science, mathematics, social science, and technical courses where equipment/laboratory facilities are available on-site at McKeel, provided adequate enrollment exists.
 - b. Dual enrollment courses offered at McKeel will be selected to expand and enhance existing offerings with special attention given to avoid unnecessary duplication of offerings.
 - c. The college-level courses will be carefully analyzed to avoid competition with Advanced Placement classes where applicable.
 - d. Exceptions for courses that do not require the GPA and testing qualifications can be recommended by either McKeel or the College and will be considered by the College's District/Campus Group and McKeel's Dual Enrollment Liaison. Once approved, students may register for these courses. For AS courses, students will follow the College placement scores required of native Polk State College students.

- e. The total number of unique courses offered at McKeel will be determined jointly between the College and McKeel.
- f. The maximum credit load allowed any instructor for on-site delivery of the College's courses is 12 credit hours per term.

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.

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

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

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 McKeel:

By 
Kim Benson, Principal

Approval Date 6/24/19