

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN
POLK STATE COLLEGE AND ALL EDUCATION PROVIDERS
2021-2022**

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 high 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 Polk County School Board and Polk State College are:

1. The Collegiate High School Agreement
2. The Career Pathways Agreement
3. Upward Bound Information Discovery Summer Articulation for Language

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. Vice President for Academic Affairs
2. Vice President for Student Services
3. Director of Student Enrollment Services
4. Executive Dean, Student Services
5. Academic Affairs Deans – Lakeland and Winter Haven Campuses

Polk County School Board:

1. Curriculum Specialist, Accelerated Programs
2. Senior Director, Office of Acceleration and Innovation
3. Senior Director, Multiple Pathways

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.
 - c. Accelerated Degree Program - Governed by the Collegiate High School Agreement.
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 (2 credit hours) and one-credit-hour modularized courses.

Students who wish to enroll in one-credit-hour modularized courses must adhere to the following guidelines:

1. The Polk State College Approval Form for Dual Enrollment and Early Admission must list all courses in the sequence beginning with the course ending in – 1 through the course ending in –T.
2. Students must begin the first course in the sequence at the beginning of the semester.
3. Students must agree to complete the entire sequence through the course ending in –T by the end of the semester.
4. Students shall be advised that failure to complete all courses in the sequence through the course ending in –T will result in receiving no high school credit.

If a student completes modularized courses, the Education Provider shall use the following process for determining the grade to assign to the high school course or requirement being met by dual enrollment articulation where three one-credit modularized courses are equivalent to one three-credit course and four one-credit modularized courses are equivalent to one four-credit course.

1. Assign the grade earned at the College for each course in the sequence as a numerical equivalent where A = 4.00, B = 3.00, C = 2.00, D = 1.00, and F = 0.00.
2. Average the numerical equivalent grades.
3. Determine the high school grade using the following conversion: A = 3.50 to 4.00, B = 2.50 to 3.49, C = 1.50 to 2.49, D = 0.50 to 1.49, F = 0.00 to 0.49.

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.
6. 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.
7. 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.

Minimum Placement Requirements to Be Admitted as a Dual Enrollment Student

	P.E.R.T.	SAT	ACT	CPT
Reading	106	24	19	83
Writing/English	103	25	17	83
Mathematics	114	24	19	72

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. SAT and ACT scores must be ordered by the student to be sent to the College using the test provider’s official ordering mechanism.

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 enroll in a minimum of twelve (12) college credit hours not to exceed fifteen (15) college credit hours per semester.

5. Will maintain a 2.00 college GPA and a 3.20 unweighted high school GPA to remain eligible for early admission.
6. 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.

Courses per term have the following restrictions unless granted an exception originating with the Education Provider's Principal and subsequently approved by the Education Provider's Dual Enrollment Liaison and the College's Dean of Student Services. These restrictions apply to all terms including summer term. Students must meet the qualifying requirements before taking any college credit.

Once the student has met the qualifying requirements, the student will adhere to the following:

1. Students who have earned at least 6 high school credits are restricted to one college course per term.
2. Students who have earned at least 8 high school credits are restricted to two college courses per term.
3. Students who have earned at least 10 high school credits are restricted to 11 college credit hours per term regardless of the number of courses.

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 vocational certificate program 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. Credits must be used to fulfill high school graduation requirements.
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.

In addition, the student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing, and mathematics is advised in writing by the College's catalog of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.

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, F, or W 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 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. Tuition and fees apply.

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 an exception where a course is repeated for the purpose of grade forgiveness until such time as the GPA requirement for dual enrollment is met. The student may not take additional courses.

Exceptions requests must be approved by the Education Provider's approval process and the College's Student Services Dean.

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.

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. Students are advised that *W* grades will be posted to their permanent academic record with the College and may subsequently affect their 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 PASSPORT 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 PASSPORT 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 guidelines and deadlines for requesting grade changes and petitioning for withdrawal grades. Students are advised in this agreement and in Polk State College Procedure 1018 of the guidelines and deadlines for appealing a grade. Once the appropriate deadlines for grade changes, petitions, and appeals have passed, the grade posted prevails.

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 assess course fees for dual enrollment **to students** when the student is certified as taking college courses for college and high school credit and the courses are approved for dual credit per this Agreement.
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 must be the same as those used with other postsecondary courses at the postsecondary institution with the same course prefix and number or comparable and approved by the Polk State Dean of Academic Affairs serving the requesting school. The College informs students of textbooks and instructional materials through the class schedule and the College’s online bookstore.
 - b. Cost of Textbooks and Supplies: Textbooks and supplies will be the responsibility of the parent and/or the Education Provider unless otherwise outlined in an addendum to this Dual Enrollment agreement.

Any Institutional Responsibilities for Student Transportation, if Provided

Students enrolled in dual enrollment courses not offered at their home high 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 SBE Rules, Florida statutes, 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 2021-2022 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 Cynthia H. Ross
Cindy Hartley Ross, Chair, Board of Trustees

Approval Date 6/10/2021

Attest Dr. Angela M. Garcia Falconetti
Dr. Angela M. Garcia Falconetti, President

Approval Date 6/8/2021