

**ADDENDUM TO THE DUAL ENROLLMENT ARTICULATION AGREEMENT FOR 2018-2019
BETWEEN
POLK STATE COLLEGE AND
SANTA FE CATHOLIC HIGH SCHOOL**

This addendum is an extension of the Dual Enrollment Agreement between Polk State College (hereafter referred to as the “College”) and Santa Fe Catholic High School (hereafter referred to as “Santa Fe”). 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”

1. Information will be provided to Santa Fe for distribution to interested students and parents. It is the responsibility of Santa Fe to make parents and students aware of the procedures in the Dual Enrollment Articulation Agreement.
2. Santa Fe will be responsible for timely announcements to its students regarding local acceleration opportunities.
3. 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.
4. The Santa Fe 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.
5. 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 guidance counselors who have a legitimate educational right to information via signing a form presented to them by the student or guidance counselor or via institutional to institutional email. Faculty may not share grades, attendance, or other FERPA-protected information with parents or other parties without proper FERPA release.

Textbook and Instructional Materials: Addendum to “A Funding Provision That Delineates Costs Incurred by Each Entity”

Textbooks and instructional materials content and availability:

The College will advise Santa Fe of instructional material requirements as soon as that information becomes available.

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

The College will not assess tuition and fees to Santa Fe or their students. Students are responsible for transportation, textbooks, and supplies.

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.”

The College will provide student schedules to the appropriate high school personnel at the end of the Drop period each term upon request to Susan Candia at scandia@polk.edu.

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 Santa Fe have agreed on the following provisions:

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

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

1. Coordination and Supervision: The coordination and supervision of courses offered at Santa Fe’s site will be carried out as a joint effort between the site school Principal and the appropriate College Academic Dean.
2. High School’s Needs for Dual Enrolled Offerings: As an ongoing process, the high school Principal will analyze the school’s needs to determine where/when the College could offer courses on-site. The principal will prepare a request to meet the school’s needs coordinating the request with the appropriate College Academic Dean. The request should be forwarded to the Dean of Academic Affairs for the Lakeland Campus by the deadlines in the table below for final College approval.

Timeframe for Fall Classes	Timeframe for Spring Classes	Task
Late February		Campus Dean (CD) or designee requests schedule from Santa Fe.
Mid-March		Santa Fe 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 Santa Fe 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		In cases where a Polk State instructor is requested, CD will notify Santa Fe 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 Santa Fe for on-site courses being taught by Polk State faculty.
Throughout Academic Year		Santa Fe asks CD to review transcripts for high school staff wanting to teach dual enrollment courses
Throughout Academic Year		Santa Fe 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 Santa Fe 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 (BCI)

document. 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 to the high school campus dual enrollment course instructor in a timely manner 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 Santa Fe 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 Santa Fe will follow Santa Fe'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 Santa Fe 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, Santa Fe 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, such 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.
 - b. Santa Fe 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. The College shall compare student performance, to include final grade and exam, of dual enrollment course offerings on the high school's campuses and the College's campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, the College President, and the Department of Education.
11. Salaries and Pay Arrangements for On-site Course Offerings:
 - a. Santa Fe will incur no charges for full-time or adjunct faculty salary or expenses.
12. Course Selection for High School-Based Courses:
 - a. The College will provide college-level instruction, 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 Santa Fe, provided adequate enrollment exists.

- b. Dual enrollment courses offered at Santa Fe 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 GPA and testing qualifications can be recommended by either Santa Fe or the College and will be considered by the College's District/Campus group and Santa Fe's dual enrollment liaison. Once approved, students may register for these courses. For A.S. courses, students will follow the College placement scores required of native Polk State College students.
- e. The total number of unique courses offered at Santa Fe will be determined jointly between the College and the high school with the approval of the dual enrollment liaison.
- f. The maximum credit load allowed any instructor for on-site delivery of the College's courses is 12 credit hours per term.

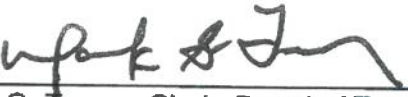
Execution of Agreement

This Addendum Agreement may be amended upon the mutual agreement of both parties should State Board of Education Rules, Florida Statutes, or interpretations require such action.

This Addendum shall commence for the 2018-2019 school year and will be reviewed annually to consider revisions.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum and Dual Enrollment Agreement with Santa Fe to be executed by the dates indicated below.

For the College:

By 
 Mark G. Turner, Chair, Board of Trustees

Approval Date 8/7/18

Attest 
 Dr. Angela M. Garcia Falconetti, President

Approval Date 8/7/18

For Santa Fe:

By 
 Matthew Franzino, Principal

Approval Date 8/1/18