

**Dual Enrollment Inter-Institutional Articulation Agreement  
Between the District Board of Trustees of Pensacola State College, Florida,  
and the School Board of Escambia County, Florida**

THIS AGREEMENT is entered into by and between the District Board of Trustees of Pensacola State College, Florida, hereinafter referred to as the “College,” and the School Board of Escambia County, Florida, hereinafter referred to as the “School Board.”

WHEREAS, the Florida Legislature has promulgated 1007.235(1), F.S., providing for the district school superintendents and college presidents to jointly develop and implement a comprehensive articulated acceleration program for the students enrolled in their respective school districts and service areas, and;

WHEREAS, the Florida Legislature has enacted legislation that each district school board shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration, 1007.271(8) F.S., and;

WHEREAS, the State Board of Education has published Rule 6A-14.064 College Credit Dual Enrollment, and;

WHEREAS, Pensacola State College and the School Board of Escambia County are Equal Access and Equal Opportunity Institutions, it is expected that the Dual Enrollment Program will encourage enrollment and participation of all students, regardless of socioeconomic status and racial background, and;

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students in the secondary schools of Escambia County, Florida, during and after normal class hours through the effective use of the College’s programs and resources,

NOW therefore, the College and the School Board do hereby agree with each other as follows:

**1. Term of the Agreement**

This Articulation Agreement shall commence on the Effective Date set forth below and will terminate on June 30, 2023, whereupon, this Articulation Agreement shall automatically renew annually for four (4) consecutive years, unless either Party gives written notice at least sixty (60) days prior to the commencement of any renewal term that it does not intend to renew the Agreement. If neither Party gives notice of its intent not to renew, it shall be deemed by both Parties that no modification was needed and that this Articulation Agreement has been ratified by the College and the School Board. If a party to this Agreement does give notice of its intent not to renew because some modification is needed, then the Parties will jointly consider the proposed modifications and, upon reaching an agreement, they will enter into a new Articulation Agreement which shall include such modifications and which shall be executed prior to high school registration for the fall semester of the following school year.

**2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

Each party shall provide a mechanism for communicating the educational and economic benefits as well as the requirements for participation and enrollment procedures to parents and students, 1007.271(8), F.S.

To inform parents and students about the educational and economic benefits as well as the requirements for Dual Enrollment Program participation and enrollment procedures, the School Board and the College will use communication mechanisms including, but not limited to, the *College Catalog*, dual enrollment web pages, social media, classroom visits, and various school-based registration activities.

**3. A delineation of courses and programs available to students eligible to participate in dual enrollment**

College-level courses, including college credit and vocational credit, may be offered by the College for secondary students participating in the Dual Enrollment Program. Course offerings include courses shown on the *Dual Enrollment Course-High School Subject Area Equivalency List* which may be accessed through <http://www.fldoe.org/core/fileparse.php/7744/urlt/ACCAgenda-Feb2021-AppA.pdf>. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours, and during summer semesters. Developmental education instruction, other forms of pre-collegiate instruction, and physical education skills-based courses shall be ineligible for inclusion in the dual enrollment program. In addition, courses which are not graded, such as courses taken for audit, are not eligible for dual enrollment. Repeatable courses, such as music ensembles and applied lessons, are eligible for dual enrollment only for the number of credit hours specified in the Common Prerequisite Manual, which may be accessed through [Common Prerequisites Manuals \(flvc.org\)](http://www.fldoe.org/core/fileparse.php/5421/urlt/CommonPrerequisiteManuals.pdf). Courses and programs may be added, revised, or deleted at any time, 1007.271(13), F.S.

Career dual enrollment courses (A.S. only courses and vocational courses) must lead to certifications that are included on the *Postsecondary Industry Certification List* <http://www.fldoe.org/core/fileparse.php/9946/urlt/2021icfl-ps.pdf> to be eligible for dual enrollment. Clock hour dual enrollment courses must be included on the *Clock Hour Dual Enrollment Course List for Inclusion in School and District Accountability* <http://www.fldoe.org/core/fileparse.php/5421/urlt/ClockHour-DualEnroll.pdf>. Eligible programs and associated courses are available to dual enrollment students via the Workday student application. District students must meet all entry requirements as indicated in the *College Catalog* for a listed program to enroll in program courses as dual enrollment students. Career dual enrollment shall be available for students seeking a degree or certificate from a complete job-preparatory program but shall not support student enrollment in isolated career and technical courses, 1007.271(7), F.S.

Students who wish to enroll in ineligible courses may be permitted to pay tuition and fees and participate in college coursework at the discretion of the College. Ineligible courses are not considered part of Florida's dual enrollment program.

**4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

Eligible students may exercise their option to participate in dual enrollment courses by following the registration and guidance procedures outlined by the School Board and the College, 1007.235(2)(b)3, F.S. Students will be required to meet first with their respective District school counselor to review eligibility criteria and to develop a graduation/dual enrollment plan. Once eligibility has been determined and the plan developed, students will complete approval forms and contracts as appropriate. Pensacola State College staff provides an orientation session for the eligible students. Included in the orientation will be a discussion of the purpose of dual enrollment, types of college degrees, career planning, and information on developing a successful college record. During the orientation eligible students will receive instructions on how to make maximum use of the automated advisement system for the College (Workday).

The School Board of Escambia County will encourage District school administrators, District school counselors, and secondary school teachers to promote dual enrollment opportunities to students and parents. District school counselors will inform parents of dual enrollment opportunities at registration meetings. District schools will be encouraged to present information sessions regarding participation in the Dual Enrollment Program to parents and educators. District school counselors will meet with students to discuss their plans for post-secondary education.

**5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

All Dual Enrollment Program eligibility rules and requirements stated herein pertain to public school secondary students that meet the requirements of 1002.41(6), F.S.

Students who achieve appropriate placement scores on a state-approved placement examination in reading, writing, and mathematics, who are in good standing with the School Board, and who are enrolled in any of grades six (6) through twelve (12) in a District School are admissible to the Dual Enrollment Program for instruction delivered on the College or high school campus. Students who fail to pass all three (3) parts of the state approved placement examination but pass the part(s) needed to qualify for some dual enrollment courses may enroll in dual enrollment instruction on the high school campus as approved by appropriate district staff, principal(s), or designee. Pursuant to Section 1008.30, F.S., the College may use alternative methods in lieu of the common placement tests to assess student readiness for college-level work in communication and computation.

In addition to the placement examination requirement, a student must have earned a minimum of three (3) high school credits to be eligible for the Dual Enrollment Program. A student must have a 3.0 or higher unweighted high school GPA to qualify for college courses within the A.A. or A.S., or a 2.0 or higher unweighted high school GPA to qualify for vocational (clock hour) dual enrollment courses, 1007.271(3), F.S. The student must maintain a 3.0 or higher unweighted high school GPA and a 2.5 or higher college GPA to remain eligible for Dual Enrollment courses. A student whose college GPA drops below the minimum required GPA will have one (1) probationary semester to meet the GPA requirement. A student who fails to achieve the minimum GPA after the probationary semester will lose all dual enrollment eligibility. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available. Before requesting approval

for online coursework, the student will take the online learning assessment and student orientation course at <https://elearning.pensacolastate.edu/>. Students seeking the Associate in Arts or an Associate in Science degree must complete the core General Education Communications requirement (ENC 1101) and the core General Education Mathematics requirement prior to completion of the second term of dual enrollment. Exceptions may be granted to students who are seeking advanced placement credits in English and Mathematics. Students are required to follow the academic requirements outlined for the degree pursued. Students will use Workday to view their degree requirements. Each semester, the high school counselor in collaboration with the appropriate Pensacola State College personnel will review the dual enrollment student schedules. The College will approve or disapprove course requests as appropriate.

The total courses that can be taken by a dual enrollment student on the high school and College campus are dependent on student grade level and college semester as indicated in the following table.

Student's Grade	College Semester Course Limits		
	Summer	Fall	Spring
Six (6) – ten (10)	One (1) college course plus any companion lab.	Two (2) college courses plus any companion labs	Two (2) college courses plus any companion labs
Eleven (11)	Two (2) college courses plus any companion labs, not to exceed eight (8) credit hours	Four (4) college courses plus any companion labs, not to exceed eighteen (18) credit hours	Four (4) college courses plus any companion labs, not to exceed eighteen (18) credit hours
Twelve (12)	Two (2) college courses plus any companion labs, not to exceed eight (8) credit hours	Five (5) college courses plus any companion labs, not to exceed eighteen (18) credit hours	Five (5) college courses plus any companion labs, not to exceed eighteen (18) credit hours

#### Course Withdrawal and Repeating a Course

In order to remain eligible for college credit coursework, students must maintain the high school GPA required for initial eligibility. A student who withdraws from any course will lose their Dual Enrollment Program eligibility for courses on the College campus for the following semester. A student with an extenuating circumstance may submit an appeal to high school administration and to the district high school director. The high school counselor and assistant principal will be notified by the College within two working days of a drop for non-attendance or student withdrawal for any student participating in dual enrollment. In order to effectively advise secondary students regarding academic progress, withdrawals must be approved by the District school to continue program eligibility.

Students receiving a D+, D, or F in the fall semester will lose Dual Enrollment Program eligibility for courses offered on the College campus for the following spring semester. Students receiving a D+, D, or F in the spring semester will lose Dual Enrollment Program eligibility for courses taking place on the College campus for the following summer. Students receiving a F3 for cheating or plagiarism will lose Dual Enrollment Program eligibility for courses the following semester. A second offense of cheating or plagiarism will result in the loss of Dual Enrollment Program eligibility. Dual enrollment courses in which a grade of D+, D, or F was earned may be

repeated for credit one (1) time and the highest grade earned will be used to calculate the Pensacola State College cumulative grade point average. The high school administrator or designee will determine the semester in which the course can be repeated.

Courses which are not indicated in the course description as repeatable cannot be retaken if the initial grade earned was a C or better.

## **6. A delineation of the high school credit earned for the passage of each dual enrollment course**

Postsecondary instruction approved for dual enrollment shall be creditable toward the high school diploma and the vocational certificate or the associate degree. Postsecondary credits earned in dual enrollment courses shall be posted on the high school and College transcripts in a manner consistent with the *Dual Enrollment Course-High School Subject Area Equivalency List* approved by the Florida Board of Education as posted on <http://www.fldoe.org/core/fileparse.php/7744/urlt/ACCAgenda-Feb2021-AppA.pdf>.

A student who elects to enroll in an Advanced Placement course that is jointly offered with a dual enrollment course may not earn postsecondary credit for that course through dual enrollment.

Pursuant to 1007.271(18), F.S., the School Board and the College must 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 calculations of weighting systems that discriminate against dual enrollment courses are prohibited. In accordance with the Escambia County, Florida School Board Student Progression Plan, dual enrollment, Advanced Placement, International Baccalaureate and honors courses will be weighted, by category and/or rigor, equally, 1007.271(18), F.S.

For the purpose of class ranking, the District may exercise a weighted grading system pursuant to 1007.271 and 1003.437, F.S.

## **7. A description of the process for informing students and their parents of college-level course expectations**

During workshops sponsored by the College, District school counselors and other appropriate school district administrators and dual enrollment instructors will receive professional development and material from the College focused on informing students and parents or guardians of college course-level expectations, including but not limited to the following:

- Any letter grade below a C will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on his or her College transcript. Dual enrollment courses in which a grade of D+, D, or F is earned may be repeated for credit one (1) time and only the most recent grade earned will be used to calculate the Pensacola State College cumulative GPA.
- All grades, including W for withdrawal, become a part of the student's permanent College transcript and may affect subsequent postsecondary admission.

- Course materials, assignments, and class discussions may reflect topics not typically included in secondary courses. Courses will not be modified to accommodate variations in student age or maturity.

In order to minimize student and state costs for excess hours, guidance will be provided in the selection of courses to meet degree requirements, including approved program common prerequisite courses.

- Dual enrollment students and dual enrollment instructors have complete access to College library facilities and resources, both physical and virtual, and are encouraged to use these resources to the fullest.

**8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

The student must maintain a 3.0 or higher unweighted high school GPA and a 2.5 or higher college GPA to remain eligible for dual enrollment courses. A student whose college GPA drops below the minimum required GPA will have one (1) probationary semester to meet the GPA requirement. A student who fails to achieve the minimum GPA after the probationary semester will lose all dual enrollment eligibility.

**9. The registration policies for dual enrollment courses as determined by the postsecondary institution**

Eligible students shall comply with the regular admission and registration procedures of the College and shall obtain appropriate advisement from the respective high school and the College prior to registration. Each student should develop a plan with an identified postsecondary goal which will guide the student in selecting courses to complete as a dual enrollment student, 1007.271, F.S. If a dual enrollment course is offered at the high school and at the College, part-time dual enrollment students will enroll in the dual enrollment course on the high school campus unless the high school campus class is considered at capacity. Capacity will usually be defined to be thirty (30) students but may vary by course.

College Drop/Add Policies and Deadlines

Dual Enrollment Program students enrolling in courses on the College campus must comply with the course add/drop policies and deadlines of the College. For courses taught on the high school campus, including joint dual enrollment and Advanced Placement (AP) courses, the drop/add period will extend to the end of the first week of class on the high school campus.

**10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution**

The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with access to an electronic copy of the Adjunct Faculty Handbook and the Employee Handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein.

**11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members**

The College shall assume responsibility for the maintenance of the instructional quality, 1007.271(5), F.S.

Dual enrollment instructors shall be regularly employed full-time or adjunct faculty of the College or high school teachers selected to teach in the Dual Enrollment Program through mutual agreement between the College and the respective high school principal. A high school teacher selected to teach in the Dual Enrollment Program and approved by the College will be designated as an adjunct faculty member of the College and therefore must meet the credentialing standards required by the Southern Association of Colleges and Schools Commission on Colleges.

All new College instructors, including dual enrollment instructors on a District high school campus, are encouraged to attend adjunct orientation and other professional development workshops offered by the College.

All College instructors, including dual enrollment instructors on a District high school campus, are required to participate in all institutional effectiveness initiatives of the College. Any course, discipline, College, or system-wide assessment that the College requires in non-dual enrollment sections of a course shall also be required in all dual enrollment sections of the course regardless of the physical location of the course.

The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with access to a current copy of the *College Catalog* which encompasses the Student Handbook detailing information that includes, but is not limited to, drop/add and withdrawal policies, student code of conduct, and grading policies. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty.

The College shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline or a related discipline. All faculty (including adjunct instructors) teaching dual enrollment courses on a high school campus shall be observed by a designee of the College and evaluated based on the same criteria used for all other faculty delivering College courses at the institution.

The College shall provide all full-time and adjunct faculty teaching dual enrollment courses with access to an electronic copy of a course syllabus that includes objectives for the College course assigned. In addition, faculty shall be provided with information or additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the course.

All full-time and adjunct faculty teaching dual enrollment courses shall file a hard copy or an electronic copy of their current course syllabus with their respective department head at the College prior to the start of each course taught. Content of the syllabus must meet the same criteria as required for all courses offered at the College.

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.

Any dual enrollment course taught at the high school is expected to conform to all course requirements included in the College's district syllabus for that course. When applicable, standardized assignments or examinations used in the College course will be provided to the instructor at the high school. Additionally, dual enrollment instructors are expected to complete any assessments related to the achievement of student learning outcomes used by the College in accordance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2018 Edition, sections 8.2a and 8.2b, which are hereby incorporated for reference. The SACSCOC document may be accessed at <https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf>. Completed, scored final examinations will be submitted to Pensacola State College and held on file by the College for a period of one (1) year.

All full-time and adjunct faculty teaching dual enrollment courses must observe College procedures and deadlines for verification of attendance and submission of mid-semester and final letter grades in the appropriate format. All faculty will be advised of postsecondary institution-wide attendance verification and grading guidelines prior to teaching a dual enrollment course.

All dual enrollment instructors must be approved by the College. The process of securing approval starts with the appropriate College Department Head. Official copies of 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. For dual enrollment courses taught on high school campuses, the official faculty transcripts must be submitted to the College for review, approval, and filing. Prior to teaching any dual enrollment course, regardless of the physical location of the course being taught, the faculty member must receive formal approval to teach the course from the College.

#### Professional Development for Teachers

In accordance with Florida Statutes, the School Board and the College will work collaboratively to design professional development opportunities for secondary and College faculty and staff, focusing on local and state needs and responding to state, national, and district policy and program priorities.

### **12. 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**

In order to facilitate the seamless education of students in Escambia County:

- District school counselors will carefully screen potential students for dual enrollment courses;
- Secondary school teachers and District school counselors will encourage qualified students to take a state-approved placement examination;
- High school instructors approved to teach dual enrollment courses by the College will be encouraged to attend adjunct orientation and other dual enrollment instructor professional development as scheduled by the College in coordination with the School Board; and
- District schools will participate in "College Fair" activities.



Monitoring of student performance subsequent to enrollment in dual enrollment courses shall be the shared responsibility of the District school counselors and College personnel assigned to coordinate with the high schools, 1007.235(2)(b)7, F.S. At the conclusion of each academic semester, the College will review the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the College will contact the District school counselor to develop an action plan.

While enrolled in dual enrollment courses, all qualified students shall be required to comply with all applicable policies and procedures which normally apply to Pensacola State College students. Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time and appropriate academic rigor. A student shall lose eligibility to participate in dual enrollment courses 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.

**13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district**

It is the sole responsibility of the instructor, including dual enrollment instructors at high school locations, to assign and record students’ letter grades via Workday within the grade posting deadlines set by the College. Noncompliance with the College’s grade posting procedures and deadlines may result in the instructor’s loss of approval to teach dual enrollment courses and/or the high school’s loss of approval to offer dual enrollment courses.

It is the responsibility of the school district to post dual enrollment course grades as assigned by the College to the high school transcript. The school district will assign numeric values to the letter grades as indicated in the chart below. College faculty will not provide numeric grades for students to apply to student transcripts.

Application Chart of Letter Grades to the High School Transcript

PSC Letter Grade	Numeric Grade Applied to High School Transcript
A	95
B+	88
B	85
C+	78
C	75
D+	68
D	65
F	55

#### **14. A funding provision that delineates costs incurred by each entity**

Dual enrollment students shall be exempt from the payment of registration, tuition, laboratory, and book fees, 1007.271(16), F.S.

State funds for the support of the program shall be received by each system as prescribed 1007.235(2)(b)9, F.S. The following arrangements apply in the Fall and Spring semesters of the academic year.

##### Instruction Provided On College Campus

When the instruction is provided on the College campus, the school district shall pay the standard tuition rate of seventy-one dollars and ninety-eight cents (\$71.98) per credit hour to the College for each credit hour in which dual enrollment students are enrolled as of the first day of instruction after the drop/add period for each session within the semester. For programs leading to a vocational certificate programs, the standard tuition shall be two dollars and thirty-three cents (\$2.33) per contact hour. On-line, hybrid, or other technology-based classes offered by the College are considered to be on the College campus. The School Board will be invoiced by the College and payment should be made to the College within thirty (30) days of the date of the invoice. The College shall provide the standard tuition rate for the upcoming school year to the school district.

When instruction is provided on the College campus, the College will reimburse the School Board ten dollars and eighty cents (\$10.80) for each credit hour in which dual enrollment students are enrolled as of the first day of instruction after the drop/add period for each session within the semester for the facilitation of the dual enrollment processes that must be performed by the high school counselors and administrators, enumerated in this agreement. The reimbursement rate for clock hour programs will be thirty-five cents (\$0.35) per contact hour. The College may be invoiced by the School Board for the counseling and administrative processes at any time during the semester after the tuition payment has been made to the College. Payment will be made to the School Board within thirty (30) days of the date of the invoice.

When instruction is provided on the College campus during a summer semester, as prescribed in the Dual Enrollment Scholarship Program 1009.30, F.S., the College will reimburse the School Board for costs associated with instructional materials of dual enrollment students enrolled as of the first day of instruction after the drop/add period for each session within the summer semester. The College may be invoiced by the School Board for instructional materials costs of dual enrollment students enrolled in a summer semester. The School Board will submit the following information to the College: first name, last name, and middle initial; date of birth; gender; ethnicity; district where student attends school; school name and Master School Identification Number, as provided in Rule 6A-1.0016, F.A.C., where student attends school; postsecondary institution where the student is enrolled in dual enrollment; postsecondary course name, course number, and credit value for each dual enrollment course for which reimbursement is sought; and, amount of requested reimbursement for instructional materials. The reimbursement rate for summer semester instructional materials will be in accordance with the amount the College receives from the Dual Enrollment Scholarship program less 10% for facilitation of administrative costs.

### Instruction Provided on the High School Campus When the College Provides the Instructor

The College shall be responsible for the payment of faculty when the College provides the course instructor. The School Board will reimburse the College seventy-five dollars (\$75.00) per dual enrolled student per semester to cover the College's actual costs, in addition to salary, for offering the Dual Enrollment Program. The additional costs include, but are not limited to, the College's cost for Academic Department Head supervision and faculty observation, counseling, student registration, and transcript preparation. The seventy-five dollars (\$75.00) per student reimbursement is subject to change at the beginning of each semester based on actual cost calculations.

### **15. Any institutional responsibilities for student transportation, if provided**

Transportation for any student receiving dual enrollment instruction at any facility other than a school campus of the Board shall be provided by the student or the parents or guardians of such students, 1007.271(21), F.S. Every effort will be made to ensure students will not transition back and forth between College and the high school campus during the day.

### **16. Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment**

The College will review qualification and services for students with disabilities based upon documentation received (psycho-educational evaluation, medical history, IEP, 504 plan) and an interview with a Student Resource Center counselor. Accommodations include alternative testing, academic advising, registration assistance and classroom modifications. Classroom modifications include the following: use of a recording-devices, use of a calculator, use of a spell checker, preferential classroom seating, note-taking assistance, sign language interpreters, alternate seating (adjustable desk/chair), alternate format texts, adaptive technology (reader/writer software), and disability related absences. Additional modifications and services may be provided with the appropriate supporting documentation. The contact number for the Student Resource Center for ADA Services is (850) 484-1637. District schools will provide services and resources for dual enrollment students on the high school campus in compliance with the student's IEP, 504 plan, or health care plan.

### **17. Other Policies**

#### Requests and Approvals to Offer Dual Enrollment Courses at High School Locations

To ensure timely compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy on substantive change, requests to offer specific dual enrollment course(s) at the high school locations must be submitted by the high school to the College at least nine (9) calendar months prior to the requested start date of the dual enrollment course(s) at the high school location. Approval for district high schools to offer courses is solely at the discretion of the College and approval may be rescinded at any time.

#### Textbooks and Instructional Materials

Textbooks and instructional materials used in dual enrollment courses must be the same as or comparable to those used with other postsecondary courses at the College with the same course prefix and number. Textbooks differing from those used at the College must be approved by the Vice President, Academic and Student Affairs. Instructional materials are defined to include all

items required to complete the course. The College will advise the School Board of instructional material requirements as soon as that information becomes available. Required textbooks, as selected by College faculty through departmental textbook selection committees, will usually be adopted for a minimum period of use of three (3) calendar years. College policies on textbook and instructional materials are informed by 1004.085(3) F.S., Textbook and Instructional Material Affordability.

Textbooks and instructional materials shall be provided to the public school student at no cost. The School Board shall be responsible for the expense incurred through the purchase of the required textbooks and instructional materials. From the funds provided in Specific Appropriations 89, the School Board shall pay for textbooks and instructional materials used for the instruction of public District school students who are earning credit toward high school graduation under the Dual Enrollment Program as provided in 1011.62 F.S. The School Board will take ownership of the textbooks and instructional materials at the time of purchase and will commit to reuse the textbooks and instructional materials in future dual enrollment course opportunities when applicable.

#### Early Admission Dual Enrollment

Eligible secondary students may enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. In addition to the student eligibility requirements mentioned in section 5, an Early Admission Dual Enrollment student must have attained junior status (Fall Semester) and be enrolled in an Escambia County high school for one (1) full semester prior to admission in the Early Admission Dual Enrollment Program. Eligible secondary students may enroll on a full-time basis in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to 1008.44 F.S., which are creditable toward the high school diploma and the certificate or associate degree. To participate in Career Early Admission Dual Enrollment a student must have completed a minimum of four (4) semesters of full-time secondary enrollment, 1007.271(11), F.S., including studies undertaken in the ninth grade, and have completed at least one (1) semester of high school in the Escambia County, Florida, School System.

In order to be considered an Early Admission Dual Enrollment student, the student must enroll in a minimum of twelve (12) college credit hours (or four (4) courses) plus companion lab as appropriate on the college campus during the fall and spring semester as a junior and senior, but may enroll in up to fifteen (15) college credit hours (or five (5) courses) plus companion labs as appropriate on the college campus during the fall and spring semester as a senior. Also, a student may enroll in up to six (6) credit hours (or two (2) courses) plus companion labs as appropriate on the college campus in each summer semester.

#### Foreign Language Competency

Pursuant to 1007.262, F.S., for any student initially entering a Florida College System institution in 2014-2015 or thereafter, the Associate in Arts degree shall include demonstration of competency in a foreign language. Therefore, any dual enrolled student with initial enrollment in Pensacola State College in 2014-2015 or later must demonstrate competency in a foreign language in order to complete the AA degree including the student who earns the AA degree at the same time or before earning the high school diploma. Pursuant to 1007.262 F.S., a student may demonstrate competency in foreign language through successful completion of two (2) sequential credits in high school foreign language or through successful completion of a post-

secondary elementary foreign language II course or through other means specified in College policy.

### Civic Literacy Competency

Each student who initially enters a Florida College System institution in the 2022-2023 school year and thereafter, who anticipates earning a baccalaureate degree, Associate in Arts degree, or an Associate in Science degree must demonstrate competency in civic literacy.

The civic literacy requirement may be met by successfully completing a) and b) prior to graduation:

- a. Successfully passing either POS 2041 American Government or AMH 2020 American History from 1877.
- b. Achieving the standard score on one of the following assessments:
  - AP Government and Politics: United States – a score of 3 or above
  - AP United States History – a score of 4 or above
  - CLEP: American Government – a score of 50 or above
  - Florida Civic Literacy Examination – a score of 60 or above

### Testing for Dual Enrollment Eligibility

The College's Testing Center will administer the Post-Secondary Education Readiness Test (PERT), as adopted by the State of Florida, at any Testing Center at the College. Students who express interest in post-secondary education are identified and notified of the schedule of the Testing Centers by District school counselors. The workflow of the activities will be as follows:

- College staff will inform the school districts of Test Center schedules;
- Testing will be conducted by the College's Test Center staff upon appointment at any College Test Center on a College campus or site;
- College staff will provide student test scores to the appropriate school administrator(s) as specified on the referral form;
- Appropriate school administrators will advise students of reading, writing, and/or math deficiencies and will provide other information as requested; and
- The first test for each student will be administered with no charge and will include all sections of the PERT. For each subsequent test, or re-test, the student will be responsible for payment of the ten dollar (\$10.00) testing fee to the College.

### Career Pathways

Title II of the 1998 Perkins Act creates a Career Pathways program of study that combines a minimum of two (2) years of secondary education with a minimum of two (2) years of postsecondary education. The Career Pathways program constitutes a non-duplicative sequence of courses that integrates academic and technical instruction and utilizes work-based and worksite learning. Career Pathways articulation agreements between the District and the College may be accessed <https://www.pensacolastate.edu/currentstudents/student-services/cte/#1485528722089-bf2ddaaf-56c6>

### Data Analysis and Reporting

While the School Board may use a high school course and instructor evaluation tool, student feedback surveys and classroom observations will also be conducted using College procedures. The results of student feedback surveys and classroom observations will be shared with the instructor and high school principal. The College shall compare student performance in dual enrollment course offerings on high school campuses and College campuses to ensure that results are comparable to non-dual enrollment student performance. Results will be made available to the principal, local school district, the College administration, and the Florida Department of Education. Pursuant to 1007.235, F.S., the College shall annually analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs. Results of the assessment shall annually be presented to the School Board and the Pensacola State College Board of Trustees.



**ESCAMBIA SCHOOL DISTRICT PUBLIC RECORDS ADDENDUM**

CONTRACTOR’S RESPONSIBILITY FOR COMPLIANCE WITH CHAPER 119, FLORIDA STATUTES. Section 119.0701(1)(a), F.S. defines a “contractor” as “an individual, partnership, corporation, or business entity that enters into a contract for services with a public agency and is acting on behalf of the public agency as provided under s. 119.011(2).” To the extent CONTRACTOR fits within the foregoing definition, pursuant to Section 119.0701, F.S., CONTRACTOR agrees to comply with all public records laws, specifically to:

A. Keep and maintain public records required by the School Board to perform the service.

1. The timeframes and classifications for records retention requirements must be in accordance with the General Records Schedule GS1-SL for State and Local Government Agencies and GS7 for Public Schools. (See <http://dos.myflorida.com/library-archives/records-management/general-records-schedules>)

2. Records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the School Board. Contractor’s records under this Agreement include but are not limited to supplier/subcontractor invoices and contracts, project documents, meeting notes, emails and all other documentation generated during this Agreement.

B. Upon request from the School Board’s custodian of public records, provide the School Board with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided for by law. If a Contractor does not comply with the School Board’s request for records, School Board shall enforce the provisions in accordance with the contract.

C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to School Board.

D. Upon completion of the contract, transfer, at no cost, to the School Board all public records in possession of the Contractor or keep and maintain public records required by the School Board to perform the service. If the Contractor transfers all public records to the School Board upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon the completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records kept electronically must be provided to the School Board, upon request from the School Board’s custodian of public records, in a format that is compatible with the information technology systems of the SCHOOL BOARD.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE SCHOOL BOARD OF ESCAMBIA COUNTY, CUSTODIAN OF PUBLIC RECORDS AT (850)469-6131, SPAYNE2@ECSDFL.US, OR 75 NORTH PACE BLVD., PENSACOLA, FL 32505.**

A Contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under Section 119.10, Florida Statutes.

Approved:

Initials of Each Signatory:



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Ellen D. Odom, General Counsel  
Escambia County, School Board  
75 N. Pace Blvd., Pensacola, FL 32505  
05/17/21

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