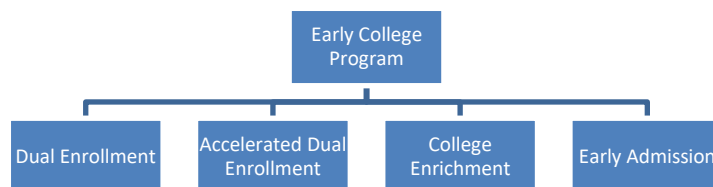


# **EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT**



**MANATEE COUNTY SCHOOL BOARD  
&  
STATE COLLEGE OF FLORIDA,  
MANATEE-SARASOTA**

**2019-2020**

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## **Introduction**

The Dual Enrollment Program is authorized under Florida Statutes 1007.271. This program is a cooperative effort between **Manatee County School Board** and **State College of Florida, Manatee-Sarasota (SCF)**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment public secondary students may enroll in postsecondary courses creditable toward high school graduation, a career certificate, and an associate or baccalaureate degree.

### **Early College Programs Defined**

#### **Dual enrollment (DE)**

DE refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

#### **Early Admission (EA)**

EA is a form of dual enrollment through which eligible secondary students enroll, during grade 12, 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.

#### **Accelerated Dual Enrollment program (ADE)**

ADE is a form of dual enrollment through which eligible high school students in grade 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school and college credits by attending classes at the SCF. This program will provide students with the opportunity to simultaneously earn an Associate's in Arts degree.

#### **Career Dual Enrollment (CDE)**

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma.

#### **Career Early Admission (CEA)**

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time 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 s. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree.

#### **College Enrichment**

College enrichment *is not* considered dual enrollment. College enrichment is designed to provide an opportunity for qualified high school students to enroll in college level courses to add depth to their high school academic program. College enrichment is not governed by the agreement between the School Board and SCF. Students are responsible for the cost of tuition and books under this option.

## **Purpose**

The purpose of this agreement is to define the acceleration opportunities available between **Local School Boards** and **State College of Florida, Manatee-Sarasota** [SCF] and to specify the details of the day-to-day operations of College Dual Enrollment (DE), Early Admission (EA), and Accelerated Dual Enrollment program [ADE].

Through this formal inter-institutional agreement, the school district accepts college level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at SCF and other regionally accredited colleges universities, and technical education centers.

Most costs associated with tuition and fees for DE, EA, and ADE courses are waived. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library privileges.

The district encourages students to seek opportunities for academic enrichment, and upon completion of DE, EA, and ADE courses, the students can submit transcripts from SCF that may be used for other college admissions.

## Early College Deadlines

Enrollment deadlines include Application for Early College submission, placement testing on an SCF campus, and Early College Approval Form submission. All required materials must be submitted to SCF by these published deadlines or students will be ineligible to participate in the dual enrollment / early college/accelerated dual enrollment programs.

- Summer and Fall Deadline—May 15<sup>th</sup>
- Spring Deadline—December 1<sup>st</sup>

Deadlines for each term will remain constant as defined above. If the deadline falls on a non-school day, the deadline will be the following high school day.

***\*no exceptions will be made after these published deadlines***

Holds will be placed on student accounts at the end of the deadline day. School Counselor approval is required to make a change to the student's schedule.

## Eligibility, Responsibilities, and Impact

### Dual Enrollment

Students enrolled in County district schools, including charter schools, may enroll in DE coursework on an SCF campus. This coursework may not exceed 15 credit hours per semester.

#### Initial Eligibility

1. The student has a minimum unweighted 3.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College, and the Course Approval Form from their high school counselor and/or high school principal.

#### Continuing Eligibility

7. The student has maintained a high school GPA of at least 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs.
8. Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. Students who earn *less* than a “C” in a dual enrollment course or withdraw or are withdrawn from a course after the add/drop period will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval. If a student is registered for courses for the upcoming semester, the classes will automatically be dropped from the student’s schedule by SCF personnel.

#### Academic Impact

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

#### Student Enrollment Responsibilities

During program planning,

1. The student will complete and submit an Application for Early College to SCF by specified deadline.
2. The student will complete and submit the DE/EA Approval Form signed by a parent/guardian to the SCF Educational Office by deadline.



3. The student will meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
4. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center. Student will receive G# (student id) in their admissions acceptance letter.
  - a. <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
  - b. Bring picture ID and the temporary SCF ID card on the day of testing.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting text books and procedures for one time use online access and picking up and returning required DE text books.
7. The student will submit any SAT, ACT, AP or other relevant test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.
9. Students are required to be enrolled on a full-time basis with their high school in a combination of dual enrollment and high school courses (a total of 7 high school credits – 3.5 per semester).

### **Counselor Enrollment Responsibilities**

During program planning, the school counselor will:

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status.
3. Assist the student in making course selections, in order to ensure the student is meeting high school graduation requirements.
4. Follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately.
5. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.
6. Keep a copy of the completed application and other DE forms for future reference.
7. Verify test scores for eligibility and keep a copy for student records.

### **Student Post-Semester Responsibilities**

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

### **Early Admission**

Students enrolled in Grade 12 in County district schools, including charter schools, may enroll in DE coursework on an SCF campus, and must enroll in at least 12 credits, but may not exceed 15 credit hours per term.

### **Initial Eligibility**

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 3.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

### **Continuing Eligibility**

7. The student has maintained a high school GPA of at least 3.0 (unweighted).
8. The student has earned a “C” or better in all attempted dual enrollment classes for the term or has maintained a cumulative college GPA of at least 2.5.

### **Academic Impact**

The early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

### **Student Enrollment Responsibilities**

During program planning, the student will:

1. The student will complete and submit an Application for Early College to SCF by specified deadline.
2. The student will complete and submit the DE/EA Approval form signed by a parent/guardian to the SCF Educational Office by deadline.
3. The student will meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.

4. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center. Student will receive G# (student id) in their admissions acceptance letter.
  - a. <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
  - b. Bring picture ID and the temporary SCF ID card on the day of testing.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting text books and procedures for one time use online access and picking up and returning required DE text books.
7. The student will submit any SAT or ACT test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

### **Counselor Enrollment Responsibilities**

During program planning, the school counselor will:

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status.
3. Assist the student in making course selections in order to ensure the student is meeting high school graduation requirements.
4. Follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately.
5. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.
6. Keep a copy of the completed application and other DE forms for future reference.
7. Verify test scores for eligibility and keep a copy for student records.

### **Student Post-Semester Responsibilities**

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy

### **Accelerated Dual Enrollment**

Accelerated Dual Enrollment is a form of dual enrollment through which eligible public high school students in grade 11 and 12 enroll at SCF on a full-time basis. This accelerated option allows the student to concurrently complete high school graduation requirements and college AA degree by attending classes, and receiving guidance related to college course work, at the State College of Florida.

### **Initial Eligibility**

1. The student is entering 11<sup>th</sup> grade and has completed coursework which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher).
2. The student has a minimum unweighted 3.3 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT (reading, writing, and math) by the published deadlines (Appendix A) in mathematics, reading, and writing. Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.
5. The student must have completed the following high school courses:
  - a. English I-or equivalent.
  - b. English II-or equivalent.
  - c. Algebra I and passed Algebra I end of course exam, earned a concordant SAT/ACT or PERT score, or met this requirement to the satisfaction of the high school through a waiver.
  - d. Geometry
  - e. Passed Grade 10 English Language Assessment or ACT/SAT with concordant score or has met this requirement to the satisfaction of the high school through a waiver, or other concordant score.
6. The student has satisfied the course prerequisites as required by the current SCF catalog.
7. The student must be enrolled in a minimum of 12 college credits each semester.
8. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

### **Continuing Eligibility**

9. The student has maintained a high school GPA of at least 3.0 (unweighted).
10. The student has maintained a college term GPA of at least 2.0.
11. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness, for which a D or F was earned. This course repeat will be at the student's expense for tuition and books and other associated fees.

### **Academic Impact**

The Accelerated Dual Enrollment [ADE] student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. The Accelerated Dual Enrollment [ADE] students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

### **Student Enrollment Responsibilities**

During program planning, the student will:

1. The student will complete and submit an Application for Early College to SCF by specified deadline.
2. The student will complete and submit the DE/EA Approval Form signed by a parent/guardian to the SCF Educational Office by deadline.
3. The student will meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
4. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center. Student will receive G# (student id) in their admissions acceptance letter.
  - a. <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
  - b. Bring picture ID and the temporary SCF ID card on the day of testing.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting text books and procedures for one time use online access and picking up and returning required DE text books.
7. The student will submit any SAT or ACT test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

### **Counselor Enrollment Responsibilities**

During program planning, the school counselor will:

1. Communicate to all interested students the Accelerated Dual Enrollment [ADE] admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status.
3. Assist the student in making course selections in order to ensure the student is meeting high school graduation requirements.
4. Follow up with the student to ensure that the Application for Early College/ Accelerated Dual Enrollment [ADE] is turned in prior to specified deadlines and completed accurately.
5. Provide information regarding policies and procedures for one time use online access and renting *required* DE textbooks.
6. Keep a copy of the completed application and other forms for future reference.
7. Verify test scores for eligibility and keep a copy for student records.

### **Career Dual Enrollment**

Career dual enrollment shall be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward the high school diploma. This will not be accepted as a route to the Associate in Arts Degree.

### **Initial Eligibility**

1. The student has a minimum unweighted 2.0 cumulative grade point average (GPA) at the time of application.
2. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A) in mathematics, and/or reading, and writing. Test scores are valid for 2 years from the date of testing.
3. The student has 10 high school credits completed successfully prior to the beginning of the term in which the dual enrollment course is to be taken. These credits must include at least 2 mathematics courses, and 2 English courses.
4. The student has met all Early College published deadlines.
5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

### **Continuing Eligibility**

1. The student has maintained a high school GPA of at least 2.0 (unweighted).
2. Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. Students who earn *less* than a “C” in a dual enrollment course or withdraw or are withdrawn from a course after the add/drop period will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval. If a student is registered for courses for the upcoming semester, the classes will automatically be dropped from the student’s schedule by SCF personnel.
3. The student must obtain permission of the high school counselor in order to repeat a course for grade forgiveness, for which a D or F was earned.

### **Academic Impact**

The Career Dual Enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*.

### **Student Enrollment Responsibilities**

During program planning,

1. The student will complete and submit an Application for Early College to SCF by specified deadline.
2. The student will complete and submit the DE/EA Approval Form signed by a parent/guardian to the SCF Educational Office by deadline.
3. The student will meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
4. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center. Student will receive G# (student id) in their admissions acceptance letter.
  - a. <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>

- b. Bring picture ID and the temporary SCF ID card on the day of testing.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting text books and procedures for one time use online access and picking up and returning required DE text books.
7. The student will submit any SAT or ACT test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student's official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.

### **Counselor Enrollment Responsibilities**

During program planning, the school counselor will:

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status.
3. Assist the student in making course selections in order to ensure the student is meeting high school graduation requirements.
4. Follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately.
5. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.
6. Keep a copy of the completed application and other DE forms for future reference.
7. Verify test scores for eligibility and keep a copy for student records

### **Career Early Admissions**

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time 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 s. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree.

### **Initial Eligibility**

1. The student has completed a minimum of eighteen (18) high school credits, which must include 2 English courses, 2 Math courses (Algebra/Geometry or higher) by the beginning of the semester in which the dual enrollment courses are to be taken.
2. The student has a minimum unweighted 2.0 cumulative high school grade point average (GPA) at the time of application.
3. The student has achieved a qualifying score on the SAT, ACT or PERT by the published deadlines (Appendix A). Test scores are valid for 2 years from the date of testing.
4. The student has met all Early College published deadlines.

5. The student has satisfied the course prerequisites as required by the current SCF catalog.
6. The student has obtained written authorization on the Application for Early College from their high school counselor and/or high school principal.

### **Continuing Eligibility**

7. The student has maintained a high school GPA of at least 2.0 (unweighted).
8. The student has earned a “C” or better in all attempted dual enrollment classes for the term or has maintained a cumulative college GPA of at least 2.0

### **Academic Impact**

The career early admission student enrolls full-time as an SCF college student and receives both college and high school credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP, and AICE. Since college credit is awarded, this grade will remain a part of the SCF *academic transcript* as well as the *high school academic transcript*. The student must include in the college schedule courses that will meet the requirements for high school graduation. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the School District.

### **Student Enrollment Responsibilities**

During program planning, the student will:

1. The student will complete and submit an Application for Early College to SCF by specified deadline.
2. The student will complete and submit the DE/EA Approval form signed by a parent/guardian to the SCF Educational Office by deadline.
3. The student will meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
4. The student will schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center. Student will receive G# (student id) in their admissions acceptance letter.
  - a. <http://www.scf.edu/StudentServices/AssessmentTestingCenter/default.asp>
  - b. Bring picture ID and the temporary SCF ID card on the day of testing.
5. The student will submit all paperwork to SCF according to their designated deadlines.
6. The student will submit the SCF schedule to the high school counselor in order to obtain instructions on getting text books and procedures for one time use online access and picking up and returning required DE text books.
7. The student will submit any SAT or ACT test scores to SCF directly from the testing agency. The scores may also be transferred from the high school directly to the college if they are present on the student’s official transcript.
8. The student will follow the drop/add and grading policies outlined in the current SCF catalog.



## **Counselor Enrollment Responsibilities**

During program planning, the school counselor will:

1. Communicate to all interested students the DE admissions process and the appropriate deadlines and timelines for submitting applications/forms and take the appropriate admissions assessment (PERT, SAT, or ACT).
2. Verify the student's eligibility status.
3. Assist the student in making course selections in order to ensure the student is meeting high school graduation requirements.
4. Follow up with the student to ensure that the Application for Early College is turned in prior to specified deadlines and completed accurately. Provide information regarding policies and procedures for one time use online access and picking up and returning *required* DE textbooks.
5. Keep a copy of the completed application and other DE forms for future reference.
6. Verify test scores for eligibility and keep a copy for student records.

## **Student Post-Semester Responsibilities**

1. The student will return all textbooks according to School Board Policy.
2. The student will submit official transcripts to the high school according to School Board policy.

## **College Enrichment**

College Enrichment is designed to provide an opportunity for qualified high school students to enroll in college level courses to add depth to their high school academic program. Students who enroll solely in College Enrichment courses will be classified as a "non-degree seeking student" by SCF. Secondary students who wish to take college enrichment courses must meet the prerequisites required by SCF and complete the necessary application and forms.

## **Eligibility**

1. The student has applied to SCF as a non-degree seeking student.
2. The student must achieve the required score on the PERT, SAT, or ACT (Appendix A).
3. The student has satisfied the course prerequisites as required by the current SCF catalog.

## **Academic Impact**

Credits earned may be applicable to an associate degree, but will not be creditable towards a high school diploma with an exception of a grade forgiveness (retake of a SCF course) in which the student received a D or F. Please see your high school counselor.

## **Costs**

The student is responsible for the payment of **all** tuition and fees, including textbooks and supplemental and/or recommended materials. College Enrichment is not a part of the DE program; thus, the student has the responsibility for all expenses.

### **Student Enrollment Responsibilities**

1. The student must complete an affidavit for Florida residency, meeting all residency requirements and published deadlines.
2. <http://www.scf.edu/StudentServices/Admissions/ResidencyInformation.asp>
3. To qualify for the in-state resident tuition, all documentation must be received and approved by the admissions office prior to the start of the part of the term in which the student is paying for the classes. Students not meeting the deadline, will be required to pay the out-of-state tuition rate. Residency documents will not be accepted after the deadline.
4. If required, the *student* is responsible for submitting a high school transcript to SCF.

### **Counselor Enrollment Responsibilities**

There are no special forms for a student to enroll in College Enrichment courses at SCF. The high school counselor has no responsibility in connection with College Enrichment.

## **Costs**

### **Tuition**

For students enrolled in Early Admissions/DE Programs, School District shall pay per hour tuition at the standard tuition rate of \$71.98 per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place on the SCF campus or online (E-Campus).

SCF will invoice the School District for the Fall and Spring terms (final settlement within thirty (30) days of receipt). SCF shall provide the School District records adequate to reconcile costs, including student name, hours attended, courses taken, and fees to be assessed. All withdrawals and refunds shall be according to SCF policy as provided in the College Catalog.

Note: College Enrichment is not included in DE, thus the student is responsible for all tuition, fees, and textbook expenses.

### **Textbooks**

1. Instructional materials dollars can only be used to pay for the “Required” or “Alternate” not “Optional” texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
2. The School Board will be responsible to SCF for the purchase/rental and replacement costs for all instructional materials obtained through SCF.
3. The student is responsible to follow all procedures outlined by the County relative to acquisition and return of text books.
4. The SCF Store will charge retail price for required textbooks provided for all dual enrollment students. Purchases solely from the SCF Store are not required. Charges for any one time use access codes are the responsibility of the school district.

## **Special Notes and Requirements**

### **General Notes**

1. Dual Enrollment students are permitted to take courses on an SCF campus, which includes online, blended, and lecture courses.
2. Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a “W” on their transcript. Fees will still be charged to the district. Students will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the school district representative, and the college representative.
3. Students who withdraw or who are withdrawn from SCF must notify the high school counselor immediately.
4. Students are required to complete a new dual enrollment approval form each semester they wish to take courses.
5. Students are permitted to enroll in dual enrollment courses offered before, during or after school hours during the Spring and Fall semesters.
6. Students may be classified as both Dual Enrollment and College Enrichment in the same semester.

7. Not all college courses offered by State College of Florida, Manatee-Sarasota are available through dual enrollment. Restrictions include, but are not limited to:
  - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses. This listing is updated annually on [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf) (Appendix B).
  - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
  - c. Upper-level baccalaureate courses will not be available as part of SCF's early college programs.
  - d. Certain nursing and health science courses are not available as part of limited access programs. These courses will be clarified by the appropriate Administrator when necessary.
  - e. Courses eligible for Dual Enrollment must be applicable to the certificate, A.S., or A.A. degree and the high school diploma.
  - f. Courses must be worth 3 or more college credits in order to earn high school credit.
8. Academic credit for DE, CDE, CEA, and EA may vary based on the time and competency requirements of the course.
9. Early admissions students must enroll in a minimum of 12 credit hours per term but may not exceed 15 hours. If a student would like to take additional hours beyond 15 hours, students are responsible for tuition, books and fees. Students may take up to 18 hours as part of the college enrichment program.

## **Student Information**

### **Campus Resources**

Early College students are entitled and encouraged to use SCF resources including libraries, academic resource center, computer labs, and tutorial labs.

### **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a photo ID and copy of their class schedule in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

### **SCF Student I.D.**

All Early College students may obtain a free SCF Student I.D. with a photo ID and another form of photo identification at the Security Office. This SCF Student I.D. will also act as a library card for the student.

## **SCF Policies**

### **Academic Policies**

#### **College-Level Course Expectations**

The student will receive a syllabus from the instructor during the first week of class outlining college-level course expectations. This syllabus is to be shared by the student with their parents, as a reference to the expectations of each course.

#### **Students Requesting Accommodation for a Documented Disability**

SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

#### **Repeat Policy**

SCF will not waive the tuition for a second attempt on a dual enrollment course. Students wishing to repeat a course are required to pay all tuition and fees associated with the second attempt as well as meet all residency requirements and published deadlines as part of the college enrichment program. Participating students will be eligible for SCF's grade forgiveness policy (see SCF catalog for grade forgiveness policy).

#### **Flex Start Course Policy**

For the purposes of dual enrollment, only full-term courses will be approved.

#### **Withdrawal Policy**

A student may withdraw from any course without the academic penalty of a "WF" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. When a "WF" is entered, it is recorded in the student's State College of Florida and high school transcript and calculated as an "F" in the grade point average [GPA]. SCF encourages students to discuss withdrawal with the instructor or SCF Advisor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For students taking DE courses on an SCF campus or online, they would log into their SCF Connect account and withdraw online. Failure to follow this procedure could result in a grade of "WF" being recorded for the student and "F" calculated in the grade point average [GPA]. This policy applies to all part- and full-time degree credit and college preparatory credit students.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student's control. All such requests must be made directly to the Dean of Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the "WF" would be changed to a "W" grade, with no GPA consequences.

## **Grading Policy**

It is the responsibility of the postsecondary educational institution for assigning letter grades for dual enrollment courses and the responsibility of school districts for posting dual enrollment course grades to the high school transcript as assigned by the postsecondary institution awarding the credit. Grades earned while a student is in the Early College program will become part of the student's permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted high school GPA in order to remain eligible for the Dual Enrollment/Early Admissions Programs.

## **Transcripts**

SCF does not send grade reports to students or high schools. **Students are responsible for submitting their official transcripts each semester to their high schools.**

<http://www.scf.edu/StudentServices/EducationalRecords/default.asp>

SCF will send a copy of each student's grades to the high school following each semester, per statute these are the grades that must appear in the student's high school transcript.

## **Student Services Policies**

### **Student Code of Conduct**

Students taking dual enrollment courses are subject to the rules and regulations of State College of Florida, Manatee-Sarasota as established in the SCF Catalog and the Student Handbook Planner and County School Board Policies.

### **Collegiate Environment**

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

### **Impact on Future College/University Admissions and Scholarships**

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

### **Attendance Policy**

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will need to communicate a specific attendance policy that notes consequences (deduction of points for late arrival, early departure, or complete absence.)

### **Academic Misconduct**

Should any instance of academic misconduct arise, it is strongly suggested that the instructor confer with the Department Chair on the proper manner in which to proceed. A statement on penalties should be included in syllabus. Additional information on the student code of conduct can be found in the current SCF Catalog at

<http://catalog.scf.edu/content.phpcatoid=6&navoid=442> and the Student Handbook/Planner.

### **Statement of Plagiarism Policy**

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

### **Intellectual Property**

Faculties are expected to abide by the copyright laws. Guidelines regarding the current laws, especially as they relate to photocopying, videotaping and computer software are available in the Current SCF Rules:

[http://scf.edu/content/PDF/Rules/6HX14-5\\_182%20Business.pdf](http://scf.edu/content/PDF/Rules/6HX14-5_182%20Business.pdf)

- Final grades for high school credit will be awarded on high school report cards and academic transcripts.
- Students must request a transcript from SCF to be sent to their high school registrar for posting on the high school transcript. A fee is charged for the transcript.

## **Administrative Policies and Procedures**

### **Career Pathways Articulation**

Career Pathways is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Career Pathways Consortium consists of State College of Florida Manatee/Sarasota, Manatee County Schools, and Sarasota County Schools. This organization is supported by the Carl D. Perkins grant to carry on activities including yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the transfer of credits from secondary to postsecondary Career and Technical Programs.

Students who complete a secondary Career Pathway and meet the eligibility requirements have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the postsecondary level in order to receive credit through articulation agreements with partner postsecondary schools. All Career Pathways are based on the course progression identified by the Florida Department of Education; the articulation agreements support more than 150 programs of study in the consortium.

### **Assurance of High School Credit**

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on the high school transcript as well as the official SCF transcript.

### **Procedure to Inform Students and Parents**

The County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Early College programs. In a cooperative effort, SCF Outreach and Early College staff will be available to assist in providing information and answering specific questions.

### **Excess Hours and Acceleration Mechanisms**

All twelve (12) of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.



### **Relationship of Responsibilities**

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between the County School Board and SCF. Students must adhere to registration, attendance, and withdraw policies as determined by County School Board and State College of Florida, Manatee-Sarasota.

### **Student Complaint/Conflict Resolution**

A student may file a grievance through due process. SCF provides students an appropriate means to resolve conflicts or complaints concerning college rules, procedures, and/or course policies at the lowest level possible. The complete process can be found at:

[http://scf.edu/content/PDF/Rules/6HX14\\_4\\_14\\_VPSA\\_StudentComplaintConflictResolution.pdf](http://scf.edu/content/PDF/Rules/6HX14_4_14_VPSA_StudentComplaintConflictResolution.pdf)

### **Statement of Nondiscrimination**

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation and any other factor prohibited under applicable federal, state, and local civil rights laws, rules and regulations in any of its educational programs, services or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.

## APPENDIX A

### Early College Qualifying Test Scores

#### College Level English

ACT: 17+ (and Reading 19+)  
PERT: 103+ (and Reading 106+)  
SAT scores: 24+

#### College Level Math

ACT: 20+  
PERT: 123+  
SAT scores: 27-28.5+

*\*Please note math scores above meet the minimum college-level math requirement—higher scores are required for upper level math courses*

#### College Level Reading

Required for all courses excluding Math  
ACT: 19+  
PERT: 106+  
SAT scores: 24+

It is preferred that students meet criteria in all 3 assessment categories. For courses other than math, students must meet criteria in both College Level English and College Level Reading.

### **SCF Placement Test Retake Policy**

Dual Enrollment students may take the SCF Placement Test only one time per semester not to exceed a maximum of three attempts per academic year including summer semester. This includes testing administered at SCF and on the high school campus.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

Spring 2020 Deadline Date: PERT testing must be complete by Tuesday, November 27, 2019

Fall 2019 Deadline Date: PERT testing must be complete by Friday, May 3, 2019

### **SCF Test Score Acceptance Policy**

SCF accepts SAT, ACT and PERT test scores for early college program eligibility. Test score reports must have the student's full name (first and last), test date, and test score results in order to be accepted. Test score reports must be received by SCF directly from the testing agency. SCF school codes are:

ACT--0741  
SAT—5427

## APPENDIX B

### Dual Enrollment Course Equivalency Information

Please refer to the Dual Enrollment Course Equivalency List for the latest information on high school credit awarded for dual enrollment courses.

For the most up to date list, please go to

[www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf)

This list should not be interpreted as the total number of dual enrollment courses available. Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment shall be awarded at least 0.5 high school credits, either as an elective or subject area credit as designated in the local inter-institutional articulation.

### Calculating Course Credit Equivalency for Dual Credit

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf).

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

College certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.

### Bright Futures Eligibility

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

### Gold Seal Eligibility

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and

where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the SCF and the County School Board provides for eligibility of DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at:

[https://www.osfaffelp.org/bfiehs/fnbpcm02\\_CCTMain.aspx](https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx)

## APPENDIX C

### State College of Florida Collegiate School

SCF Collegiate Schools (SCFCS) are a tuition-free charter schools on the SCF Bradenton and SCF Venice campuses that serves students in grade 6-12, and 9-12 respectively.

Upon the student's junior year, SCFCS students dual enroll with the opportunity to earn an Associate in Arts degree upon their high school graduation. The intention of SCFCS is to offer a full-time dual enrollment program where students are supported, coached and mentored by their school counselor and their college advisor to help students' success. This program's policies are outlined by SCF Collegiate School's Principals of Participation.

- Tenth grade SCF Collegiate School students must meet dual enrollment criteria before being admitted into the ACP in 11th grade. SCF Collegiate School will also accept additional applicants through a random drawing process, but these prospective students must qualify for dual enrollment before they are allowed to be placed into the drawing.
- Students in their junior and senior years are full-time dual enrolled on the college campus, with the option to take summer courses after their junior year.
- SCF Collegiate School is a high achieving charter and will replicate the high school on the SCF Venice campus in fall 2019, beginning with students their junior year.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
MANATEE COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2018-2019**

The purpose of this agreement is to define the acceleration mechanisms available between Manatee County School Board and State College of Florida, Manatee-Sarasota and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this agreement shall remain in effect for the 2019-2020 academic year, which includes Fall 2019, Spring 2020. An executed and signed letter of intent will constitute annual renewal.

**MANATEE COUNTY SCHOOL BOARD APPROVAL:**

_____	_____
Chairman	Date
Manatee County School Board	

_____	_____
Director, Curriculum and Instruction	Date
Manatee County School Board	

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:**

_____	_____
President	Date
State College of Florida, Manatee-Sarasota	

_____	_____
Chairman, District Board of Trustees	Date
State College of Florida, Manatee-Sarasota	