

DEAA 22-23 Districts/Charters/Private (in-school)

**DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN
THE UNIVERSITY OF SOUTH FLORIDA AND THE**

School District Manatee County

For instruction that may include courses taught on high school campuses

THIS AGREEMENT is made and entered into on April 27, 2022 by and between University of South Florida Board of Trustees, a public body corporate (“USF”) and the School District Manatee County (“SDMC”) for the purpose of enabling dual enrollment courses to provide educational opportunities for eligible and qualified high school students in Manatee County. This agreement shall serve as the Dual Enrollment Articulation Agreement pursuant to Section 1007.271, Florida Statutes. USF and SDMC are each a “Party” and collectively the “Parties.”

I. TERM

This Agreement, which pertains to fall and spring semesters (not summer term), shall be effective as of July 1, 2022 and shall continue until June 30, 2023, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state law and applicable dual enrollment requirements.

II. DUAL ENROLLMENT

- A. Dual enrollment courses are courses taught to high school students for which the students receive both high school credit and college credit, regardless of location or mode of delivery. Therefore USF’s dual enrollment courses must simultaneously fulfill Florida high school curriculum requirements and meet USF requirements for general education or specific majors.
- B. Early admission dual enrollment pursuant to Section 1007.271, F.S. requires a separate agreement; it is not a part of this agreement.
- C. Courses eligible for dual enrollment must meet the following criteria:
 - 1. Be listed within the statewide course description and numbering system on the current State of Florida *Dual Enrollment Course – High School Subject Equivalency* list <http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf> and fall under the subject areas of English, mathematics, science, foreign language, social studies and electives.
 - 2. Fulfill requirements of an associate of arts or baccalaureate degree;
 - 3. Apply toward the student’s high school diploma and replace high school courses in the same discipline that otherwise would have been taken; and
 - 4. Be approved by SDMC and USF as an acceptable dual enrollment course.

Appendix A lists the USF dual enrollment courses approved for delivery on high school campuses.

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- D. Courses are not eligible for dual enrollment if they (1) contain college preparatory instruction and other forms of pre-collegiate instruction or developmental education, (2) are physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, or (3) are not specified in the *State of Florida Dual Enrollment Course – High School Equivalency List*.
- E. Some USF dual enrollment courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog: <https://usfweb.usf.edu/academic-programs/course-inventory>; **Appendix B** lists mathematics general education courses that have elevated test score requirements.
- F. Dual enrollment courses are available on any campus of USF or its online platform. Dual enrollment registration is limited to unfilled courses.
- G. Students are limited by USF to no more than three (3) dual enrollment courses per semester. Until they have earned six (6) credits through dual enrollment, students are limited to no more than two (2) courses a term.
- H. SDMC may place other restrictions on students taking courses for dual enrollment credit.
- I. All dual enrollment courses must be at least three (3) college credits. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education's statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the *Dual Enrollment Course-High School Subject Equivalency List*. SDMC shall assign high school credit upon successful course completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.
- J. For high school students in SDMC, selected lower-level dual enrollment courses are also available on one or more high school campuses. SDMC high school students who are not enrolled in USF's dual enrollment course are not allowed in the classroom in which instruction is being provided to dual enrollment students.
- K. Dual enrollment courses taught at a SDMC high school are taught by teachers who have been credentialed by USF for college instruction and have been granted a courtesy faculty appointment by the appropriate USF academic unit, and thus are subject to USF's regulations, policies, and procedures.
- L. Students may earn no more than fourteen (14) total credits applicable toward an Associate of Arts degree or a Bachelor's degree on a high school campus.

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III. INITIAL ELIGIBILITY

<https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx>

Students participating in dual enrollment courses must meet these initial eligibility requirements.

- A. 3.5 cumulative weighted high school GPA, as provided on the student transcript at time of application.
- B. Meet minimum standardized test scores as outlined in **Appendix B**.
- C. Approval by their high school counselor or other school administrator

IV. APPLICATION**A. Process**

<https://www.usf.edu/early-university-programs/dual-enrollment/admission-process.aspx>

1. Students who meet the initial eligibility can apply for admission to USF dual enrollment by following the step-by-step instructions located on the website, which include activation of a USF NetID and obtaining a U number (see above).
2. Guidance Counselors should follow the follow the step-by step instructions for completing the course approval form that must accompany each student's application. (See above).
3. Students continuing in dual enrollment do not reapply, but they and their counselors must submit a course approval form every term to be registered in courses.

B. Deadline

1. The initial application process requires two submissions in sequence.

	Student Application Deadline	School Course Approval
For Fall enrollment	On or before June 1	On or before June 15
For Spring enrollment	On or before November 15	On or before November 15

2. Students apply only once, but if they do not enroll in the term for which they were admitted, they must reapply.
3. School counselors must submit course approval forms for students every term they wish to be enrolled.

C. Determination

The Director of USF Early University Programs makes the final decision for admission approval to the dual enrollment. Denial of admissions will be communicated to both the student and the high school administrator.

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D. Course Registration

1. Students who have received approval to take a USF course online or a USF course on any USF campus will register themselves when the non-degree seeking registration window opens. School counselors shall advise students accordingly.

Fall Registration: Late July or Early August. Spring Registration: Late November or Early December. (Students are responsible for **checking important dates (See <https://www.usf.edu/registrar/calendars/>) to know when to register**).

2. Students taking **USF courses on their high school campus** do not have to register their high school campus course. USF administrative staff will courtesy register students who are taking courses on their high school campus.
3. The school counselor will be notified after registration has been completed via email.
4. The school counselor is responsible for advising students to log into Canvas/Oasis. Students must log into Canvas the day before or on the first class meeting to ensure the course is available in Canvas. If not, the student must be added. coordinators/counselors will notify the EUP office of any errors or changes during drop/ add week. After Drop/Add week, students cannot be added or dropped from registered classes.

V. CONTINUING ELIGIBILITY

<https://www.usf.edu/early-university-programs/dual-enrollment/requirements-and-deadlines.aspx>

- A. Students must earn at least a “C” (2.0) in dual enrollment courses.
- B. Students must also maintain a weighted 3.3 GPA on high school transcripts, including dual enrollment course final grades.
- C. Students who maintain a GPA of 2.0 or higher after accruing six (6) credit hours may be allowed to take up to eleven (11) credit hours per semester during future terms.
- D. Students who receive a “C-“, “D”, “F”, or “W” in any given course as designated on the USF transcript, will not be eligible for dual enrollment the subsequent fall or spring semester.
- E. Courses may not be reattempted for dual enrollment credit. Students who have earned a grade below C in a course, may retake that course and utilize the university’s grade forgiveness policy only one time. The retake must be approved by the Director of Early University Programs and the Grade Forgiveness Request Form must be sent to the registrar by the student. <https://www.sarasotamanatee.usf.edu/academics/academic-resources/academic-advising/grade-forgiveness.aspx>
- F. All courses that are retaken under grade forgiveness are at the student’s expense.

VI. COSTS**A. Instruction**

1. For instruction that takes place on a USF campus or online, SDMC shall pay USF the standard tuition rate per credit hour. While this rate has not been finalized for the coming year, it is currently \$105.07, and is expected to remain that amount until changed by the state.

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2. SDMC shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes). If a student withdraws from a class during the drop/add period, pursuant to USF procedures, SDMC shall not be responsible for the tuition associated with that student's approved withdrawal coursework.
3. USF shall provide an invoice to SDMC no later than the Friday of the eighth week of the semester. SDMC shall render payment within forty-five (45) days.
4. For dual enrollment courses that are taught on a high school campus by USF-credentialed high school faculty who have been granted courtesy faculty appointments at USF, SDMC is not responsible for payment to USF.

B. Instructional Materials

<https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>

1. SDMC students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by SDMC.
2. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
3. After the close of dual enrollment admissions, a roster of participating students will be shared with the USF bookstore.
4. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.
5. After dual enrollment students have "purchased" their required course materials, the USF bookstore will send an invoice to SDMC.
6. For students taking courses on high school campuses, SDMC will arrange purchasing of texts directly with the bookstore.
7. Detailed purchasing procedures for the school district and students are presented in **Appendix C**.

VII. DISTRICT/SCHOOL RESPONSIBILITIES

- A. SDMC shall designate a district administrator/coordinator to oversee student participation in USF dual enrollment and coordinate the program's implementation with the USF Office of Early University Programs.
- B. Guided by the website (<https://www.usf.edu/early-university-programs/index.aspx>) SDMC school administrators shall provide information to students and their parents about opportunities for student participation in dual enrollment courses, the advisability and expectations of taking college courses during high school and how to participate in dual enrollment courses.

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- C. SDMC school guidance counselors shall work with eligible students on an individual basis to assess their readiness for success in college courses and request appropriate USF courses by the dual enrollment deadline.
- D. SDMC school counselors shall guide students in the online application process, which may include assisting the students in submitting immunization or residency records with the application, and verify student eligibility (GPA and test scores) to participate in the dual enrollment.
- E. The SDMC school guidance counselors shall be responsible for verifying student eligibility for participation in dual enrollment and approving course selections, as well as monitoring student performance during the semester and for grade transfers to high school reports.
- F. Dual enrollment guidance counselor shall counsel students as needed and revise upcoming schedules for students who cannot continue in dual enrollment.
- G. At least one SDMC school counselor will participate in a USF online training module to become familiar with academic procedures that students may need to pursue.

Additional responsibilities for districts delivering USF dual enrollment on school campuses

- H. The SDMC dual enrollment administrator/ coordinator shall coordinate scheduling and staffing of dual enrollment course on the high school campuses with the USF Office of Early University Programs.
- I. The SDMC dual enrollment administrator/ coordinator shall coordinate annual submission of credential requests and required documents for prospective high school dual enrollment course instructors.
- J. SDMC shall ensure that dual enrollment course sections taught on a high school campus contain only USF dual enrollment students and do not include any non-college credit seeking high school students.
- K. SDMC shall ensure that instructors of in-schools dual enrollment courses attend a USF faculty orientation and any other trainings required of USF faculty (online) prior to the start of their first semester teaching. These trainings, which are all online, include, but are not limited to, Canvas Orientation, Title IX and Faculty Standards, Mental Health Compliance, etc.
- L. SDMC shall ensure that, in the case of a high school dual enrollment instructor's absence, whether temporary or permanent, that the course can continue being taught by a USF-credentialed instructor.
- M. SDMC will ensure that high school instructors of dual enrollment classes participate in USF's assessment of student learning outcome activities if a course they teach is required to be assessed as part of a general education assessment plan or a major-specific assessment plan that is implemented by USF. This may involve requiring students to produce specific artifacts/work products that the high school instructors may be required to evaluate using a rubric developed by USF faculty.

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- N. SDMC shall assure that all dual enrollment course instructors have passed background checks and been authorized to work via e-Verify (company ID _____).

VIII. USF RESPONSIBILITIES

- A. Upon request, USF shall meet with students of participating high schools as they complete their dual enrollment application and/or approval forms, and consider course preferences.
- B. USF shall courtesy register students for courses taken on their high school campus during the non-degree seeking registration time period or before the start of each term.
- C. USF shall monitor student academic performance during participation in the dual enrollment and share information with SDMC, when necessary, to foster student success.
- D. USF shall assign a university letter grade to completed coursework.
- E. USF shall provide academic information to the SDMC dual enrollment administrator/coordinator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.
- F. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment.
- G. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by s. 1007.271(21), F.S.
- H. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the SDMC dual enrollment administrator.
- I. In accordance with s. 448.095, F.S., USF shall assure that all course instructors have passed background checks and been authorized to work via e-Verify (company ID 461791).

Responsibilities to districts delivering USF dual enrollment on school campuses

- J. For dual enrollment courses taught in high schools, the USF Office of Early University Programs, will also coordinate dual enrollment activity with the SDMC dual enrollment administrator/coordinator, participating high school principals, counselors, and instructors of dual enrollment courses.
- K. USF shall provide “courtesy faculty appointments” to credentialed SDMC teachers assigned to teach dual enrollment courses on high school campuses to enable their use of Canvas and USF email, and bind those faculty members to USF’s regulations, policies, and procedures.
- L. USF shall provide approved course syllabi and required texts to the SDMC high school dual enrollment instructors for the coming year before the end date of the district’s current year teaching contracts.
- M. USF shall deliver an orientation and other faculty training to newly credentialed and assigned teachers online either asynchronously or at an agreed upon time prior to the start of fall classes in SDMC schools.
- N. USF shall ensure that all its regulations, policies, and procedures are enforced in dual enrollment courses on the high school campuses, and that student support services comparable to those provided to other non-degree-seeking students at USF are provided to students taking

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courses on a high school campus. In the event of a conflict between USF's regulations, policies, or procedures and those of SDMC, USF regulations, policies, and procedures will supersede those of SDMC.

- O. USF will assure that if student learning outcomes are assessed in a general education or major-specific course on one or more USF campuses (including online) and that course is offered at a high school as an off-campus instructional site, then the course at that off-campus instructional site will be included in the student learning outcome assessment process.

IX. STUDENT RESPONSIBILITIES COORDINATED BY DISTRICT/SCHOOL

- A. The students shall be responsible for following all admissions and self-registration instructions on the dual enrollment website.
- B. Students will self-register during the non-degree registration window each semester (See important dates to determine registration window <https://www.usf.edu/registrar/calendars/#fall2021>).
- C. Students will get approved courses from their guidance counselors. Courses offered on a high school campus will be courtesy registered for the student. The student is responsible for USF online or USF Campus course registration.
- D. The students will monitor their USF email for important dates and communications.
- E. Students shall maintain at least the minimum requirements to continue in the dual enrollment.
- F. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall meet with their guidance counselors prior to dropping a course or beginning the withdrawal procedures.
- G. If classes are taken on a USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on a USF campus must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
- H. If classes are taken online, students are responsible for having the appropriate technology. Students taking USF classes online must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
- I. In accordance with Section 1007.271, Florida Statutes, high school students enrolled in dual enrollment shall be exempt from the payment of registration, tuition, textbooks, laboratory fees and required instructional materials. Students may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

X. GENERAL PROVISIONS

- A. Dual Enrollment Transfer Guarantees. The parties must be aware of and comply with the Dual Enrollment Transfer Guarantees, which can be found at: <https://info.fl DOE.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf> and on the attached **Appendix D**.
- B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided,

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however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.

- C. Individual Identification. The parties shall not use the other party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from the other party.
- D. Statutes and Laws The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.
- E. Amendment. Any amendments or modification to this Agreement shall require written approval from both parties.
- F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section L below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.
- G. Equal Opportunity. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any

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person, firm or corporation not a party to the Agreement. Both parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of either party's sovereign immunity under Florida Law.

- I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: <https://www.usf.edu/student-affairs/student-accessibility/>
- J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.
- K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.
- L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:
Brett E. Kemker, Ph.D.
Regional Vice Chancellor and Vice Provost
8350 N. Tamiami Trail Sarasota, FL 34243
kemker@sar.usf.edu

With Copies to:
Office of the General Counsel
Hilary Black
University of South Florida
4202 E. Fowler Avenue, CGS 301
Tampa, FL 33620
813-974-2131 (office)
813-974-5236 (fax)
hblack@usf.edu

With Copies to:
School District Manatee County

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215 Manatee Avenue West

Bradenton, FL 34205-9069

- M. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Manatee County, Florida, for the purpose of any action arising out of or relating to this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.
- N. E-Verify Requirement. Both parties warrant they are in compliance with the E-Verify requirements set forth in § 448.095, Florida Statutes and will remain in compliance with such requirements throughout the term of the Agreement and any extensions or renewals thereof. Either party may immediately terminate the Agreement upon notice to the other party if they have a good faith belief that the other party is knowingly in breach of this warranty. The foregoing notwithstanding, in the event of such termination in the middle of a semester, the parties will cooperate to allow students to finish their current coursework without prejudice.
- O. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.
- P. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.
- Q. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.

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- R. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.
- S. Force Majeure. Neither Party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, pandemics, an act of God (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, Decree or denial of visas or residence permits). In the event that either Party wishes to invoke force majeure, that Party shall within ten (10) calendar days after the occurrence of the event of force majeure has become known to that Party, send written notice of such event to the other Party. In the event that a force majeure event prevents either Party's performance for a period of thirty (30) days, either Party shall be entitled to terminate the Agreement upon written notice to the other Party. The provisions of this paragraph shall not apply to the payment of fees or to any other payments due from either Party or to the Party's obligations to provide assistance to students on-site or to facilitate their return home.

(Signature page to follow)

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IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

School District Manatee County
Manatee _____ **County, Florida**

By: _____

Name: _____

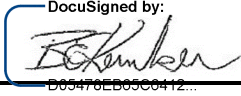
Title: _____

By: _____

Name: _____


Title: _____


**University of South Florida
Board of Trustees, a public body corporate**

DocuSigned by:

By: _____
D05476EB05C0412...

Name: Brett E. Kemker, Ph.D.

Title: Regional Vice Chancellor and Vice Provost

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Hilary Black, J.D., MPH
Senior Associate General Counsel – University of South Florida



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APPENDIX A

Selecting USF Courses for Dual Enrollment Credit

When selecting USF courses of dual enrollment credit, students and their advisors should consult these two sources for available courses for dual enrollment.

The State of Florida *Dual Enrollment Course High School Subject Equivalency* list:

<http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf>

The USF course inventory:

<https://usfweb.usf.edu/academic-programs/course-inventory>

Many USF courses have prerequisites, so students and advisors should always check the course inventory prior to planning a schedule:

Fill in Prefix and Number, scroll down and click SEARCH. Then click on course title.

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APPENDIX B**Standardized Test Score Requirements****For Dual Enrollment Admission**

Minimum standardized test scores:

- SAT: 560 on Critical Reading / 530 on Math on SAT (scores taken after March 2016)
- ACT: 21 on Reading / 21 on Mathematics
- PERT: 123 on Math / 106 on Reading *and* 103 Writing.
- CPT: See website for test score requirements

AP, AICE or IB exam scores may take the place of SAT/ACT/PERT scores when allowed by the USF Catalog.

All mathematics, engineering, and natural sciences courses require the student to meet the SAT math score of 530 and/or the ACT math score of 21 and/or PERT Math score of 123.

All communications, humanities, and social sciences courses require the student to meet the SAT critical reading score of 560 and/or the ACT reading score of 21 and/or PERT reading score of 123 *and* PERT writing score of 103.

If in doubt about what category of scores would be necessary for a certain course, students and counselors should consult with USF staff: dualenrollment@usf.edu

Special Scores Requirements for Math Courses

Students who wish to take an advanced math course without its prerequisite can do so if they qualify by test score (see chart below).

Course Name	Qualify by prerequisite OR by test score		
	Course grade of grade of C or higher	SAT	ACT
Precalculus Algebra and Trigonometry	MAC 1105	≥570	≥24
Business Calculus	MAC 1105 or MAC 1140 or MAC 1147	≥610	≥26
Life Sciences Calculus I	MAC 1147 or MAC 1114	≥670	≥29
Engineering Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29
Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	≥670	≥29

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Appendix C

Procedures for Purchasing Required Course Texts and Materials for Dual Enrollment Courses

<https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>

Students attending private schools or homeschools

- Students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
- After the close of dual enrollment admissions, a roster of participating students will be shared with _____ and the USF bookstore.

When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.

Students attending high schools of public school districts or public charter schools when taking courses on a USF campus or from USF online (not on their high school campus)*

- Public school districts and charter schools are required by law to pay for the required course materials needed by dual enrollment students. Students do not pay for textbooks.
- Students must obtain their required course materials from one of the USF bookstores unless unavailable there.
- Students must take care to limit purchases to the course’s required materials. Sometimes professors list materials that are “recommended,” “suggested,” or “optional”; these are NOT covered by the schools or districts; neither are shipping charges. The cost of unrequired materials not paid for by the school district may be placed on a student’s USF account as money owed, impeding their future course registration.
- Student who request home delivery for materials ordered online must pay the delivery charge.
- After dual enrollment students are registered, both schools and bookstores are notified of the students’ courses.
- When ordering texts or other required materials, dual enrollment students must identify their school district and provide their USF U-number.
- After drop/add week, the bookstores send invoices to the school districts for the appropriate purchases made by the students on their dual enrollment list.
- For step-by-step details of this process: <https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>
- Students taking dual enrollment classes on their high school campus are provided texts for the duration of the course by their school district.

Contact information for all USF bookstores

<p>USF Tampa Campus Manager: Nando Padula Website: usf@bkstr.com Email: nando@usf.edu</p>	<p>USF St. Petersburg Campus Manager: Candra Hamilton Website: https://www.bkstr.com/usfspstore/home Email: chamilton@usf.com</p>	<p>USF Sarasota-Manatee Campus Manager: Melissa Zemko Website: https://www.bkstr.com/usfsastore Email: mzemko@usf.edu</p>
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DEAA 22-23 Districts/Charters/Private (in-school)

Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program provides high school student with an opportunity to take challenging courses and accelerate education opportunities. It has great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated in the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Dual enrollment course selection is important. By choosing courses wisely, students can reduce the time it takes to complete this undergraduate college degree. Students should consult with their guidance counselor, who must approve their course selections each term. All degree programs require general education coursework; however, students should pursue these credits at USF only if they are not accessible as needed by the student at the community/state college that serves the student's area.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Number System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

DEAA 22-23 Districts/Charters/Private (in-school)