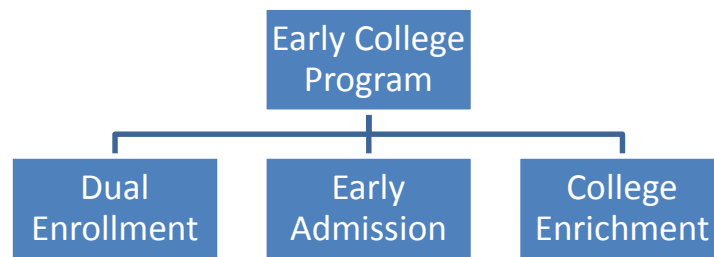


# **EARLY COLLEGE PROGRAM MANUAL & ARTICULATION AGREEMENT**



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

**2014-2015**

## INTRODUCTION

The Dual Enrollment Program is authorized under Florida Statutes 1007.235 and 1007.271. This program is a cooperative effort between **Sarasota 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.

Explained below are the two types of dual enrollment available at SCF:

***Dual enrollment*** 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*** is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

The Dual Enrollment [DE] and Early Admission [EA] programs provide an opportunity for eligible secondary school students to earn high school and college credits simultaneously provided that all statutory, district, and institutional requirements are met. Students in these programs enroll concurrently in high school and the State College of Florida, Manatee-Sarasota courses. College-level academic and/or career-technical courses may be offered on either the high school or the college campuses.

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 and EA courses are waived. Sarasota County School Board is responsible for purchasing or providing required textbooks for students enrolled in DE and EA courses. 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 and EA courses, the students can submit transcripts from SCF that may be used for other college admissions.

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

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**SCF EARLY COLLEGE DEADLINES  
2014-2015**

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 programs.

**Fall 2015 Deadline—June 16, 2014**

**Spring 2015 Deadline—December 1, 2014**

**Summer/Fall 2015 Deadline—June 15, 2015**

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

## Early College Qualifying Test Scores

It is the understanding of the State College of Florida, Manatee-Sarasota, that all PERT testing for college readiness will be conducted by the high school per F.S. 1008.30, Rule 6A-10.0315, F.A.C..

SCF will continue to test eligible high school students for dual enrollment/early college purposes.

### College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

FCAT: 355+\*

SAT: 440+ on Verbal/Critical Reading

### College Level Math

ACT: 20+

PERT: 123+

FCAT: 375+\*

SAT: 510+

*\*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+

FCAT: 355+

SAT: 440+ on Critical Reading

## **SCF Placement Test Retake Policy**

Dual Enrollment students may take the SCF Placement Test only one time per term not to exceed a maximum of two attempts per calendar year.

## **SCF Test Score Acceptance Policy**

SCF will accept SAT, ACT, FCAT and PERT test scores for dual enrollment 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. These test score reports will be accepted via e-mail, mail, fax, or hand delivery for processing.

## COLLEGE DUAL ENROLLMENT (DE)

### COLLEGE DUAL ENROLLMENT ON THE HIGH SCHOOL CAMPUS

High school students must meet the following **minimum requirements**:

1. Have an unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score on the SAT, ACT, FCAT or PERT by the published deadlines.  
Test scores are valid for 2 years from the date of testing.
3. Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admission Accelerated Programs.
4. Students must earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
5. The student must meet all Early College published deadlines.
6. The student must satisfy any course prerequisites as required by the current SCF catalog.

#### **Course Availability**

Schools will choose dual enrollment courses to be offered on their sites from a core list of college courses that meet general education requirements across the five areas mandated by the state of Florida for the Associate in Arts degree at State College of Florida Manatee-Sarasota. Choices of course offerings in total will be limited to nine (9) per year. No student can accumulate more than 29 SCF college credit hours on a school site. (This limitation does not prevent qualified students from enrolling in courses on a campus of SCF or taking an SCF on-line course.)

#### **Recommended Core List of Dual Enrollment General Education Courses**

Area I      Communications:    ENC 1101, ENC 1102  
Area II      Mathematics:        MAC 1105, MAC 1140, MAC 1114, MGF 1106, STA 2023  
Area III     Social Sciences:    AMH 1010 AMH 1020, POS 1041  
Area IV     Humanities:        ENL 2010, ENL 2022, HUM 2210, HUM 2230  
Area V      Natural Sciences:    BSC 1005C, BSC 1008

Languages: German: GER 1120, GER 1121  
                  Spanish: SPN 1120, SPN 1121

Any school wishing to offer dual enrollment courses not on the SCF approved course list may submit up to three (3) other courses for SCF consideration not to exceed a total of nine (9) dual enrollment courses per academic year at the high school site. Courses will be subject to approval by the Vice President, Academic Affairs. Applied art/music courses will not be approved.

#### **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, AICE and Honors courses. Since college credit is awarded, this grade will remain a part of the *college academic transcript* as well as the *high school academic transcript*.

### **Student Responsibilities**

During program planning, the student is expected to:

1. Meet with his or her school counselor regarding the availability of DE classes at the school site.
2. Complete and submit an Application for Early College for admission to SCF by specified deadline.
3. Meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
4. Obtain a parent/guardian signature on the Application for Early College and submit to the school counselor.
5. Schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center or submit a copy of qualifying scores.
6. Bring picture ID and the temporary SCF ID card to the SCF Assessment and Testing Center on the day of testing.

**All applications and approval forms must be submitted to SCF by published deadlines.**

**PLEASE NOTE:** It is the responsibility of the student to speak with a counselor to determine SCF's withdrawal deadlines. Please see section on withdrawal policy on page 17.

### **Counselor 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.
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. Keep a copy of the completed application and course approval form for future reference.
6. Verify test scores for eligibility and keep a copy for student records.

### **Instructor Responsibilities**

Instructors are responsible for completing and forwarding enrollment and withdrawal paperwork by the prescribed SCF deadlines. Instructors are responsible for following timelines, curriculum, and syllabi information as outlined in the Faculty portion of this articulation agreement.



## **ELIGIBILITY CRITERIA AND ACADEMIC PROCEDURES FOR COLLEGE DUAL ENROLLMENT (DE)**

### **COLLEGE DUAL ENROLLMENT ON THE SCF CAMPUS**

High school students enrolled in Sarasota County district schools, including charter schools, in grades 11 and 12 (beginning in the fall of the 11<sup>th</sup> grade year) may enroll in DE coursework on an SCF campus. Students attending Pine View may only take 2 DE courses per school year including (Fall, Spring and Summer Terms).

High school students must:

1. Have a minimum unweighted 3.0 cumulative grade point average (GPA).
2. Achieve a qualifying score on the SAT, ACT, FCAT or PERT by the published deadlines.  
Test scores are valid for 2 years from the date of testing.
3. Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admissions Accelerated Programs.
4. Students must earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
5. The student must meet all Early College published deadlines.
6. The student must satisfy any course prerequisites as required by the current SCF catalog.
7. The student must be enrolled in at least one (1) course at the high school and are permitted to take a maximum of two courses per term on an SCF campus.

#### **Academic Impact**

Students must enroll in SCF courses that are worth at least 3 college credits. This equates to .5 high school credits. 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, AICE and Honors courses. Since college credit is awarded, this grade will remain a part of the college *academic transcript* as well as the *high school academic transcript*.

***NOTE: Students are responsible for having SCF send their college transcripts to their high schools. Grades will not be entered onto high school transcripts until confirmation that books have been returned.***

#### **Student Responsibilities**

During program planning, the student is expected to:

1. Meet with his or her school counselor regarding the availability of DE classes at the school site as well as research the availability of courses at the SCF campus.
2. Complete and submit an Application for Early College to SCF by specified deadline.

3. Complete and submit the DE/EA Approval form signed by a parent/guardian to the SCF Educational Office by deadline.
4. Meet with the school counselor to review and make a copy of the completed application for admission before the specified deadline.
5. Schedule an appointment to take the SCF Placement Test at the Assessment and Testing Center.
6. Bring picture ID and the temporary SCF ID card on the day of testing.
7. **All paperwork must be submitted to SCF according to their designated deadlines.**
8. 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.
9. Return all books to the SCSB Instructional Materials Office at the end of the semester the course is completed. **Books are expected to be returned the week following finals.**
10. Follow the drop/add and grading policies outlined in the current SCF catalog.
11. Notify the high school counselor before dropping a course. Upon dropping the course, student must provide high school counselor with a copy of the SCF withdrawal form and return all books to the SCSB Instructional Materials Office.
12. Request that a copy of the SCF transcript be sent to the high school.

### **Counselor 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.
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.

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| <h3><b>COSTS ASSOCIATED WITH DUAL ENROLLMENT &amp; EARLY ADMISSION</b></h3> |
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When dual enrollment is provided on the high school site by SCF faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of SCF to provide the instruction.

For Students enrolled in Early Admissions/DE Programs, the School District shall pay per hour tuition at the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to SCF when such instruction takes place during the Fall or Spring term on the SCF campus or online (E-Campus) to cover instructional and support costs incurred by SCF.

Dual enrollment during Summer terms shall be subject to an annual appropriation in the General Appropriations Act to provide funding to SCF equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a student during the Summer term.

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.

### **EARLY ADMISSION TO COLLEGE**

The Early Admission Program is a form of dual enrollment through which eligible high school students in **grade 12** enroll at SCF on a full-time basis. Early Admission students must enroll in a minimum of 12 credit hours per semester, but may not exceed 15 credit hours per term.

1. The student must have a minimum unweighted grade point average (GPA) of 3.0., and have written authorization on the Application for Early College from their high school counselor and/or high school principal.
2. Must have completed six semesters of high school credit, a minimum of eighteen (18) credits, including studies undertaken in the ninth grade, enroll in courses that meet the requirements for an associate degree, and when necessary, students must also enroll in DE courses that also meet high school graduation requirements.
3. Achieve a qualifying score on the SAT, ACT, FCAT or PERT by the published deadlines.  
Test scores are valid for 2 years from the date of testing.
4. Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the Early Admission Program.
5. Students must earn a “C” or better in all attempted dual enrollment classes in order to remain eligible for the program.
6. The student must meet all Early College published deadlines.
7. The student must satisfy any course prerequisites as required by the current SCF catalog.

#### **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). The student must include in the college schedule courses that will meet the requirements for high school graduation. Students must satisfy any course prerequisites as required by the current SCF catalog. 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.

#### **Procedures**

During program planning in the spring of the student's *junior* year, the student must meet with his or her high school counselor regarding the student's eligibility for Early Admission to SCF. The student must submit an application for Early Admission, high school transcript and parent authorization by the published SCF deadlines. **All dual enrollment applications and approval forms must be submitted to SCF by published deadlines.**

### **Student Responsibilities**

The student must:

1. Obtain written permission from the high school counselor and/or high school principal.
2. Meet the test score requirements on the PERT, SAT, or ACT; *test scores are valid for two (2) years from the date of testing.*
3. Complete and submit the DE/EA Approval form signed by a parent/guardian by the SCF published deadlines.
4. Request and submit the SCF transcript to the school counselor at the conclusion of each semester.
5. Return all books to the high school counselor at the end of the semester the course is completed. **Books are expected to be returned within one week of the completion of final exams.**
6. Follow the drop/add and grading policies of SCF; these policies are outlined in the current SCF catalog.
7. **Notify the high school counselor before dropping a course. Upon dropping the course, student must provide high school counselor with a copy of the SCF withdraw form and ALL textbooks returned to the Instructional Materials Office.**

### **Counselor 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.
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.

## Textbooks for Early College Students

### Text Books

1. Instructional Materials funds can only be used to pay for “Required” or “Alternate” textbooks not “Optional” texts. Instructional materials funds will not cover the costs of lab materials and other incidental items (goggles, uniforms, etc.).
2. To avoid being charged replacement costs, students must ***not*** write in any of the consumable workbooks, lab manuals or texts. These items have to be reused by other students.
3. If books are not available from Instructional Materials Office, students will be issued a voucher to be redeemed at the SCF bookstore.
4. Any materials received from SCF using the voucher or from the Instructional Materials Office must be returned to the SCSB Instructional Materials Office in Sarasota the week immediately following final exams, or the student may be charged for the materials.
5. Books for the next term will **NOT** be issued until all items are returned or paid for in full.
6. Book vouchers will be issued at the time students pick up their books from the Instructional Materials Office in Sarasota.
7. If a voucher is given to the student : Students ***must*** have:
  - a) a copy of their Dual Enrollment Approval Form signed by their school counselor with approved courses listed
  - b) the voucher issued from the Instructional Materials Office
  - c) the printed SCF detailed student schedule to obtain books at the SCF bookstore.
8. If student has this documentation, ***only*** the Instructional Materials Office may issue the voucher.
9. The School Board of Sarasota County **will not pay** for any additions made to the voucher.
10. The Instructional Materials Office hours vary. Please refer to Student Procedures paperwork or call 941-358-4470 for specific hours of operation.
11. Do not open books received from SCF until you are certain you are taking the class. If you drop the course, the book must be returned to SCF within the first two weeks and if you add a course you will need to get a new book or voucher from the Instructional Materials Office.
12. 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:**

1. Dual enrollment students are permitted to take a maximum of two courses per term on an SCF campus. Students may take additional dual enrollment courses at the high school site, not to exceed a combination total of 15 credit hours per semester or more than 29 credit hours total at the high school site.
2. 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, they may pay for and take up to 18 hours as part of the college enrichment program.
3. Students who fail to notify the school counselor and SCF Admissions & Records Office of course registration will be voided from classes for non-payment. It is the student's responsibility to re-register for their courses. In addition, **any schedule changes must be approved by the high school counselor** and reported to the SCF dual enrollment liaison in order to avoid being voided from selected courses. *NOTE: In some cases, students who are voided for non-payment may be assessed special fees for re-instatement.*
4. 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 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.** This academic policy applies to all dual enrollment courses; both at the high school and SCF.
5. Students who withdraw or are withdrawn from SCF must notify the high school counselor immediately.
6. Students are required to complete a new dual enrollment approval form **each semester** they wish to take courses.
7. Students are permitted to enroll in dual enrollment courses offered before, during or after school hours and during summer terms. Students may be classified as both Dual Enrollment and College Enrichment in the same semester.
8. **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.facts.org](http://www.facts.org).
  - b. Remedial level and enrichment courses are not available for dual enrollment. This includes applied art and music courses which carry special fees.
  - c. Flex start classes will only be approved on an individual basis, but not after the drop/add date of the traditional start of the term. Please see the Flex Start Classes Policy for detailed information.
  - d. Upper-level baccalaureate courses will not be available as part of SCF's early college programs.
  - e. Certain nursing and health science courses are not available due to age restrictions. These courses will be clarified by the appropriate Administrator when necessary.
9. Academic credit for DE, CTE-DE and EA may vary based on the time and competency requirements of the course. .

## ACADEMIC PROCEDURES

### 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 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.

#### **Academic Impact**

Credits earned may be applicable to an associate degree, **but they may not be creditable toward a high school diploma; credits will not be added to the high school transcript unless prior high school approval is granted. (i.e: grade forgiveness)**

#### **Costs**

The student is responsible for the payment of **all** fees, including textbooks and supplemental and/or recommended materials.

#### **Student Responsibilities**

The student must complete the online admissions application at [www.scf.edu](http://www.scf.edu). The student must complete an affidavit for Florida residency, meeting all residency requirements and published deadlines. The student must achieve the required score on the PERT, SAT, or ACT. The student is responsible for the payment of all fees and textbook costs. If required, the *student* is responsible for submitting a high school transcript to SCF.

#### **Counselor Responsibilities**

There are no special forms for a student to enroll in College Enrichment courses at SCF.

## STUDENT INFORMATION

### **Campus Resources**

Early College students are entitled and encouraged to use SCF resources including libraries, 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 an 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.

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

SCF will ensure facility accessibility for all dual enrollment courses offered on an SCF campus. SCF will provide reasonable academic accommodations to qualified disabled individuals enrolled in dual enrollment courses on an SCF campus. Students desiring academic accommodations based on a documented disability in any dual enrollment course on an SCF campus must comply with SCF's "Procedure for the Provision of Academic Accommodations." The procedures require the disabled student to self-identify, provide documentation of their disability to the SCF Disability Resource Center, request necessary academic adjustments for each course and in each semester, and take an active role in the receipt of approved accommodations.

### **Early College Maximum Age Enrollment Eligibility**

In order to participate in SCF's Early College Programs, eligible students must be enrolled in high school grade 9-12. Students may participate in dual enrollment for a maximum of four (4) academic years OR until the conclusion of the high school year in which the student turns 19 (whichever comes first). In addition, students must meet all other GPA, qualifying test scores, and other eligibility requirements to participate in any SCF Early College Program.

### **Early College Academic Policy**

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 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.** This academic policy applies to all dual enrollment courses; both at the high school and SCF.

*Note: Students may take courses for College Enrichment during this time.*

### **Maximum Course Load and Enrollment Policy**

Dual enrollment students will be permitted to take courses counting for high school credit as part of the dual enrollment program. Courses should not exceed the number of credits allowable by the school district. The maximum course load for dual enrollment students will be limited to two (2) SCF Campus-based courses per term (courses with accompanying labs are counted as one



course) per semester or less as part of the Dual Enrollment Program in each full fall and spring term, and not to exceed two courses in the summer term. Students may take additional dual enrollment courses at their high schools, not to exceed a combined total of 15 hours per term.

Additionally, students may take courses on the SCF campus through the college enrichment program. Students enrolling in college enrichment courses are responsible for all college-related costs, which include tuition, fees, and textbooks.

Early Admission students must enroll in at least 12 credit hours per semester, but may not exceed 15 credit hours per term. In total, a student may not exceed 18 credit hours in a term at SCF in any combination of programs.

No student may earn more than 29 hours at any high school site.

### **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**

Flex start courses will only be approved as part of the student's original course selections upon submission of the Early College Approval form by the published deadline. Flex start classes will only be considered on an individual basis and will be subject to SCF's final approval.

Flex start classes may not be added to a student's schedule after the traditional drop/add period of the term (i.e. first week of classes of the fall, spring, or summer terms). Students who withdraw from an original dual enrollment course, may not then add a flex start course to their schedule. No flex start courses will be approved under the dual enrollment/early admissions program after the drop/add period of the traditional term start date.

Students may choose to register and pay for a flex start course as part of the college enrichment program. The student would be responsible for all associated tuition and fees for the flex start course.

### **Withdrawal Policy**

A student may withdraw from any course without the academic penalty of a "WF" grade by the withdraw deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar for courses taken at a SCF campus. For courses onsite at the high school a student must speak to a high school counselor for the withdraw deadline. When a "WF" is entered, it is recorded in the student's permanent record and calculated as an "F" in the grade point average [GPA]. SCF encourages students to discuss withdraw 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, they would log into their SCF connect accounts and withdraw online. For students taking courses at their high schools, they

would be required to speak to their high school counselor to receive the withdrawal form and return it to the SCF Admissions & Records Office. 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 Vice President, 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**

In accordance with statute 1007.235, 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 GPA in order to remain eligible for the Dual Enrollment/Early Admissions Programs.

SCF does not send grade reports to students or high schools. **Students are responsible for submitting their grades to their high schools.**

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

### **Transcripts**

Students may request an official transcript from the SCF Admissions & Records Office for a fee of \$7.00 USD. Students may print out their unofficial transcript from the SCF website. **Students are responsible for sending their grades and transcripts to their schools.**

### **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.

### **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.

## FACULTY CERTIFICATION

State College of Florida, Manatee-Sarasota Board of Trustees Rule number 2.09.01 states that to be certified, faculty must satisfy minimum certification requirements as specified by SACS. Verification that those requirements have been met shall be through the faculty member's transcripts of graduate and undergraduate credits. The appropriate Department Chair will complete the State College of Florida, Manatee-Sarasota ***Faculty Certification*** form and submit it to the Vice President, Academic Affairs for approval. The certification document is then submitted to the SCF Office of Human Resources for placement in the faculty member's personnel file.

State College of Florida, Manatee-Sarasota employs competent faculty members qualified to accomplish the mission and goals of the institution. When considering acceptable qualifications of its faculty, State College of Florida, Manatee-Sarasota gives primary consideration to the highest degree earned according to the guidelines listed below:

- a. Faculty teaching general education courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree (these are designated A.A. courses at SCF): a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree (these are designated A.A.S. or A.S. courses at SCF): a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

State College of Florida, Manatee-Sarasota also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the fields, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievement that contribute to effective teaching and student learning outcomes.

## **CLASSROOM MANAGEMENT**

In all matters of classroom management, Dual Enrollment Faculty should direct questions and concerns to the respective Department Chair of State College of Florida, Manatee-Sarasota. In addition, detailed information on policies and practices may be found in the on-line in Development Resources at <http://www.scf.edu/FacultyStaff/AdjunctFacultyProfessionalDevelopment/default.asp>.

All Sarasota County district schools (including charter schools) and registered home school students who participate in DE/ EA courses are subject to the College Student Code of Conduct as well as the classroom management, academic, and attendance policies and procedures of SCF.

### **Syllabi, Handouts and Exams**

All Dual Enrollment instructors are required to provide their students with a course syllabus. The course syllabus is due to the SCF Department Chair within the first two weeks of the SCF semester start date. All syllabi are subject to SCF approval and should follow the requirements of the approved syllabus template. The approved syllabus template is included in the Adjunct Faculty Development Resources and more specifically at: <http://www.scf.edu/FacultyStaff/AdjunctFacultyProfessionalDevelopment/default.asp>

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

### **Course performance Standards:**

These can be communicated in one of two ways:

1. They may be copied directly onto the syllabus from the officially approved and most recent Curriculum Review and Development form for the appropriate course, or
2. They may be noted in a statement something like this: *Students may access course performance standards by clicking on the "Course Performances Standards" link at the following web address. <http://www.scf.edu/Academics/CoursePerformanceStandards.asp> A hard copy may be obtained from the instructor or from the Department Office.*

*(Please note that Departments may also wish to list their Department Web address if applicable)*

The SCF Department Chair will furnish specifics regarding the above requirements. Upon request, instructors are required to submit representative handouts and all exams to the SCF Department Chair throughout the term.

### **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. Dual Enrollment students are subject to all state and public school rules and regulations regarding attendance. 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.) Please note that after 3 hours (or what is specified on syllabus), students may be asked to withdraw. The key is to be as specific as possible without completely taking away instructor flexibility.

### **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://www.scf.edu/Administration/AdministrativeDepartments/PublicAffairsMarketing/Publications/Catalog/default.asp> and the Student Handbook/Planner.

### **Statement of Plagiarism Policy**

If appropriate to your course, state this directly: 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.

### **Copyright Law**

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://www.mccfl.edu/Administration/SCFRules/default.asp>

### **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://www.mccfl.edu/Administration/SCFRules/default.asp>.

### **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.

### **Final Exams**

Dual Enrollment courses taught on the high school campus must meet/fulfill all competencies expected and outlined in the college course performance standards. To ensure equivalent rigor with on-campus courses, final examinations for all Dual Enrollment courses taught/delivered on the high school campus must be approved by the appropriate SCF curriculum/department chair. Final exams must be submitted to the SCF Department Chair for approval no later than the last two weeks of the semester.

Alternatively, final exams may be provided to the high school campus instructor by the college in a timely manner which ensures availability prior to scheduled administration dates. The academic department at SCF will determine which method above is to be followed for the course. Completed, scored exams will be returned to the State College of Florida department chair within two weeks of the end of the class and held for a period of 1 year. Please note that both Math and Natural Science utilize a department final examination.

### **Instructor Evaluation**

The State College of Florida Department Chair or designee will evaluate Dual Enrollment faculty similar to other adjunct faculty. One of the Dual Enrollment classes will be observed at least once (ideally) during the first year of offering, and periodically as needed in subsequent years. In addition, students will have an opportunity to complete the online student evaluation instrument during the last few weeks of class. More detailed instructions related to this will be given at the time of evaluation.

### **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 GPA in DE or a 2.0 unweighted GPA in CTE-DE in order to remain eligible for the Dual Enrollment/CTE-Dual Enrollment/Early Admissions Programs. SCF does not send grade reports to students or high schools. **Students are responsible for submitting their grades to their high schools.**

Some academic departments (e.g. Mathematics) utilize a common syllabus for each course. In those cases, the faculty member must use the provided syllabus and adhere to the grading procedures and policies outlined on the syllabus including the grading policy that **a grade of 60% or higher must be earned on the final exam in order to pass the course with a C or higher.**

### **Final Grades**

- Final grades will be submitted electronically to SCF in accordance with the SCF Academic Calendar. The on-line Faculty handbook provides additional information on electronic grade entry.
- Students taking dual enrollment courses on the SCF campus must request a transcript from the SCF Admissions & Records Office and pay the appropriate fee. **The student is responsible for insuring that the high school registrar has a certified copy of the transcript or SCF grade report.** Otherwise, the high school student will not receive credit for the SCF course at the high school.
- 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.
- Final grades for high school credit will be awarded on high school report cards and academic transcripts.

### **Instructional Materials**

According to the Articulation Agreement, the selection of texts and associated instructional materials (e.g., graphing calculators and software) is approved by the SCF Department Chair with input from the faculty members teaching the course. The recommended text(s) and course materials should be submitted for approval to respective department chair at SCF by April 1<sup>st</sup> of each year. Every effort will be made to continue the use of instructional materials in inventory. The Sarasota

County School Board will follow the state adoption cycle of updating textbooks every 5 years. All personnel will work to meet calendar needs requested by the Instructional Materials Services Manager.

Instructional materials will be provided by the high school. **All instructional materials are the property of the Sarasota County School Board and will be retrieved and accounted for at the end of each term.** Monies due for lost or damaged text books should be collected from students in the same manner as other instructional materials used in regular programs.

### **SCF Department Chair Contact Information**

#### **Natural Science, Math, Business and Technology**

John Waters

#### **Language and Literature, Social and Behavioral Sciences, Art, Design, Humanities**

Doug Ford

#### **Health Science**

Sue Garland

## REQUESTS FOR DUAL ENROLLMENT COURSES ON THE HIGH SCHOOL SITE

All dual enrollment courses to be offered at the high school site must be selected from the approved SCF course offering list by the published deadline of February 1<sup>st</sup>. Each school may choose to offer up to nine (9) dual enrollment courses at the high school site per academic year.

The approved dual enrollment courses are selected on the basis of the following criteria:

- Appropriateness of the course for transfer credit or degree programs.
- General education subjects which serve in the best interest of the student.

Any school wishing to offer dual enrollment courses not on the SCF approved course list may submit up to three (3) other courses for SCF consideration not to exceed a total of (9) dual enrollment courses per academic year at the high school site. Courses will be subject to approval by the Vice President, Academic Affairs. College success courses (SLS) and applied art/music courses will not be approved. Additional departmental restrictions may apply.

Dates of initiation and length of courses offered through the Inter-institutional Articulation Agreement shall conform to the calendar of SCF and the high school must maintain the minimum number of contact hours required for college credit in specific courses.

The following list outlines the approved SCF DE courses to be offered at the high school site:

|            |   |
|------------|---|
| Area I     | Communications: ENC 1101, ENC 1102                            |
| Area II    | Mathematics: MAC 1105, MAC 1140, MAC 1114, MGF 1106, STA 2023 |
| Area III   | Social Sciences: AMH 1010, AMH 1020, POS 1041                 |
| Area IV    | Humanities: ENL 2010, ENL 2022, HUM 2210, HUM 2230            |
| Area V     | Natural Sciences: BSC 1005C, BSC 1008                         |
| Languages: | German: GER 1120, GER 1121                                    |
|            | Spanish: SPN 1120, SPN 1121                                   |



## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Assurance of Transfer and Credit Policies**

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

### **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 high school transcript as well as official SCF transcript.

### **Procedure To Inform Students And Parents**

The Sarasota 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 Sarasota County School Board and

SCF. Students must adhere to registration, attendance, and withdraw policies as determined by the Sarasota County School Board and State College of Florida, Manatee-Sarasota.

**College Credit Dual Enrollment Rule**

Pursuant to Rule 6A-14.064, the College Credit Dual Enrollment Rule clarifies the responsibility of the colleges in providing rigorous academic oversight for all dual enrollment courses, faculty credentials, exams, grades, and the awarding of postsecondary credit. This rule is in keeping with the Southern Association of Colleges and Schools accreditation requirements. The policies and procedures outlined in this agreement reflect the provisions of Rule 6A-14.064

## APPENDIX A

### 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/articulation/pdf/DEList.pdf](http://www.fldoe.org/articulation/pdf/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 (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in the local inter-institutional articulation agreement.

**POSTSECONDARY COURSE COMPLETED  
THROUGH DUAL ENROLLMENT  
HIGH SCHOOL  
GRADUATION  
SUBJECT  
REQUIREMENT  
SATISFIED  
HIGH  
SCHOOL**

## APPENDIX B

### CALCULATING COURSE CREDIT EQUIVALENCE FOR DUAL CREDIT AT THE HIGH SCHOOL AND COMMUNITY COLLEGE

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.facts.org](http://www.facts.org).

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.

Three (3) college credits equal 0.5 high school credits for academic dual enrollment courses.

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 Sarasota 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: <http://nwrdc.fsu.edu/fnbpcm02>.

**STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2014-2015**

The purpose of this agreement is to define the acceleration mechanisms available between **Sarasota 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 provisions of F.S. 1007.235 and 1007.271.

The term of this agreement shall remain in effect for the 2014-2015 academic year, which includes Fall 2014, Spring 2015, and Summer 2015 terms. An executed and signed letter of intent will constitute annual renewal.

**SARASOTA COUNTY SCHOOL BOARD APPROVAL:**

\_\_\_\_\_  
Chairman  
Sarasota County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Curriculum and Instruction  
Sarasota County School Board

\_\_\_\_\_  
Date

Approved for Legal Content,  
September 2, 2014, by Matthews Eastmoore,  
Attorneys for The School Board  
of Sarasota County, Florida  
Signed: \_\_\_\_\_ASH\_\_\_\_\_

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

\_\_\_\_\_  
President  
State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, District Board of Trustees  
State College of Florida, Manatee-Sarasota

\_\_\_\_\_  
Date