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Dayspring Early College Academy and

Pasco-Hernando State College

Dual Enrollment Agreement

2026-2028

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Dayspring Early College Academy and
Pasco-Hernando State College
Dual Enrollment Agreement

2026-2028

I. Dual Enrollment Agreement

This Agreement is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and Dayspring Early College Academy (hereafter “DECA”) and is a modification of all existing articulation agreements. This Agreement is intended to implement Section 1007.271, Florida Statutes and State Board of Education Rule 6A-10.024. This Agreement also incorporates the "Statement of Standards" (which can be found at www.fldoe.org under Dual Enrollment Statement of Standards) adopted by the Florida Community College System's Council of Presidents on February 23, 2007, and the Revised/Updated “Statement of Standards” adopted by the Council of Presidents on September 4, 2008, the purposes of which are to "ensure appropriate levels of student achievement and equivalent quality of programs regardless of method of instruction or location of program.”

The parties intend this Agreement to serve as the dual enrollment articulation agreement applicable to eligible DECA students to the extent permitted by Section 1007.271, Florida Statutes, and any other applicable authority governing DECA as a Florida public charter school.

Per Statement of Standards S1, Shared Vision, this Agreement is to be developed, revised, and submitted biennially as a means of promoting collaborative strategic planning and effective resource management. Additionally, this Agreement delineates institutional responsibilities to inform students and parents/legal guardians about articulated acceleration program options, eligibility criteria to ensure college readiness, the process for monitoring student performance, and the criteria by which the quality of dual enrollment programs are to be judged. Via the provisions of this Agreement, as indicated in Statement of Standards S2, Articulation and Partnership Implementation, DECA and PHSC are committed to sharing resources, forming partnerships with private industries, and implementing innovative strategies, student and faculty workshops, and parental involvement activities that serve the needs of our local community. Further, as indicated in Statement of Standards S3, Continuous Improvement, this Agreement outlines strategies for collaborative professional development to improve instructional efficacy, encourage the use of instructional technologies, address critical needs, and support in-service initiatives.

It is also the specific purpose of this Agreement to allow for eligible DECA students to enroll in certain college and career-level courses and to receive credit for such courses from both DECA and PHSC.

The following terms and conditions shall govern the eligibility and enrollment of the students and the administration of the high school and college courses offered via dual enrollment effective August 2, 2026, and ending August 1, 2028.

Amendments to this Agreement

This Agreement, once it has been signed by Pasco-Hernando State College and DECA and sent to the State, can only be amended in accordance with Florida Rules and will remain in effect throughout the academic year for which it was established. To the extent authorized by Florida law, the parties indemnify and hold harmless each other and/or all of its officers, employees, or agents from any and all suits, claims, demands, actions, causes of actions, judgments, liability, loss, damage, attorney's fees, court costs or expenses of any kind, which each party, its officer,

employees or agents, may incur arising from the negligence of the other party during the performance of any provision of this agreement or from the activities of DECA, PHSC personnel, students, faculty, as aforesaid under the provisions of the agreement. To the extent that the Agreement requires DECA to indemnify PHSC, it shall only be to the extent of the limits set forth in Section 768.28(5), Florida Statutes, and then only for the negligent or wrongful act or omission of any officer or employee of DECA acting within the scope of the officer's/employee's office or employment under circumstances in which the state or such agency or subdivision, if a private person, would be liable to the claimant. Further, except as specifically provided herein, DECA does not waive any defense of sovereign immunity. It is further understood and agreed by the parties to this Agreement that no officer or employee may be held personally liable except as provided by Section 768.28(9), Florida Statutes. Nothing in this Agreement shall be construed as a waiver of any immunity, limitation of liability, defense, or protection available to either party under applicable law, including Section 768.28, Florida Statutes, to the extent applicable. Nothing in this Agreement is intended to inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the doctrine of sovereign immunity or by operation of law.

Nothing in this Agreement shall be construed to incorporate or impose any school district or sponsor policy, procedure, platform, department, or administrative requirement on DECA unless expressly stated in this Agreement and mutually agreed to by the parties.

II. Process to Inform Students and Parents/Legal Guardians of Dual Enrollment Opportunities

Procedures to Notify Students about the Option to Participate

Information pertaining to dual enrollment is made available by PHSC to students on the college's website: www.phsc.edu

DECA will advertise dual enrollment using the same procedures and methods it uses to communicate other academic opportunities to students and families, which may include DECA's website, school newsletters, social media, counseling communications, curriculum events, and individual student advisement. DECA personnel will direct interested students to meet with a DECA counselor if they are interested in learning more about participation in dual enrollment. DECA counselors will review with the student criteria for participation in the dual enrollment program. This will occur during the registration period each semester. DECA counselors will advise students and make sure that the selected courses will meet high school graduation requirements. Students enrolling in any course with PHSC are then directed to begin the online registration process. Students seeking their AA degree are encouraged to meet with a PHSC Academic Advisor to ensure they are meeting all requirements.

Procedures to Notify Parents/Legal Guardians about the Dual Enrollment Option

Information pertaining to dual enrollment is made available by PHSC to students on the college's website.

Parents/legal guardians will be notified about the option for their child to participate in dual enrollment courses through DECA's ordinary school communication methods, which may include school newsletters, individual advisement, curriculum events, DECA's website, and DECA's social media. Information will also be available to all parents/legal guardians on the college's website, in PHSC's online College Catalog/Student Handbook, and on DECA's website. Students must also have the approval of a parent or legal guardian and their DECA counselor or designated representative, as indicated on the online Dual Enrollment Request Form.

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III. Courses and Programs Available to Eligible Dual Enrollment Students

Pasco-Hernando State College's District Board of Trustees may establish additional initial student eligibility requirements to ensure student readiness for postsecondary instruction (F.S. 1007.271 (3))

College Credit Courses Available Through Dual Enrollment

Articulation agreements exist that allow students to receive credit toward specific associate degrees, certificates, or selected courses. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, to be offered as dual enrollment. College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List are eligible for dual enrollment. The most up-to-date Equivalency List can be found at www.fldoe.org. Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Agreement. This listing shall be updated from year to year and courses may be added to the list or deleted from the list at the sole discretion of PHSC.

Technical Credit Courses Available Through Dual Enrollment Both on the DECA Campus and PHSC Campuses

Career certificate courses offered on either the DECA campus or PHSC campuses will be eligible for dual enrollment status, subject to student eligibility, course availability, PHSC requirements, and the terms of this Agreement. For every 0.5 high school credit for each 75 hours in the course rounded down to the nearest 0.5 credits the student will earn one high school elective credit. Please refer to the Practical Arts section of the Dual Enrollment – High School Subject Area Equivalency List available at www.fldoe.org.

Limited Access Programs

Limited access programs are not eligible for dual enrollment. Programs may include but are not limited to: Dental Assisting, Dental Hygiene, EMT, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Fire Academy, and Professional Pilot.

Student Participation in Co-Curricular Activities

Dual enrollment students may participate in high school athletic programs at their originating high school but are prohibited by NJCAA rules from participating in collegiate athletic programs. Dual enrollment students may participate in all other PHSC co-curricular activities.

IV. Procedures for Participation in Dual Enrollment Courses

Process for students and parents/legal guardians to exercise options to participate in dual enrollment:

- Students meet with DECA counselors to verify eligibility, complete online dual enrollment application, provide qualifying test scores, initiate course request, and register for classes.
- Parent/legal guardians' approval is required on course request.

Dual Enrollment Dates and Deadlines

All relevant dates and deadlines pertaining to dual enrollment are available online in PHSC's College Catalog/Student Handbook. Additionally, DECA counselors and PHSC academic advisors provide verbal and/or electronic notice to students of relevant dates and deadlines pertaining to dual enrollment. Students are responsible for adhering to all dates and deadlines.

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Initial Eligibility for College Level Academic Credit Courses (Includes College Credit ATD, College Credit Certificate, AA, and AS)

As indicated in Section 1007.271(3), Florida Statutes, and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in dual enrollment college credit classes must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.

All students who plan to enroll in dual enrollment academic college credit courses must demonstrate college readiness. They may do so either by achieving satisfactory scores on a common placement test, or by earning postsecondary credit for English Composition I and/or college-level Mathematics. A student who takes an Advanced Placement (AP), AICE and/or IB course and passes the corresponding examination for which they will earn postsecondary credit must provide PHSC with the AP, AICE or IB official transcript showing their passing scores to have the credit included on their official PHSC transcript to be used for placement purposes. CLEP test scores may also be used to demonstrate college readiness. The College Board provides official CLEP scores to PHSC. Students should request scores to be sent to PHSC and the postsecondary credit must be reflected on the student's PHSC record to be used for placement purposes.

A satisfactory score on a common placement test approved by the Florida Department of Education will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of earned postsecondary credit and common placement test scores, must be on file with PHSC prior to the academic advisor approving course requests. At PHSC testing sites, students are permitted two (2) attempts within a two-year period to achieve a satisfactory common placement test score. The first attempt is free and there is a small fee for the second attempt. Students who do not achieve a satisfactory score (test into ENC 1101 in both Reading and English/Sentence Skills) on a common placement test approved by the Florida Department of Education, or have not earned postsecondary credit for ENC 1101, will not be eligible for any dual enrollment academic college credit course.

Additionally, dual enrollment students whose common placement test scores have not placed them into college level coursework in mathematics may take a maximum of 12 college credits that do not have a mathematics prerequisite before providing adequate common placement test scores. If college levels in mathematics are not achieved by the time the student completes 12 college credits, the student will be restricted from continuing as a dual enrollment student.

Students who complete the required credits for the four-year option for high school graduation by the middle of their senior year and elect to stay in high school and who satisfy dual enrollment eligibility requirements may take dual enrollment courses.

Exceptions to Statutorily Mandated Admissions Criteria – College Level Academic Courses

In very rare instances, a student with grave extenuating circumstances may request, via their DECA counselor, permission to appeal the unweighted 3.0 GPA requirement. Any such request must include written documentation of the extenuating circumstances, must be recommended by a DECA counselor or designated representative, and must be approved by DECA's Chief Executive Officer or designee. If so approved, the request packet will then be sent to the Assistant Dean of Accelerated Learning. The Assistant Dean of Accelerated Learning will then review the request for final decision, according to College's guidelines regarding extenuating circumstances.

Initial Eligibility for Career Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV) Career Certificates

As indicated in Section 1007.271(3), Florida Statutes, and the Statement of Standards S1, Grade Point Average, any student enrolling in dual enrollment career-level coursework must have a minimum of a cumulative unweighted high school grade point average of 2.0000 for technical (career) certificate courses.

Students pursuing a 24-credit regular high school diploma, through adult education, and who will not have reached their twenty-second birthday by the last day of class in a particular term, are eligible to enroll in dual enrollment courses on PHSC's campuses.

Exceptions to Statutorily Mandated Admissions Criteria – Career Academy Courses

For articulated Career Academy technical courses, students must have a minimum cumulative unweighted high school GPA of 2.0000. For Career Academy dual enrollment courses, a middle school GPA of 3.0000 is acceptable for enrollment in technical (career) certificate courses.

DUAL ENROLLMENT SLS PATHWAY

1. Purpose

This pathway allows exception for enrollment in SLS 1106 (Journey to Success) as a dual enrollment course, allowable from Section 1007.271, Florida Statutes, governing college readiness and acceleration.

2. Student Eligibility

Students must meet all the following criteria:

a. Be enrolled as a DECA junior or senior

b. Have a minimum 2.5 unweighted cumulative high school GPA

c. Demonstrate college-level placement in reading as evidence by an approved standardized placement assessment (PERT, ACCUPLACER, ACT Reading, CLT, Digital SAT, SAT, or another state-approved instrument)

3. Course Limitation

Students admitted under this exception may enroll in SLS 1106 during their initial term. Enrollment the following semester in up to 12 credits of other dual enrollment coursework is contingent upon meeting a 3.0 in the coursework or meeting all other PHSC dual enrollment eligibility requirements, including college readiness in required subject area.

4. Academic Standards

Students must meet PHSC course requirements and grading standards identical to all other college students.

5. Compliance

This option is structured as a limited program based on flexibility permitted under Section 1007.271, Florida Statutes. This limited SLS 1106 pathway applies only to the course and eligibility criteria expressly stated in this Agreement and does not constitute a general waiver of the statutory or institutional eligibility requirements for other dual enrollment coursework.

Application, Registration Forms and Processes

Students must consult with their DECA counselor prior to participation to confirm that they meet eligibility requirements for the dual enrollment program.

Application deadline:

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Students wishing to take dual enrollment courses at the DECA campus, PHSC campuses, or through distance education (online) must submit the online application **with a priority deadline of July 15 for Fall. Applications will be accepted no later than August 1, for Fall, December 1, for Spring, and May 1, for Summer.**

Late applications will only be accepted under extenuating circumstances (e.g., school change, move, medical emergency). Any exceptions due to extenuating circumstances may be made only when approved by R. Suzanne Legg, Ph.D., Chief Executive Officer, or designee and the PHSC Vice President of Academic Affairs, Chief Academic Officer, or designee.

Once a new dual enrollment student has completed the online application, PHSC must receive verification of the student's qualifying unweighted high school GPA of 3.0 or higher.

Pasco-Hernando State College (PHSC) has an online Dual Enrollment (DE) application/registration process. Instructions for online application and registration for dual enrollment classes is available on the PHSC website and is provided to DECA for distribution.

Dual enrollment course request form:

PHSC will provide DECA with the link to the online dual enrollment course request form **by May 1 for Fall; October 1, for Spring; and March 1, for Summer.** The electronic signatures of the parent/legal guardian, student, and **DECA** counselor or **designated** representative are required on the online Dual Enrollment Request Form.

Applications and Enrollment Request forms will be processed in the order received and may not be processed in time for the registration deadline. Early submission is highly encouraged.

Eligibility for Continued Participation in Dual Enrollment

a. Students seeking to continue enrolling in **academic credit** courses must maintain a minimum 3.0000 unweighted cumulative high school GPA.

b. Students seeking to continue enrolling in **technical credit** courses must maintain a minimum 2.0000 unweighted cumulative high school GPA.

c. Each semester students must have permission from a parent or legal guardian, a DECA counselor or designated representative, and a PHSC academic advisor via the online registration process to participate in dual enrollment courses.

d. Students must maintain good academic standing, which is defined as a 2.0 cumulative GPA for all hours attempted at PHSC. "Attempted" means all credit hours in which students are enrolled after the drop/add deadline date. PHSC evaluates students for academic progress at the end of each semester. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Director of Enterprise Resources will send an electronic report to DECA's designated technology/data contact. In determining academic progress, all college level credits will be included.

Those students who do not maintain an overall cumulative unweighted 3.0 high school GPA and a 2.0 cumulative GPA in all PHSC dual enrollment courses will not be allowed to continue participating in the dual enrollment program with PHSC. Any requests for exceptions to the 2.0 GPA requirement will require a written letter from the student, documentation supporting grave extenuating circumstances, recommendation from the DECA Principal or designee, and approval by DECA's Chief Executive Officer or designee. This formal request for an exception will be submitted to the Vice President of Academic Affairs and Chief Academic Officer or designee for consideration.

e. DECA counselors will verify a student's high school GPA eligibility for dual enrollment at the end of each high school semester and DECA will notify PHSC in January and June each year of the names

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of students who are currently enrolled and did not maintain the unweighted 3.0 high school GPA as required by Section 1007.271(3), Florida Statutes, for continuing participation in dual enrollment. The January list will not affect students currently enrolled in spring term classes, and the June list will not affect students currently enrolled in summer term classes – however, registration in future semesters may be restricted.

In very rare instances, a student with grave extenuating circumstances may request, via their DECA counselor, permission to appeal the unweighted 3.0 GPA requirement. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by DECA's Chief Executive Officer or designee, the request packet will then be sent to the Assistant Dean of Accelerated Learning. The Assistant Dean of Accelerated Learning will then review the request for final decision, according to the College's guidelines regarding extenuating circumstances.

f. A student must complete his/her initial program of study with PHSC prior to being eligible to take further courses in an additional program of study under the dual enrollment articulation agreement.

Students who complete their program of study while enrolled in the Dual Enrollment Program may continue to take DE courses to satisfy SUS program prerequisites.

V. College Credit Courses Available Through Dual Enrollment on High School Campuses

SACSCOC Off-Campus Instructional Site 49% Rule

In accordance with the Southern Association of College and Schools Commission on Colleges (SACSCOC) criteria, students cannot earn more than 49% of college credit toward a program (i.e., twenty-nine (29) credit hours towards the AA degree) at an individual location other than a PHSC campus (e.g., a specific high school campus). To ensure compliance with SACSCOC criteria, DECA and PHSC will collaboratively monitor the number of credit hours offered at each individual off-campus instructional site to guarantee that no more than 29 credit hours are offered over the span of four (4) consecutive years, and that no student can attempt more than 49% of his or her college degree at any individual location other than on a PHSC campus or online with PHSC.

High School Credit

Courses with a designated weight of 1.0 as indicated in the Dual Enrollment Course High School Subject Area Equivalency List shall be eligible to be offered on a high school campus. The most up-to-date Equivalency List can be found at www.fldoe.org. Only PHSC dual enrollment students will be enrolled in dual enrollment courses offered on a high school campus in accordance with SACSCOC policy.

Three-credit (or equivalent) postsecondary courses taken through dual enrollment not listed in the Dual Enrollment Course – High School Subject Area Equivalency List, shall be awarded 0.5 high school credits.

Instructors from DECA and PHSC will be used to conduct these courses.

PHSC and DECA will offer on-campus dual enrollment courses in which only DECA students may enroll during the normal high school day and during normal school periods throughout the academic year. After regular high school hours, PHSC students may attend PHSC courses offered on DECA campuses.

Students may take approved dual enrollment courses on DECA's campus, on a PHSC campus, or online through PHSC, subject to course availability, student eligibility, PHSC registration requirements, and any limitations stated in this Agreement.

NOTE: No student will be allowed duplicate credit based on enrollment in both an AP and dual enrollment course per Section 1007.272, Florida Statutes. Students who take AP, AICE or IB classes and achieve a passing score on the corresponding exam are not permitted to take the same course through

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dual enrollment for a grade. These students must provide PHSC with an AP, AICE or IB transcript showing their passing scores to have these scores included in their official PHSC transcript.

VI. Registration Policies

Each PHSC Early College Program student must meet with a PHSC academic advisor and a DECA representative prior to registration at least once per semester that the student plans to enroll in PHSC Early College Program courses. Students will need to complete a Student Performance Contract (SAR-90) and are advised of the expectations for continued PHSC Early College Program eligibility during these advising sessions. PHSC Early College Program students can take only those courses in their chosen program of study. For additional information on program(s) of study, please refer to Academic Programs in the current PHSC catalog. In addition, students must have the approval of a parent or legal guardian and their DECA counselor or designated representative. Early College Program participants register for classes with a PHSC academic advisor during early registration, based on the number of credit hours earned. Students may take dual enrollment courses at PHSC, online through PHSC, or at the DECA Campus. Participants must be registered as full time postsecondary students – in a minimum of 12 credit hours and a maximum of 16 credit hours in fall and spring semesters. Students may take up to 8 credit hours through PHSC in the summer term between their 10th and 12th grade years. The Student Performance Contract will list the courses requested and approved to be taken in the semester.

Nothing in this Agreement shall be construed to require a student participating in statutory early admission under Section 1007.271, Florida Statutes, to enroll in more credit hours than permitted by law.

Maximum Course Loads

The maximum student course load in fall (Term I) and spring (Term II) is sixteen (16) credit hours. The maximum course load in summer (Term III) is determined by grade level.

DECA dual enrollment students are permitted to enroll in face-to-face or online sections of courses in Terms I and II (15-week terms) only, in fall and spring semesters.

If there is an extenuating circumstance/hardship and it is recommended by a DECA administrator and approved by DECA's Chief Executive Officer or designee, DECA dual enrollment students may be permitted to enroll in a 10-week term **in Fall or Spring semesters only**. The DECA Dual Enrollment Coordinator or designee will communicate with PHSC to ensure the student is enrolled in the 10-week term in a timely manner.

DECA dual enrollment students are not eligible for terms shorter than 10 weeks.

Ninth grade students can take one course per semester (3-4 credit hours). The course can be at the DECA campus, on PHSC campuses, or online at PHSC fall (Term I), spring (Term II), and summer (Term III only).

Tenth grade students eligible to take dual enrollment classes may choose to enroll in up to seven (7) credit hours of their maximum course load in sections of courses offered at the DECA campus, on PHSC campuses, or online through PHSC. 10th grade students can take up to 12 credit hours in the Fall and Spring semesters with written permission from their DECA counselor or designated representative.

Eleventh grade students eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall (Term I) and spring (Term II) semesters and up to eight (8) credit hours in the summer semester (Term III only).

Twelfth grade students who are eligible to take dual enrollment classes may enroll in a maximum course load of sixteen (16) credit hours in the fall and spring semesters. They may

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take dual enrollment classes on DECA's campus, on PHSC campuses, or online through PHSC, subject to applicable eligibility, course availability, and this Agreement. They are not eligible to take dual enrollment classes in the summer of their graduating year.

Allowed Course Attempts

PHSC Early College Program students are permitted to repeat one class in which they receive a grade of D or F, or from which they withdraw, provided their college GPA remains at 2.0 or above. Course repeats will not be permitted for subsequent classes in which a student receives a non-passing grade, or from which they withdraw.

Weighting of Dual Enrollment Course Grades

Dual enrollment college level academic credit courses will be awarded a 1.0 weight for every full credit earned. DECA will weight dual enrollment courses in accordance with Section 1007.271(18), Florida Statutes, and applicable DECA grading policies.

Career certificate courses offered on either the DECA campus or the PHSC campus will be eligible for dual enrollment status. For every 150 clock hours successfully completed, the student will earn one high school elective credit.

Student Grade Distribution

For students taking dual enrollment courses through PHSC, PHSC shall report final grades electronically to DECA's Registrar or designee after the College's semester ends, in a format reasonably agreed upon by the parties for entry into DECA's student information system.

Upon instructors submitting final grades, PHSC will electronically transfer grades reports to a secure server belonging to DECA for entry into their student information system. Students may view their grades in the PHSC student portal.

Assurance of High School Credit and Transferability of Courses

Approved and offered dual enrollment courses will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses offered will meet the guidelines for transferability of credit under Section 1007.271(12), Florida Statutes.

VII. Plan for Providing Advising and Counseling Services

Academic Advising

DECA counseling personnel, administrative contacts, instructors, and PHSC academic advisors will provide academic advisement services related to dual enrollment, college majors and prerequisites, course selection, graduation requirements, Bright Futures eligibility, and student educational planning.

In addition, DECA counselors and/or career specialists will assist dual enrollment students with consideration of future educational and career planning. Students should check with their DECA counselor to ensure that courses taken will meet all requirements for high school graduation and for Bright Futures scholarships.

Each dual enrollment student is strongly encouraged to meet with a PHSC academic advisor and a DECA counselor prior to registration at least once per semester that the student plans to enroll in dual enrollment courses. Students are advised of the expectations for continued dual enrollment eligibility during these advising sessions. For additional information on program(s) of study, students should refer to Academic Programs in the current PHSC Catalog and Student Handbook.

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College-Level Course Expectations: Early College Course Expectations, students and parents/legal guardians should be informed by DECA counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to, requirements for PHSC programs, prerequisites for classes, common university transfer requirements, information indicating that registration, drop/add, and withdrawal dates may not be altered; that two to three hours of homework are expected for each hour spent in class, that assignment deadlines are firm, that General Education courses require completion with a grade of "C" or higher and that all grades, including withdrawals, will become part of the student's permanent collegiate, academic transcript. It should be noted that the curriculum offered is a college credit curriculum. Course syllabi are available for students and parents/legal guardians to review during the drop/add period each semester. Course descriptions are available in the online PHSC College Catalog/Student Handbook.

Students seeking their AA or AS degree are encouraged to meet with a PHSC Academic Advisor to ensure they are meeting all requirements for high school and AA or AS degree completion. PHSC will identify the academic advisor or advising contact available to DECA students. DECA counselors or designated representatives may coordinate with PHSC academic advisors to assist students with course selection, program requirements, prerequisites, graduation requirements, Bright Futures eligibility, and postsecondary planning.

Development of a Student Plan

To have a future goal orientation focus, DECA students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

Using DECA's designated student-planning platform or process, DECA students and DECA counselors will develop an academic plan, which may include dual enrollment courses. The plan should be reviewed periodically and updated as appropriate to support high school graduation, postsecondary readiness, Bright Futures eligibility, and the student's intended program of study. If a student should develop a plan that will result in an Applied Technology Diploma, an Associate in Science Degree, or an Associate in Arts Degree, OR, if the student identifies a baccalaureate degree as the plan objective, the student will be advised by the DECA counselor in collaboration with a PHSC academic advisor to ensure that courses will meet the General Education requirements and any pre-requisite and/or transfer requirements for entrance into the selected baccalaureate degree program.

VIII. College-Level Course Expectations

Course Content

The Statement of Standards E3, Educational Planning indicates that college course materials and class discussions will be appropriate for college-level instruction and may reflect topics not typically included in secondary courses. Students and parents/legal guardians are advised that Pasco-Hernando State College courses, textbooks, materials, and lectures are developed for adult students, age 18 or older, and will not be modified or changed to accommodate younger students.

Attendance

Students taking classes on PHSC campuses, or online with PHSC, should be aware that faculty are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are reported as a W2 using the attendance verification process. This effectively removes the student from the class and the student will not see the course as active in Canvas or have access to the course. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the

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appropriate dean. Students should contact the Student Affairs/Academic Advising office for guidance.

Note: College-level courses, regardless of location or modality, require class attendance and students who miss more than one class period may suffer grade penalties which cannot be made up.

Student Behavior/Suspension Policy

In accordance with Statement of Standards E1, Classroom Atmosphere, dual enrollment courses taught on a high school campus are expected to maintain a college-like atmosphere. Students disruptive to the learning environment may be subject to disciplinary action and may lose the opportunity to participate in the dual enrollment program.

All dual enrollment students must abide by all PHSC policies and procedures as stated in the online PHSC College Catalog/Student Handbook, including, but not limited to, the PHSC Code of Student Conduct. Dual enrollment students must also abide by the DECA Code of Student Conduct. Students understand that if they violate any items in either the PHSC or DECA Codes of Student Conduct, they may be denied participation in dual enrollment on both PHSC campuses and the DECA campus.

Furthermore, when a student is placed in out-of-school suspension from DECA for any reason, the student will not be permitted to attend dual enrollment classes on PHSC campuses for the dates indicated in the suspension. The DECA Chief Executive Officer, or designee will notify the Executive Vice President and Chief Academic Officer/College Provost, or designee of the suspension. The suspended student will be subject to any penalties noted in the syllabi of the PHSC courses(s) in which he/she is registered.

A student may be suspended from or lose the opportunity to participate in dual enrollment if the student violates applicable PHSC or DECA conduct requirements or is disruptive to the learning process, provided that any such action shall be implemented consistent with applicable law, the applicable student codes of conduct, and any required due process, appeal, manifestation-determination, or disability
-accommodation procedures.

DECA and PHSC will follow their established appeal process as outlined in the student code of conduct at each institution.

Drop/Add and Audit/Withdrawal Policies and Procedures

In accordance with Section 1007.271, Florida Statutes, Rule 6A-14.064, F.A.C., and applicable PHSC policies, dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published in the online PHSC Catalog/Student Handbook. Additionally, students must comply with the DECA drop/add semester timelines delineated in DECA's Student Progression Plan. Dual Enrollment students may not be added to, or withdrawn from, a course without the signature/approval from the DECA counselor.

Note: During the first week of the term, students may only add in-person courses on PHSC campuses that have not already met.

Students log in to their PHSC account to add and/or drop approved courses taken online with PHSC, or on a PHSC campus.

Once a withdrawal has been approved by a DECA counselor or designated representative, the PHSC Student Affairs Office/Academic Advising must give final approval.

Dual enrollment students will NOT be permitted to audit any dual enrollment course on either high school or college campuses.

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Reporting of Course Withdrawals:

PHSC's Director of Enterprise Resources will notify representatives of DECA via an electronic report every two weeks during and following the withdrawal period of dual enrollment students who have withdrawn from courses.

Requests for corrections of course records, including requests for a late drop or late withdrawal, are to be made within one calendar year of when the grade was assigned to the course.

It is the responsibility of the student to bring any errors to the attention of the faculty member as soon as the errors are detected within this one-year period. Students requiring assistance should work with their DECA counselor or designated representative and PHSC academic advisor. Full documentation for the extenuating circumstances must be included with the student's written request. If approved by DECA's Chief Executive Officer or designee, this request packet will then be sent to the Assistant Dean of Student Affairs at the appropriate campus. The Assistant Dean of Student Affairs will then review it and forward it to the Assistant Vice President of Student Affairs for final decision, according to college guidelines regarding extenuating circumstances.

Requests for late add, late drop, or late withdrawal

Under exceptional circumstances, a dual enrollment student may request a late add, late drop or late withdrawal in accordance with College policy and DBOT Rule 6Hx19-5.08. The student must contact the Assistant Dean of Student Affairs and Enrollment Management and submit the Exception Request form, a letter of explanation, and needed documentation to include a letter of support from DECA.

If the request is approved by the Assistant Vice President of Student Affairs and Enrollment Management, the student will be added, dropped, or withdrawn from the class. The College will notify the student and the DECA counselor once the process has been completed, regardless of outcome.

Ongoing Monitoring of Student's Progress in Dual Enrollment Courses

a. If a PHSC faculty member has notified the Student Affairs Office of a dual enrollment student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will notify the DECA counselor or DECA representative.

b. Tutoring resources available at PHSC for dual enrollment students include the Academic Success Centers and online tutoring Via Canvas.

IX. Graduating Seniors – Summer Options

Graduating seniors who are currently enrolled as a dual enrollment student and who choose to attend PHSC in Term III or IIIA must submit a Credit Bank re-admission application online. Students must complete and bring the PHSC Graduating Senior Credit Bank Permission Form (SAR-4) with the DECA Principal's signature, or the signature of DECA's designated representative, to meet with an academic advisor to register for classes. These seniors will be required to meet common placement test score requirements and all course prerequisite requirements prior to enrollment. Graduating senior credit banking cannot be used for dual enrollment course previously attempted. Students should contact a PHSC Academic Advisor for information on Credit Banking.

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Graduating seniors who wish to attend PHSC in Term IIIB and who have previously participated in the Dual Enrollment Program must apply online as a returning student. There is no fee to the dual enrollment student for the readmission application.

NOTE: Graduating seniors may enroll in PHSC summer term classes; however, these courses are not eligible for dual enrollment. Students are responsible for all tuition, fees, textbooks, and materials. Credit earned will not count toward high school graduation.

X. Career and Technical Certificate Dual Enrollment (Postsecondary Adult Vocational, PSAV)

Criteria for Awarding College Credit from Technical Credit

A student who wishes to petition for articulation of technical credits to PHSC college credits must:

a. Apply for admission and enroll in the equivalent Associate of Science Degree program at PHSC.

b. Complete a Petition to Award College Credit from Technical Credit Form (SAR-74A) and receive approval from PHSC's Dean of Workforce Development.

Criteria for Awarding Industry Certification Credit

A student who wishes to petition for award of college credit based upon industry certification must:

a. Apply and enroll in one of the approved Associate in Science Degree programs at PHSC;

b. Complete a Petition for Certification Credit Form (SAR-74) and receive approval for these credits from PHSC's Dean of Workforce Development, Career, and Technical Education.

Basic Skills Exit Requirements

Florida Administrative Code 6A-10.040 requires students of most career and technical certificate programs to meet specific basic skills requirements in mathematics, language, and reading before being awarded a certificate of completion. PHSC uses the Test of Adult Basic Education (TABE) to assess mastery of these skills. Each program has specific grade-level exit requirements, listed on the

TABE Exit Requirements for Career and Technical Certificate Programs chart (available on the PHSC Testing Services web page). Students must take all applicable sections of the TABE within the first six weeks of their program unless exempted by demonstrating readiness for college-level work in each subject area as defined in the PHSC College Catalog/Student Handbook.

Students who score below the minimum basic skill levels are advised to meet with a DECA counselor to develop a plan focused on achieving their academic needs prior to retaking the TABE.

Students may be retested six weeks after the initial administration of the TABE using an alternate form, then must wait six months before retesting with the same form.

Civic Literacy Requirement

Students who later matriculate to a Florida College System institution or State University System institution must satisfy applicable postsecondary civic literacy requirements under

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current Florida law and rule. Dual enrollment students should consult PHSC academic advising regarding how civic literacy requirements may apply to their intended postsecondary program.

The civic literacy requirement can be met as outlined

below. Option 1 - complete a. (course) and b.

(assessment)

a. Complete one of the following:

- Successfully pass POS 2041 American Federal Government
- Successfully pass AMH 2020 History of the United States II
- Successfully pass AMH 2020 or POS 2041 via credit-

by-exam Note: If credit by exam is AP or CLEP then see Option 2

b. Achieve Standard Score on the following Assessment

- Florida Civic Literacy Exam (Passing Score=60)

Note: Students who pass the Florida Civic Literacy Exam (FCLE) in high school will still be required to pass an approved course once they enter the Florida College System (FCS).

Option 2 - complete one of the following assessments. Meets both the course and assessment requirement.

- Advanced Placement (AP) Test – Government & Politics: U.S. (Passing Score = 3)
- Advanced Placement (AP) Test – U.S. History (Passing Score = 4)
- CLEP American Government (Passing Score = 50)

Students may also elect to complete POS 2041 or AMH 2020 as a transient student online at another institution via the Florida shines transient student request procedure.

DECA students who are dually enrolled (including dual enrollment students who are completing the requirements towards an Associate's degree while in high school) are **not** required to demonstrate postsecondary civic literacy competency. As a result, the postsecondary civic literacy competency requirement is neither a condition of high school graduation nor a requirement for all dual enrollment students (public school, home education, and private school). However, if dual enrollment students plan to matriculate after high school graduation to a Florida College System (FCS) or State University System (SUS) institution to pursue an associate or baccalaureate degree,
then they will have to comply with the postsecondary civic literacy competency requirement to obtain those degrees.

XI. Mechanisms and Strategies for Promoting Career and Technical Programs

Career and Technical Certificate Programs
PHSC and DECA will promote Career and Technical Education Programs via flyers and brochures, counseling services, Curriculum Fairs and a College Night on the East and West campuses. PHSC and DECA websites will provide pertinent related information.

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Career Academies

If any provision of the Career Academies section of this document is inconsistent with or in conflict with any other sections of this document, as related to Career Academies only, the Career Academies section will supersede all other sections. Career Academies exist as a small cohort of students working with business partners and local community partners to provide an integrated approach within a rigorous and relevant curriculum focused on research-based best instructional practices.

Career Academies prepare students to meet the demands of a changing workforce while providing the opportunity for successful high school graduation, gainful employment, post- secondary education, and the highest level of industry certification by the State of Florida. Students will be placed in academy courses which will lead to either Agency for Workforce Innovation (AWI) recognized industry certification, Department of Education (DOE) recognized industry certification, post-secondary credit, and/or a state or national license.

PHSC and DECA will provide opportunities for DECA students enrolled in Career Academies to earn academic college credit or technical credit while enrolled in high school. Career certificate courses and academic credit courses are classified as college credit and may be transferred to other colleges and universities. The Career certificate courses may be articulated to college credit using current state-wide articulation agreements or local articulation agreements. Credit by industry examination provides for articulation of industry-recognized certifications to college credit using standards and criteria set by state-wide or local articulation agreements.

A student must earn a grade of "C" or higher in each technical credit career academy dual enrollment course in which he/she is enrolled to be awarded dual enrollment credit for the course through PHSC. A student can earn PHSC technical credit regardless of whether he/she acquires industry certification.

NOTE: Some Career Certificate to Associate in Science state-wide articulation agreements require passage of a state licensure examination before credit may be awarded. Students should consult a PHSC academic advisor for further information.

Career Pathways

A Memorandum of Understanding (MOU) has been developed to support and promote the Career Pathways Consortium within the Pasco-Hernando region. The MOU will be reviewed and revised annually.

The Consortium will provide rigorous curriculum integrating academics and career technical education. In addition, the Consortium will enable students to transition secondary educational learning experiences to post-secondary college credit, industry certification and graduation.

The Career Pathways Consortium will provide the following services to PHSC and DECA students:

- Development of Career Pathways and Programs of Study.
- Coordinate career education activities.
- Negotiate articulation agreements between secondary and postsecondary institutions.
- Integrate curriculum development.
- Promote rigorous and relevant programs of study.
- Provide Career Pathways information and advisement to parents/legal guardians, students, and teachers; and
- Analyze student performance data to evaluate the effectiveness of the Career Pathways and Programs of Study.

The Consortium supports students earning college or technical credit(s) when they have successfully completed 25 percent of program credit hour requirements in an approved Associate in Science Degree

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program and have successfully completed appropriate technical credit courses with a grade of “C” or higher in select courses.

Mechanisms and Strategies for Promoting Career and Technical Programs of Study

The Pasco-Hernando Career Pathways Consortium is responsible for the development of two programs of study that align secondary career and technical programs with postsecondary programs and meet the eligibility criteria of the Carl D. Perkins Act. The Dual Enrollment Steering Committee annually reviews the alignment between CTE and college degree programs along with recognized industry certifications. Secondary and college instructors review the course content against the state frameworks, rigor, and equipment and support materials. In addition, the Florida Career and Professional Education Act (Section 1003.491, Florida Statutes) charges the commissioner of education with annually reviewing K-12 and postsecondary CTE programs to ensure they require high-level skills and to assess alignment of existing offerings with employer demand, postsecondary credentials, and professional industry certifications.

DECA and PHSC instructional personnel continue to collaborate in the review of courses and the development of articulations that include programs of study leading toward certificates and Associate in Science Degrees.

Career Dual Enrollment and CAPE Industry Certifications

Career dual enrollment is provided as a curricular option for students to pursue to earn industry certifications adopted pursuant to Section 1008.44, Florida Statutes, which count as credits toward the high school diploma. Students desiring to earn CAPE industry certifications pursuant to Section 1008.44, Florida Statutes, should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification.

XII. Instruction and Faculty Policy and Procedures

Exceptions to Professional Rules, Guidelines, and Expectations Stated in Faculty or Adjunct Faculty Handbook and Student Handbook for the Postsecondary Institution

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

Criteria by Which Quality of Dual Enrollment Courses and Programs Will Be Judged and Maintained

Qualification and Selection of Instructors

In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching dual enrollment courses must meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements/guidelines for postsecondary instructors in the discipline. PHSC is responsible for ensuring that all dual enrollment courses are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

Dual Enrollment Adjunct Instructor Application

All prospective dual enrollment instructors must complete a PHSC Dual Enrollment Employment Application for Adjunct Temporary Instructors online choosing the PHSC campus based on location and submit any required pre-qualification materials completed or approved by DECA's Principal or designee by June 30. **Application Deadlines: Applications must be submitted by**

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June 30 for the Fall semester and October 30 for the Spring semester. Requests received after the applicable deadline may be considered only in cases involving documented extenuating circumstances and will be subject to review and approval.

Applications will be reviewed by the appropriate Dean. This process will allow for pre-qualification of instructors.

As indicated in the Statement of Standards F2, Faculty Transcripts, official postsecondary transcripts for all faculty teaching dual enrollment courses must be on file at PHSC prior to any instructional assignments being made. All dual enrollment instructors must submit appropriate documentation of master's level education in the subject area.

Instructors Seeking Additional Course Credentialing

Dual enrollment instructors already credentialed to teach specific courses, who wish to pursue credentialing in additional courses, must submit the Dual Enrollment Instructor Prequalification Form, listing the requested courses, to the Assistant Dean of Accelerated Learning. The form, which is on the PHSC dual enrollment instructor application webpage, will be forwarded to the appropriate Dean for review.

Responsibilities and Qualifications

Dual enrollment instructors teaching on the DECA campus during regular school hours will be required to attend applicable organizational meetings. One such meeting will be an orientation session for adjunct faculty to be held at the beginning of each semester at any PHSC campus. All dual enrollment instructors will be required to attend an adjunct faculty orientation session each semester. As indicated in Statement of Standards F3, Faculty Handbook, all adjunct faculty members will be provided with an electronic copy of the Full-Time Faculty and Adjunct Faculty Handbook.

Dual enrollment instructors at the DECA campus must follow the policies and procedures of Pasco-Hernando State College as it relates to curriculum, grading policies and deadlines. Dual enrollment instructors at the DECA campus must utilize IEP/504 plans set in place by DECA.

DECA's Principal or designee will recommend qualified personnel to teach dual enrollment classes held on the DECA campus. These instructors will be mutually agreed upon by DECA's Principal or designee, the appropriate Dean or Campus Provost and the Vice President of Academic Affairs, Chief Academic Officer. The Vice President of Academic Affairs, Chief Academic Officer must give final approval regarding the academic credentials of the instructor prior to his/her appointment.

To qualify as an instructor for academic credit courses, a master's degree from a regionally accredited institution in the teaching discipline or a masters' degree from a regionally accredited institution and 18 graduate hours in the teaching discipline is required**.** Additional detailed information regarding instructor qualifications is available in the PHSC Faculty Credentials and Qualifications Manual. In the event an approved instructor for a dual enrollment course at DECA is unable to continue the course to which assigned, the DECA Principal or DECA designee must notify PHSC's Vice President of Academic Affairs, Chief Academic Officer, or designee within three (3) business days after DECA becomes aware of the instructor's inability to meet the class assignment. It is the responsibility of the DECA Principal or DECA designee to provide a qualified instructor according to the SACSCOC requirements/guidelines for postsecondary instructors in the discipline for approval to replace the previously assigned instructor.

The Vice President of Academic Affairs, Chief Academic Officer must give final approval regarding the academic credentials of the new instructor prior to his/her appointment. If DECA cannot identify a qualified instructor to complete the dual enrollment course, then PHSC will attempt to provide a qualified instructor at the expense of DECA. This instructor, provided by PHSC, must comply with DECA's Criminal Background Screening policy, which includes a background check and fingerprinting. If an

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approved, qualified instructor cannot be identified in a timely manner, then the course will not be taught as a dual enrollment course.

Associated faculty names and social security numbers will be provided after the drop/add period each semester. Employee information provided under this articulation agreement, including but not limited to social security numbers, is confidential; and the receiving entity shall take all reasonable measures to prevent disclosure of such information to other entities or persons except as required or permitted by law.

College faculty who teach dual enrollment courses on the DECA campus are required to undergo background screening conducted in accordance with DECA's standards. PHSC will be responsible for ensuring that all such employees have been screened by the DECA prior to being assigned to teach. Although DECA does not make employment decisions regarding PHSC instructional staff, DECA may prohibit PHSC personnel from teaching on DECA's campus if the personnel do not satisfy DECA's background-screening, safety, access, or other applicable campus requirements. If the college instructor is employed by PHSC, the College will assume responsibility for ensuring the screening is done. DECA will not assume any responsibility for costs associated with individuals the College provides for instruction except as indicated in XV.

Assessment of Instructors

a. In accordance with Statement of Standards A2, Course/Instructor Evaluation, dual enrollment courses taught on the DECA campus will be evaluated in the same fashion as courses taught on the College campus.

b. The DECA Principal, or designee will inform each instructor, prior to being assigned a dual enrollment class, that he/she will be involved in an evaluation process conducted by PHSC and that this process will not be used to determine DECA's employment status of the instructor.

c. PHSC will identify the College administrator assigned to conduct the faculty observation at the DECA campus.

d. A PHSC administrator will coordinate a visit to the classroom with the dual enrollment instructor.

e. A copy of the evaluation instrument will be provided to the instructor in advance of the evaluation. In accordance with Statement of Standards F6, Observation/Evaluation of Instruction, the evaluation process, including the use of PHSC's standard evaluation instruments and any follow-up with the instructor, will be conducted in the same manner as would be the case for any PHSC adjunct faculty member.

f. The DECA principal or designee, PHSC evaluator, and instructor, in collaboration, will decide how and when the evaluation will be implemented. The discussion should include the following:

1. The time frame within which the Course and Instructor Evaluation by Students will be administered to students and the procedures for data collection.

2. The month(s) of the school year that classroom observations will be conducted and the number of observations to be conducted.

3. The manner in which the Course and Instructor Evaluation by Students form will be completed and how it will be shared with the instructor.

g. Each instructor will receive a personal copy of the completed Full-Time/Adjunct Faculty Evaluation by Administrator Form (IIN-9).

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h. Dual enrollment courses will be taught according to the approved Master Course Outline and course syllabus template which shall be provided by the College for use by each dual enrollment instructor, as noted in Statement of Standards C2, Course Plan and Objectives. PHSC will provide dual enrollment instructors with the Simple Syllabus deadlines and dates upon completion of the annual course request form.

Grade Submission Procedures

In accordance with Statement of Standards C7, Grades, all full-time and adjunct faculty teaching Early College/Dual Enrollment (EC/DE) classes must observe College procedures/deadlines for submission of grades in appropriate format including PHSC's published date for grade submission. All faculty will be advised of college-wide grading expectations/guidelines prior to teaching an EC/DE course. Final grades for all students shall be reported and submitted online through PHSC's online grade entry process by the faculty member teaching the course. Instructions for grade submission are available from the College. For students taking dual enrollment courses on PHSC's campuses, each semester PHSC shall report student grades, in an electronic format, to DECA's designated technology/data contact after the College's semester ends.

Dual Enrollment teachers who need to amend a grade must do so on PHSC Change of Grade Form IIN-16. This form may be requested directly from the PHSC Admissions and Student Records Office or any Student Affairs Office. The Change of Grade Form must be completed in its entirety and signed in ink by the dual enrollment Instructor. Documentation should be included to justify the change of grade. The dual enrollment contact person should forward this form to the Assistant Dean of Student Affairs and Enrollment Management, who will then forward it to the appropriate academic division at PHSC for approval and signature. Faculty may not make end of term grade changes online.

Faculty teaching classes on PHSC campuses, or online for PHSC, are required to take and record class attendance and confirm active participation in online course assignments. Students who fail to attend class for a period of two consecutive weeks, or are not active in an online class, are to be reported as a W2 using the attendance verification process. This effectively removes the student from the class. The student may not be reinstated by the instructor but may request reinstatement through the Exception Memo process, which would require approval from the instructor and the appropriate dean.

XIII. Administrative Relationships

a. The DECA Principal and College personnel will coordinate curriculum offerings approved as part of this articulation agreement in accordance with the locally established procedures.

b. College personnel will provide the DECA Principal with all pertinent information concerning the college course(s) to be offered to high school students.

c. Dual enrollment courses taught by DECA instructors will be taught in accordance with the PHSC college calendar. Dual enrollment courses taught by PHSC faculty will be scheduled in accordance with the PHSC college calendar (available on the PHSC website) as agreed upon by the proposer and Vice President of Academic Affairs and Chief Academic Officer.

d. Dual enrollment courses taught on the DECA campus during regular school hours will be offered in a manner consistent with the high school calendar. However, drop/add, withdrawal deadlines and final grades will be due based upon the PHSC Academic Calendar unless an alternate date has been mutually agreed upon by PHSC and DECA.

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e. College instructors will abide by all applicable College rules governing attendance, classroom management and record keeping while conducting courses on the DECA campus.

f. In extenuating circumstances, PHSC may provide instructors for courses within a Career Academy or within academic college credit courses offered on DECA campuses, where DECA does not have a qualified instructor.

g. Courses at the DECA campus will adhere to the Standard Course Size Guidelines for maximum capacity for online and on campus classes.

Program Analysis and Review

a. In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades dual enrollment students receive in subsequent courses taken at the College. The purpose of this analysis will be to ensure that the level of preparation and future success of dual enrollment students is comparable to that of non-dual enrollment students. The information shall be shared with DECA's Curriculum Coordinator (or designee) and with the Division of Florida Colleges.

b. PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early Admissions and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for dual enrollment courses are comparable to those evidenced in non-dual enrollment sections of the same course. Results of this analysis shall be shared with DECA's Curriculum Coordinator (or designee) and with the Division of Florida Colleges.

c. The Statement of Standards A5, Periodic Review, indicates that the Division of Florida Colleges will conduct a program review of all dual enrollment programs every three years. PHSC will share the results of these reviews with DECA's Curriculum Coordinator (or designee).

XIV. Mechanisms and Strategies for Reducing the Incidence of Postsecondary Remediation in Math, Reading, and Writing for First-time Enrolled Recent High School Graduates

Remedial Reduction Plan

1. Current Mechanisms Initiated by DECA include:

a. DECA will use its applicable student support, progress monitoring, counseling, and academic intervention processes to assist students in meeting high school graduation requirements and preparing for postsecondary coursework.

b. All DECA students are required to pass the Algebra 1 EOC and state mandated high school ELA assessment or earn a concordant score in order to graduate. Schools have remediation opportunities in place for students who have not passed the required exams.

c. A 2.0 GPA is required for graduation.

d. All Level I courses have been eliminated in mathematics and language arts as required for graduation.

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e. DECA counseling personnel coordinate with appropriate middle school or transition personnel, as applicable, to support student planning and readiness for high school coursework and postsecondary acceleration opportunities.

2. College Readiness Assessment

a. DECA identifies eligible and interested potential dual enrollment students and refers them to a PHSC academic advisor. Those students who plan to enroll in dual enrollment academic college credit courses must achieve a satisfactory score (test into ENC1101 in both Reading and Writing) on a common placement test approved by the Florida Department of Education which will demonstrate readiness for college level work as established in State Board of Education Rule 6A-10.0315.

b. A complete common placement test score (all subjects: English, Reading, and Mathematics), or a combination of test scores and earned postsecondary credit, must be on file with PHSC prior to the academic advisor approving courses for the term in which the student is enrolling. At PHSC testing sites, students are permitted two (2) attempts to achieve a satisfactory common placement test score. Common placement testing for dual enrollment purposes may be conducted at the high school sites unless otherwise specified in State Board of Education Rule 6A-10.0315.

3. Analysis of Problems and Corrective Actions

a. To have a future goal orientation focus, DECA students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

b. To facilitate the tracking of student progress over time, DECA is monitoring and analyzing data to provide intervention programs in reading, writing, science, and mathematics.

c. To provide a curriculum that is both rigorous and relevant, teachers are working on teams to connect academic instruction to real world applications and experience.

d. To strengthen content area instruction, in-service training is provided in reading, writing, science, and mathematics for all teachers.

4. Anticipated Outcomes of Remediation Reduction Efforts

a. There will be a reduction in the number of students not meeting DECA's academic expectations in reading, writing, science, and mathematics after the Progress Monitoring Plans have been implemented.

b. The content area knowledge of mathematics teachers will be strengthened resulting in an increase in the number of students able to meet graduation requirements and by successfully completing Algebra I or its equivalent.

c. A greater percentage of students will meet the higher standards of Level II and Level III courses.

d. Students will focus on post-graduation plans beginning in middle school and continuing throughout high school by taking appropriate academic and career and technical coursework to achieve those plans.

5. Strategies for Better Preparation of Students Upon High School Graduation

a. PHSC will facilitate a common placement test approved by the Florida Department of Education and will provide a list of online resources.

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b. Expanded articulation between PHSC Student Affairs staff and DECA counseling staff.

c. DECA will continue the development and implementation of career-focused programs of study.

d. Involvement of PHSC faculty and DECA representatives that address academics, including but not limited to textbook selection, advising, and dual enrollment.

e. Meetings with staff from PHSC to address remediation for students who are not college ready.

f. DECA and PHSC will analyze the cost associated with implementing the postsecondary remedial education reduction plan.

XV. Institutional Responsibilities for Cost of Dual Enrollment Courses and Programs

Student Supplies

a. Basic instructional supplies will be provided by DECA. Lab Manuals are a required text used once by a student and cannot be reused since it is a consumable instructional material.

b. The dual enrollment student may be required to provide, at his or her own expense, additional materials such as: calculators, safety glasses, uniforms, safety shoes, kits, eInstruction CPS Pulse clickers, clicker licenses and course codes, instruments, reads, mouthpieces, etc.

c. Students may be responsible for personal equipment or optional materials that are not required instructional materials under applicable law. Nothing in this section shall require a dual enrollment student to pay for instructional materials that must be provided free of charge under Section 1007.271, Florida Statutes.

Instructional Cost Arrangements

a. If the instructor of a dual enrollment course held at a PHSC campus is unable to attend a scheduled class, the College is responsible for making alternate arrangements for the class. In the event a DECA instructor is unable to attend a scheduled class, DECA will provide a qualified instructor in accordance with SACSCOC requirements/guidelines for postsecondary instructors in the discipline.

b. Required professional liability insurance for approved courses will be paid by DECA if required under this Agreement. PHSC will bill DECA for these fees. This process will be coordinated by PHSC’s designated financial representative and DECA's Business Office or other designated DECA representatives.

c. When PHSC approves a student to take a credit-by-examination for an approved course, DECA will pay this fee. PHSC will bill DECA for these fees. This process will be coordinated by PHSC’s designated financial representative, and DECA’s Business Office or other designated DECA representative.

Tuition and Administrative Costs

Dual enrollment students are exempt from payment of registration, tuition, and laboratory fees as provided by Section 1007.271, Florida Statutes. The parties shall allocate institutional costs for dual enrollment courses as required by applicable law and as expressly provided in this

Agreement. PHSC may invoice DECA only for amounts authorized by law and this Agreement. Any invoice must identify the student, course, credit hours, term, and basis for the charge. If DECA disputes any portion of an invoice, DECA shall timely notify PHSC in writing of the basis for the dispute, pay any undisputed amount, and the parties shall meet in good faith to resolve the disputed amount.

Nothing in this section authorizes PHSC to charge a dual enrollment student registration, tuition, or laboratory fees prohibited by Section 1007.271, Florida Statutes.

Subject to annual appropriation in the General Appropriations Act, PHSC shall seek reimbursement from the Florida Department of Education for the standard tuition rate per credit hour for each dual enrollment course taken by a student during the summer term. All eligible dual enrollment students may participate in summer terms III only.

Both PHSC and DECA acknowledge that certain administrative costs are incurred by each for those students that are not attending classes on the post-secondary campus. In the interest of equity, each party agrees to be responsible for its own administrative costs for these students.

Textbook Selection

PHSC shall timely notify DECA of currently adopted instructional materials for applicable dual enrollment courses. Required instructional materials assigned for dual enrollment courses shall be made available to eligible DECA dual enrollment students at no cost, as required by Section 1007.271, Florida Statutes. DECA shall determine and implement its internal process for acquiring, distributing, tracking, and collecting instructional materials for DECA students, except as otherwise agreed in writing by the parties or required by applicable law.

Nothing in this Agreement authorizes DECA to select, require, distribute, or utilize instructional materials, supplemental materials, or other course content for a dual enrollment course without prior approval from PHSC. PHSC shall retain sole authority over the selection, approval, and use of instructional materials and course content for PHSC courses, consistent with applicable law, accreditation requirements, and PHSC academic policies and procedures. PHSC reserves the right to prohibit the use of any instructional material or supplemental content that has not been approved by PHSC or that is inconsistent with PHSC’s academic standards, policies, or legal obligations.

Textbook Return Policies

If students choose to drop a course, for those books obtained from the PHSC College Store, students are to return the textbooks to the PHSC College Store for refunds up to one week following the last day of drop for the current semester. After the drop date, the textbooks or other instructional materials must be returned in accordance with DECA's internal instructional materials return process or as otherwise directed by DECA.

Services to Students with Disabilities

DECA shall remain responsible for school-based obligations applicable to DECA students under the IDEA, Section 504, the ADA, and other applicable law when students participate in dual enrollment courses offered on DECA's campus during the regular school day, except as otherwise agreed by the parties or required by law. PHSC shall administer its accessibility-services process for courses offered on PHSC campuses, through PHSC online courses, or through other PHSC-sponsored modalities. The parties shall coordinate, as legally permissible, to reasonably support eligible students with disabilities while maintaining compliance with FERPA and other applicable confidentiality requirements.

Instructors teaching PHSC dual enrollment courses on DECA's campus shall implement applicable accommodations communicated through DECA and PHSC processes, as required by law and the terms of this Agreement.

Students with disabilities who are enrolled in dual enrollment courses offered at PHSC sponsored sites (PHSC campuses, PHSC centers, PHSC online classes and PHSC hybrid classes) will receive accommodations upon receipt of documentation of a disability(ies) that meets PHSC accessibility guidelines. Any costs for students with hearing impairments needing sign language interpreters or students with visual impairments who take classes at a PHSC campus will be paid 50% by DECA and 50% by PHSC.

DECA and PHSC will determine what are reasonable accommodations for dual enrollment students at their respective sites.

Nothing herein shall make PHSC faculty or staff party to the IEP/504 nor shall PHSC be given or required to have an IEP with a dual enrollment student. PHSC's Student Accessibility Services shall work with DECA to determine if accommodations are required under the Americans with Disabilities Act and Section 504 or the Individuals with Disabilities Act.

To receive accommodations students must self-disclose for a course that is taken online or on campus at PHSC their disability to a Student Accessibility Services staff member. Information regarding eligibility for instructional and support services and documentation of a student's disability that is required before providing accommodations for each disability is available by submitting the required form (available on the PHSC website under Student Accessibility Services) or by contacting the Director of Student Accessibility Services on PHSC's West Campus. Determination of eligibility is the responsibility of PHSC's Director of Student Accessibility Services.

PHSC is an equal access college and does not discriminate against persons with disabilities. PHSC, in compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and ADA Amendment Act, makes every reasonable effort to accommodate persons with disabilities. Students requiring any special services or accommodations because of a disability should contact the Director of Student Accessibility Services at the West Campus, an Assistant Coordinator of Student Accessibility Services, or the Student Accessibility Services Assistant for additional information about the process or to make an appointment. The College requires documentation of a student's disability before providing accommodations for students with disabilities. Accommodations for students may include but are not limited to use of recording device, use of calculator, use of spell checker/dictionary, note taker, laptop, large print/braille, substitution of written work for oral, adapted test format, time extension on in-class work, lecture outlines, scribe, reduced distraction location for exams, substitution of oral work for written, preferential seating, interpreter, reader, tutor, modified furniture, or course substitution.

Confidentiality

Each party acknowledges that during the term of this agreement both parties will send and receive information on students which is considered confidential under Federal and Florida laws. Each party agrees to protect and hold confidential all such information. Neither party may release confidential student information except with written authorization from the student, parent, or legal guardian, as applicable, or as otherwise authorized or required by federal or Florida law, including FERPA. The College will release appropriate information regarding students attending dual enrollment classes on PHSC campuses to DECA only.

Parents/legal guardians will be advised that any information regarding student attendance or performance should be directed to DECA.

Public Records

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To the extent applicable, the parties shall comply with Chapter 119, Florida Statutes, and other applicable public records laws with respect to records made or received in connection with this Agreement.

Main Differences Between High School and College for Students Requesting Accommodations:

Type of Difference	High School	College
Laws	Individuals with Disabilities Education Act (IDEA) entitles or guarantees disabilities services and accommodations to students with disabilities	Under the American with Disabilities Act (ADA) and Sections 504 and 508 of Rehabilitation Act you must meet criteria to be eligible for the services and accommodations
Self-Identification	The school is responsible for identifying a student's disability	The student is responsible for documenting the disability and requesting services
Support	Teachers and parents help you make decisions and ask for help	Student must ask for support and assistance from the Student Accessibility Services Office
Access to Records and Grades	Until you are 18, your parents can access your school grades and participate in IEP meetings	Your parents cannot access your school records or grades without prior written permission

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XVI. Responsibilities for Providing Student Transportation

Students and/or parents/legal guardians shall provide all student transportation to and from courses taken on PHSC's campuses and sites and shall assume any liability incurred thereby.

DISPUTE RESOLUTION

In the event of a dispute of any or all of an invoice submitted hereunder, the parties agree that the dispute is best resolved between them without involving third parties, including mediators, arbitrators, or the judicial system. To resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the dual enrollment agreement. These individuals shall meet within 10 days of notice to the other of a dispute and attempt to resolve the issues. Each administrator so appointed shall appear at the meeting with full authority to resolve the issue. In the event the appointed administrators determine that they are unable to reach an agreement, then DECA's Chief Executive Officer and the President of the College shall meet and resolve the issue. The Chief Executive Officer and President may bring such administrators as they deem appropriate to the resolution meeting. In the event no resolution is achieved at this level then either party may elect to file a civil action in a court of competent jurisdiction in Florida.

SIGNATURES ON NEXT PAGE

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PASCO-HERNANDO STATE COLLEGE:

9/22/2026

Eric Hall, Ed.D., PRESIDENT
PASCO-HERNANDO STATE COLLEGE

DATE

9/22/2026

John Allocco Jr., CHAIR
PASCO-HERNANDO STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

DATE

APPROVED
By PAN at 2:12 pm, Sep 22, 2026

Legal Language Previously

Approved by PHSC Legal Counsel

PAN

DAYSPRING EARLY COLLEGE ACADEMY GOVERNING BOARD:

09/23/2026

Tarah Savino, Board Chair

DATE

Tiffany Athanaselos

09/22/2026

Tiffany Athanaselos, Board Secretary

DATE

Jotform SIGN

Audit Trail

TITLE	2026-2028 PHSC DECA Dual Enrollment Agreement
DOCUMENT ID	262645237997069
DOCUMENT PAGES	30
STATUS	COMPLETED
TIME ZONE	America/Los Angeles

DOCUMENT HISTORY

Process Started	Sep 22, 2026 11:26 AM	The document has been sent for signature.
Invitations Sent	Sep 22, 2026 11:26 AM	Sent for signature to (tarahm11@yahoo.com) IP: 72.186.169.182
Invitations Sent	Sep 22, 2026 11:26 AM	Sent for signature to (tiffanyathanaselos@gmail.com) IP: 72.186.169.182
Viewed	Sep 22, 2026 12:20 PM	Viewed by (tarahm11@yahoo.com) IP: 174.220.29.82
Viewed	Sep 22, 2026 01:30 PM	Viewed by (tiffanyathanaselos@gmail.com) IP: 174.230.91.73
Signed	Sep 22, 2026 01:30 PM	Signed by (tiffanyathanaselos@gmail.com) IP: 174.230.91.73
Viewed	Sep 23, 2026 05:22 AM	Viewed by (tarahm11@yahoo.com) IP: 174.220.29.82

Jotform SIGN

Audit Trail

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	Process Completed	Sep 23, 2026 05:23 AM	The document has been completed.