

**Pasco-Hernando State College  
and  
the District School Board of  
Hernando County**

**Collegiate High School Program Contract  
2020**

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**District School Board of Hernando County  
And Pasco-Hernando State College  
Collegiate High School Program Contract  
2020**

This Program Contract is made by and between the District Board of Trustees of Pasco-Hernando State College, Florida (hereafter "PHSC") and the District School Board of Hernando County (hereafter "HCSB").

It is the specific purpose of this Program Contract to allow for eligible high school students to enroll in certain college courses and to receive credit for such courses from both the HCSB 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 the Collegiate High School Program effective January 1, 2020.

The policies and procedures outlined in the Dual Enrollment Articulation Agreement between HCSB and PHSC will serve as the policies and procedures for the Collegiate High School Program Contract when such policies and procedures are not specifically stated in the Collegiate High School Program Contract.

#### **I. COLLEGIATE HIGH SCHOOL LOCATIONS**

HCSB students in the PHSC Collegiate High School Program must take eligible courses at any PHSC campus, provided the student's chosen program of study is offered at that PHSC campus. Students may need to travel to multiple PHSC campuses to take certain courses that are required for their program of study. PHSC CHS students may take those courses in any format that the College offers them unless otherwise specified in this Program Contract.

#### **II. GRADE LEVEL PARTICIPATION**

The PHSC Collegiate High School Program allows public school students in eleventh (11<sup>th</sup>) and twelfth (12<sup>th</sup>) grades to participate in the program.

#### **III. PROGRAMS, INDUSTRY CERTIFICATIONS, & COURSES AVAILABLE**

Students in the PHSC Collegiate High School Program are eligible to successfully complete 30 or more hours towards an associate in arts or associate in science degree. Students desiring to earn CAPE industry certifications pursuant to s.1008.44 should consult with a PHSC academic advisor to register for the courses necessary to earn a CAPE industry certification. Students participating in the PHSC Collegiate High School program may enroll in programs which will enable them to sit for the following CAPE industry certifications:

- Comp TIA Security +
- Comp TIA Network +
- Comp TIA A +
- CCENT (CISCO)
- CCNA (CISCO)
- AutoCAD Foundations

Students participating in the Collegiate High School Program may enroll only in college credit courses as specified in the [Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List](#). . 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.

Limited access programs (Dental Assisting, Dental Hygiene, Paramedic, Practical Nursing, Radiography, Registered Nursing, Surgical Technology, Law Enforcement, Corrections, Professional Pilot) are not eligible for the PHSC Collegiate High School Program.

#### IV. HIGH SCHOOL AND COLLEGE CREDIT EARNED

##### **Assurance of High School Credit and Transferability of Courses**

Approved and offered dual enrollment courses in the PHSC Collegiate High School Program will be used to fulfill high school credit graduation requirements or elective credit. All dual enrollment courses in the PHSC Collegiate High School Program will meet the guidelines for transferability of credit under Florida Statutes Chapter 1007.271(12). To have a future goal orientation focus, high school students will develop and follow a four-year program of study leading to college entrance, post-secondary education, or workforce entry.

##### **College Credit Courses Available Through the Collegiate High School Program**

Students enrolled in the PHSC Collegiate High School Program will be limited to enrolling in courses which simultaneously meet the high school graduation requirements and the PHSC degree requirements specified in the student's selected program of study and Student Performance Contract.

Students participating in the Collegiate High School Program may enroll only in college credit courses as specified in the [Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses - High School Subject Area Equivalency List](#). Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Program Contract. 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.

Seniors who enroll in the PHSC Collegiate High School Program who have no prior dual enrollment coursework are required to enroll in 15 credit hours per semester.

#### V. STUDENT ELIGIBILITY CRITERIA

##### **Criteria for Identifying Students**

- a) As indicated in Florida Statutes, Chapter 1007.271(3) and the Statement of Standards S1, Grade Point Average (GPA), any student enrolling in the PHSC Collegiate High School Program must qualify with a minimum cumulative unweighted high school grade point average (GPA) of 3.0000.
- b) All students who plan to enroll in the PHSC Collegiate High School Program must achieve a satisfactory score 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. Students who plan to enroll in the PHSC Collegiate High School Program must receive scores on a common placement test that place them into MAC 1105 for mathematics and ENC 1101 for English.

- c) Students must meet the stated pre-requisite(s) and/or co-requisite(s) for each course in the PHSC Collegiate High School Program.
- d) Students must have written approval from a parent or legal guardian, a high school counselor, and a PHSC academic advisor.
- e) Students must be residents of Hernando County.
- f) 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 fall, spring, and summer semesters.
- g) Students who exit the PHSC Collegiate High School Program will not be permitted to reenter the program in a later term. The student would be eligible to participate in the PHSC Dual Enrollment Program as long as he/she meets the eligibility criteria for entrance and continuance.
- h) Students disruptive to the learning environment may be denied Collegiate High School opportunities. All Collegiate High School students must agree to abide by all PHSC policies and procedures. Students understand that if they violate any items in the PHSC Code of Student Conduct, they may be denied participation in the Collegiate High School Program.

## VI. ENROLLMENT PROCESS AND DEADLINES

- a) All relevant dates and deadlines pertaining to the PHSC Collegiate High School Program are available online in [PHSC's College Catalog/Student Handbook](#).
- b) These dates are also published in PHSC's Quick Reference Guide which is delivered to the high schools and is available at many locations throughout the community. Additionally, high school counselors and PHSC academic advisors provide verbal notice to students of relevant dates and deadlines pertaining to the PHSC Collegiate High School Program.
- c) Students must meet with their high school counselor prior to participation to confirm that they meet eligibility requirements for the PHSC Collegiate High School Program. All applicants must meet the admissions criteria outlined in this Program Contract.
- d) **Enrollment in the PHSC Collegiate High School Program is only available in the fall of each academic year. The PHSC Collegiate High School Program has an entry seat cap of 60 students per fall term.**
- e) The application process begins well in advance of the intended term of enrollment. **HCSB will select and submit to the PHSC Director of Admissions and Student Records the 60 completed Collegiate High School Program student applications by March 1 of the preceding fall term enrollment period.** No PHSC Collegiate High School Program applications for new admissions will be accepted after this date. Students must take a Florida Common Placement test prior to applying to the PHSC Collegiate High School Program. PHSC will notify the HCSB of any application discrepancies prior to notifying students of their acceptance status. Applicants will be notified of their acceptance prior to the end of their current high school spring semester.

- f) Students and high school counselors will select particular courses for a PHSC Collegiate High School Program student; however, it is the responsibility of PHSC to verify that the student meets the requirements for enrollment in a course. PHSC academic advisors and registration staff will review and verify all grade and prerequisite requirements for the student's selected courses prior to registering the student. If a student does not meet the prerequisite, whether through common placement test scores or previous coursework, the student will not be enrolled into that course. All students who plan to enroll in the PHSC Collegiate High School Program must achieve a satisfactory score 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.
- g) Students may lose the opportunity to participate in the PHSC Collegiate High School Program if they are disruptive to the learning environment or behaving in an otherwise inappropriate manner during the registration process as determined by PHSC officials.

## **VII. METHODS OF INFORMING STUDENTS AND PARENTS**

### **Procedures to Notify Students about The PHSC Collegiate High School Program**

- a) Information pertaining to the PHSC Collegiate High School Program is made available to students at the [PHSC website](#).
- b) Each district high school will advertise the PHSC Collegiate High School Program throughout the school through the high school Instructional Television system each semester, postings on the school-wide video system and on each high school's web page. High school personnel direct students to meet with their school counselor if they are interested in learning more about participation in the PHSC Collegiate High School. High school counselors will review with the student criteria for participation in the PHSC Collegiate High School Program.

### **Procedures to Notify Parents about The PHSC Collegiate High School Program**

- c) Information pertaining to the PHSC Collegiate High School Program is made available to parents at [the PHSC website](#).
- d) Parents will be notified about the option for their child to participate in the PHSC Collegiate High School Program through a variety of means, including quarterly school newsletters, regular individual advisement, annual parent nights and curriculum fairs, and year-round through district and school websites. Information will also be available to all parents at the [PHSC website](#), PHSC's online [College Catalog/Student Handbook](#), and on the school district's website.

## **VIII. COURSE DELIVERY METHODS AND INSTRUCTORS FOR COURSES**

### **Course Delivery Methods**

- a) Eligible courses may be taken in any format that the College offers them unless otherwise specified in the Program Contract. 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.

### **Qualification and Selection of Instructors**

- b) In accordance with Statement of Standards F1, Faculty Credentials, all faculty teaching in the PHSC Collegiate High School Program 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 in the PHSC Collegiate High School Program are taught by qualified faculty in accordance with the requirements noted in the PHSC Faculty Credentials and Qualifications Manual.

## IX. STUDENT ADVISING AND PROGRESS MONITORING MECHANISMS

### Academic Advising

- a) High School counselors and/or career specialists, together with PHSC academic advisors, will provide academic advisement services (i.e. individual and/or classroom guidance, college workshops and college days/nights) on the PHSC Collegiate High School Program, college majors and prerequisites, and weighting systems to students. In addition, high school counselors and/or career specialists will assist PHSC Collegiate High School Program students with consideration of future educational and career planning.
- b) Each PHSC Collegiate High School Program student must meet with a PHSC academic advisor and a high school counselor prior to registration at least once per semester that the student plans to enroll in PHSC Collegiate High School Program courses. Students are advised of the expectations for continued PHSC Collegiate High School Program eligibility during these advising sessions. PHSC Collegiate High School 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 high school counselor or principal's designee.
- c) Students must maintain good academic standing, which is defined as a 2.0 cumulative grade point average (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 fall, spring, and summer semesters. Students who do not maintain good academic standing will be notified in writing by PHSC. PHSC's Associate Dean of Enterprise Systems will send an electronic report to the school district. In determining academic progress, college credits will be included. Those students who do not maintain a 2.0 cumulative GPA in all PHSC Collegiate High School Program courses will not be allowed to continue participating in the PHSC Collegiate High School Program. Any requests for exception to the 2.0 GPA requirement for each semester will require a written letter from the student, documentation supporting grave extenuating circumstances, and approval from the Principal or designee. This formal request for an exception will be submitted to the Vice-President of Academic Affairs and Faculty Development/College Provost for consideration.
- d) Qualified students with disabilities who wish to receive accommodations will provide appropriate documentation relevant to the student's disability that meets [PHSC's published guidelines](#) to the College's Coordinator of Disabilities Services prior to registering for PHSC Collegiate High School Program classes at the PHSC campuses. The PHSC Collegiate High School Program student has the responsibility to meet with the Coordinator of Disabilities Services, who will review the documentation provided, determine whether the student is eligible to receive accommodations and arrange for approved accommodations to be provided. The school district and PHSC will share equally in the cost of reasonable accommodations that are mutually agreed upon for



PHSC Collegiate High School Program students. 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 the school district and 50% by PHSC.

- e) As indicated in Statement of Standards E2, Early College Course Expectations, PHSC Collegiate High School Program students should discuss with a PHSC advisor their selection of college courses as it pertains to meeting PHSC degree requirements and transferability to other institutions. Students should check with their high school counselor to ensure that courses taken will meet all requirements for high school graduation and for Bright Futures scholarships.
- f) In accordance with Statement of Standards E2, Early College Course Expectations, students and parents should be informed by high school counselors and PHSC advisors of college-level course expectations. Advising should include, but is not limited to, 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 descriptions are available in the online [PHSC College Catalog/Student Handbook](#)..

#### **Ongoing Monitoring of Student's Progress in the PHSC Collegiate High School Program**

- g) The PHSC academic advisor assigned to each high school shall confirm PHSC Collegiate High School Program enrollment with each school district's public high school principal's designee (e.g. School counselor) at the beginning of each semester.
- h) In the event that a PHSC faculty member has notified the Student Development Office of a PHSC Collegiate High School Program student who has unexplained absences or is in jeopardy of failure, the PHSC Assistant Dean of Student Affairs, or designee, will attempt to notify the school district high school designee (i.e. school counselor).
- i) School counselors and academic advisors along with instructors will follow PHSC Collegiate High School Program students' progress for students in need of academic assistance. Tutoring resources available at PHSC for PHSC Collegiate High School Program students include: the Academic Success Centers and the online tutoring system.
- j) School counselors and academic advisors will meet with students and parents to discuss course content for less traditional classes as course selection is being made. 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. Courses will not be modified to the high school level to accommodate variations in student age and/or maturity. It is strongly recommended that the background and maturity level of the student be considered prior to registration in any college credit course.



- a) In accordance with Statement of Standards A1, Grade Analysis of Subsequent Course Success, PHSC shall conduct a follow-up analysis of the grades PHSC Collegiate High School Program 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 PHSC Collegiate High School Program students is comparable to that of non-PHSC Collegiate High School Program students. The information shall be shared with the school district and with the Division of Florida Colleges.
- b) PHSC, in accordance with Statement of Standards A4, Grade Comparison of Early College and "Regular" Student Grades, shall also conduct a follow-up study to ensure that grading standards and student learning outcomes for PHSC Collegiate High School Program courses are comparable to those evidenced in non- PHSC Collegiate High School Program sections of the same course. Results of this analysis shall be shared with the school district 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 the school district.

#### **XI. TERMS OF FUNDING ARRANGEMENTS**

- a) The school district shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to PHSC for students enrolled in the PHSC Collegiate High School Program.
- b) The College will submit an invoice representing the amount of tuition per credit hour aggregated by the total number of credits being taken on the College's campuses. The tuition per credit hour shall be the standard tuition rate for Florida College System institutions as established by the 2016-2017 General Appropriations Act. The invoice will contain the names, student identification numbers, course numbers and titles, and credit hours for each dual enrolled student and will be submitted no later than 15 days following the last day of the "Drop" period for that semester. All amounts shall be remitted to the College by the School District not more than 30 days after the date of submission of the invoice. Such invoices and payments may be submitted electronically. In the event the School District disagrees with the amount invoiced, it shall pay the amount it agrees is due within the time proscribed herein and shall notify the College, in writing, of the basis for disputing the remaining balance. The parties agree to meet and resolve the disagreement as soon as practicable before the end of the College semester for which the invoice was submitted. These time lines shall apply in the Summer Semester in which PHSC Collegiate High School Program students may be enrolled.
- c) 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. In order to resolve disputes, the parties agree that each will appoint an administrator who is familiar with the terms and implementation of the PHSC Collegiate High School Program Contract. 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 the School District Superintendent and the President of the College shall meet and resolve the issue. The School District Superintendent 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 the appropriate Court.

- d) Instructional materials assigned for use within the PHSC Collegiate High School Program shall be made available to students from the school district free of charge.

## **XII. STUDENT PERFORMANCE CONTRACT**

Each student participating in the PHSC Collegiate High School Program must enter into a Student Performance Contract which must be signed by the student, the student's parent/legal guardian, a representative of the student's school district, and a PHSC academic advisor. The student performance contract includes the schedule of courses by semester, industry certifications to be taken by the student (if applicable), student attendance requirements, and course grade requirements for participation in the PHSC Collegiate High School Program.

## **XIII. STUDENT PARTICIPATION IN CO CURRICULAR ACTIVITIES**

CHS 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. CHS students may participate in all other PHSC student activities.

**PASCO-HERNANDO STATE COLLEGE:**

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**TIMOTHY L. BEARD, PH.D., PRESIDENT  
PASCO-HERNANDO STATE COLLEGE**

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**DATE**

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**AL HERNANDEZ, CHAIR  
DISTRICT BOARD OF TRUSTEES**

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**DATE****DISTRICT SCHOOL BOARD OF HERNANDO:**

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**JOHN STRATTEN, SUPERINTENDENT  
DISTRICT SCHOOL BOARD OF HERNANDO COUNTY**

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**DATE**

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**SUSAN DUVAL, DISTRICT SCHOOL BOARD OF  
HERNANDO COUNTY CHAIR**

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**DATE**

Approved as to Form

*Nancy McClain Alfonso*

General Counsel, HCSB