

**Collegiate Institute Agreement Between  
The School Board of Lee County, Florida and  
The District Board of Trustees of Florida SouthWestern State College**

This Agreement is entered into on this 9<sup>th</sup> of November, 2016, between The District Board of Trustees, Florida SouthWestern State College, 8099 College Parkway, Fort Myers, Florida 33919-5566, herein referred to as "FSW" and the School Board of Lee County, Florida, 2855 Colonial Blvd., Ft. Myers, Florida 33966, herein referred to as the "School District".

WHEREAS, FSW and the School Board of Lee County subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs;

WHEREAS, the State Board of Education (SBE) adopted Rule 6A-10.024, FAC, specifying that articulation agreements shall be executed between community college boards of trustees and district school boards within each state college district;

WHEREAS, pursuant to Section 1007.273, Florida Statutes, through a partnership between FSW and the School District, the parties will establish a Collegiate High School Program herein referred to as the Collegiate Institute ("CI") to serve the residents in Lee County;

WHEREAS, a collegiate high school will offer a collegiate-dual enrollment program of study where students will enroll in regular college-credit courses at FSW, while attending high school, with the goal to complete their Associate in Arts (AA) degree and earn their high school diploma simultaneously;

WHEREAS, the collegiate high school will offer a detailed program of study designed to escalate the time required to earn a college degree while earning a high school diploma;

WHEREAS, the parties want to establish one or more collegiate high schools in Lee County to provide high school students with the opportunity to simultaneously earn both a high school diploma and either transferable college credit or a college AA degree at FSW.

WHEREAS, this agreement and all activities under taken pursuant to the agreement shall be consistent with Federal and State statutes and regulations as they may be enacted and amended from time to time.

NOW THEREFORE, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of articulated acceleration mechanisms to establish collegiate high schools in Lee County between FSW and the School District and agree as follows:

## ARTICLE I. Collegiate High School Program

- A. Purpose and Goal—The CI is an articulated acceleration mechanism between FSW and the School District, which shall serve to shorten the time necessary for students to complete the requirements associated with the conference of an AA degree; broaden the scope of curriculum options available to students; and increase the depth of study available for a particular subject by offering college credit courses to eligible high school students, while these students are simultaneously completing their high school requirements.

The goal of a CI is to provide education to high school students who seek the environment of a high-performing high school while also undertaking advanced and college-level studies. The curriculum will enable students to complete a high school diploma and an AA degree simultaneously.

- B. Designation of CI—Both FSW and the School District agree that beginning with the 2015-16 school year, to have at least one CI established at FSW with the option to expand the CI to other mutually agreed upon location(s).
- C. Courses and Industry Certification—Each CI will offer the option for high school students in grades 11 and 12 participating in the CI for at least one full school year to earn CAPE Industry Certification. The Florida Department of Economic Opportunity (DEO) defines industry certification as: *A voluntary process, through which individuals are assessed by an independent, third-party certifying entity using predetermined standards for knowledge, skills and competencies, resulting in the award of a time-limited credential that is nationally recognized and applicable to an occupation that is included in the workforce system's targeted occupation list or determined to be an occupation that is critical, emerging or addresses a local need.* Further, each CI will provide an opportunity for the successful completion of a minimum of thirty (30) credits through the dual enrollment towards completion of an AA degree.

CI college credit courses shall be those courses offered by FSW and also designated by the State-wide Articulation Coordinating Committee Dual Enrollment Course Equivalency list. On-line availability of courses shall be governed by the FSW course schedule. The course list of CI courses offered each year shall be provided by FSW to the collegiate high school program coordinator by April 24 for implementation during the next school year.

## ARTICLE II. Lee County Articulation Committee

The parties agree that an integrated and cooperative program of articulation between FSW and Lee County will be created and maintained to establish one or more collegiate high schools in Lee County. Both FSW and the School District have established a joint Lee County Articulation Committee, composed of appropriate representatives from each institution, which include the following:

- Florida SouthWestern State College, Provost and Vice President of Academic Affairs
- Florida SouthWestern State College, Dean of School of Education

- Florida SouthWestern State College, District Director of Dual Enrollment
- Superintendent, Lee School District
- Chief Academic Officer, Lee County School District
- Director of Secondary Curriculum and Staff Development, Lee County School District
- Assistant Director of School Counseling Services, Lee County School District

The Articulation Committee reserves the right to meet quarterly to assess the status of the Collegiate Institute.

### **ARTICLE III: Term**

The term of this Agreement shall be July 1, 2017 until June 30, 2018. Either party may terminate this Agreement at any time upon sixty (60) days prior written notice to the other party, provided the termination shall not become effective until after the current semester of the program has been completed.

### **ARTICLE IV: Opportunities for Student Participation**

The School District and FSW will work collaboratively to notify students and their parents of CI acceleration mechanisms. The School District shall inform eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking CI courses beyond the regular school year, the potential for courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in the CI. This information shall be included annually in the high school student handbook. FSW will work with the high school to provide course lists for their curriculum guides and will coordinate inquiries to FSW from parents and students with high school guidance staff.

### **ARTICLE V: Eligible Students**

CI college credit courses shall be those courses that are offered by FSW and are also recommended to the SBE by the State Articulation Coordinating Committee meeting high school graduation requirements, identified on the Dual Enrollment Course Equivalency List. Students who wish to enroll in other FSW courses for CI credit will obtain the high school course equivalency from the high school guidance department. These courses may include all courses offered by FSW with the exception of physical education, college preparatory courses and courses less than three credit hours unless they are co-requisites for other courses.

Eligible high school students are enrolled full-time at Florida SouthWestern State College in college-level courses during both the junior and senior years of high school. To be eligible, students must meet the required placement test scores and academic benchmarks prior to the end of the sophomore year of high school. To be eligible for acceptance into the Lee Collegiate Institute, a rising junior in high school must:

1. Have earned at least 14 high school credits by the end of the sophomore year.

2. Received a passing score on Statewide Assessments during the sophomore year. This requirement shall be waived if the statewide assessment scores have not been provided by the state to the school district.
3. Have a 3.0 unweighted cumulative high school grade point average.
4. Meet one of the following test requirements:
  - a. 114 Math, 106 Reading and 103 Writing on the PERT, or
  - b. 440 Math/440 Critical Reading on the SAT (taken prior to March 2016), or
  - c. 24 Math/24 Critical Reading on the SAT (taken in March 2016 or later), or
  - d. 19 Reading, 17 English, 19 Math on the ACT.
5. Provide one teacher and one counselor recommendation.
6. Submit a previously completed and graded writing assignment (i.e. high school research paper or essay).
7. Students with prior college credit from an institution or body other than Florida SouthWestern State College must submit official transcripts and/or score reports to the Office of the Registrar. This includes college credit earned at other colleges or through credit by examination (AP, IB, AICE, and/or CLEP).
8. Exceptions to the required GPA may be granted if both the College Provost and the School District Chief Instructional Officer mutually agree to the specific exception.

Graduating seniors are not eligible for dual enrollment status, including fee exemptions, during the term immediately following their graduation date, even if the registration period or college classes begin prior to the students' actual graduation dates.

#### **ARTICLE VI: Enrollment**

In order to receive FSW credit in CI courses, high school students will be required to complete an FSW Application for Admission and submit the required supporting documentation and appropriate test scores to the FSW Dual Enrollment Office in accordance with the FSW Dual Enrollment Student Handbook and The District policies and procedures. All paperwork must be submitted in accordance with FSW registration deadlines. Specific information for participating in the CI can be found at the website: [www.fsw.edu/dualenrollment](http://www.fsw.edu/dualenrollment)

#### **ARTICLE VII: High School Credit Earned for CI Courses**

Students enrolled in CI and meeting the minimum requirements for satisfactory completion of CI courses shall earn both high school credit from the School District and college credit from FSW. All courses must be at least three (3) credits and be taken for a letter grade, not pass/fail unless required by the college, not including required laboratory experiences which may be less than three credits. Students who complete ECO 2013 will fulfill the high school requirement of one-half (.5) credit in Economics with Financial Literacy. All college courses taken shall align with Associate of Arts (AA) degree requirements.

Students who complete a three (3), four (4) or five (5) credit CI course with a passing grade will earn at least one-half (.5) credit in the designated subject towards the high school diploma and/or credit assigned by the Dual Enrollment Course Equivalency List.

## ARTICLE VIII. Student Advising Services/Progress Monitoring

FSW shall provide advising services regarding its educational programs to CI students participating in the Program with the goal of developing an individual student progression plan. Both FSW and the School District will ensure that students and their parents understand that CI courses are college courses and the amount of work necessary to succeed. FSW student monitoring service shall include the following:

1. Initial Advisement Session with FSW advisor in Spring of 10<sup>th</sup> grade year
2. New student orientation in August prior to start of first term.
3. Prior to registration for each term:
  - a. Student and high school designee review high school graduation progress.
  - b. Student and FSW Advisor review AA degree audit.
  - c. Student and FSW Advisor review course selection and register for classes.
  - d. Student submits schedule to high school designee.
4. Student is required to meet with FSW advisor at least once per term.
5. A student must enroll in a minimum of 12 college credit hours per semester; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.
6. All college courses taken shall align with Associate of Arts (AA) degree requirements.
7. Students are not permitted to drop courses after the end of the college “drop/add” period. Students with extenuating circumstances wanting to withdraw after the end of the drop/add period must follow the late drop petition process outlined in the college catalog. Students meeting the extenuating circumstance criteria may begin this petition process with permission from the Chief Academic Officer.
8. Students with permission who drop or withdraw from an FSW course and fall below 12 credit hours, must return to the assigned high school within two days for class assignment by the Principal or designee and will lose his/her Collegiate Institute enrollment status.
9. In order to remain eligible for college credit coursework, students must maintain the 3.0 unweighted high school grade point average required for initial eligibility and a 3.0 college GPA.
10. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.
11. Students who fall below the required GPA will be placed on academic probation at Florida SouthWestern State College for one semester. A review of the student’s GPA in the next term will determine program continuation. Students whose GPAs are not satisfactory after probation will not be allowed to continue in the Collegiate Institute, regardless of status as a junior or senior. Both the student and high school designee will be notified in writing of the probationary status or dismissal from program.
12. Students will be required to follow the outlined course progression plan. Modification of the progression plan can be done by written agreement between the Superintendent of Schools and the President of Florida SouthWestern State College, or their designees.

13. Students cannot repeat courses while enrolled in the Collegiate Institute program. A student who does not successfully complete a course may forfeit their seat in the program.

### **ARTICLE IX. Program Management and Quality Assurance**

All courses will be taught by FSW faculty members. All faculty members must meet or exceed the academic and professional preparation requirements, which include the SACS COC credentialing guidelines, for teaching at FSW. FSW shall supervise CI faculty for college-level courses.

### **ARTICLE X: Calendar**

The Florida SouthWestern State College Calendar for registration, drop, withdrawal, and other important deadline dates shall be applicable to all courses offered through the CI.

The Lee County Public School bell schedule, activities schedule, and school calendar do not coincide with those of Florida SouthWestern State College. It is the student's responsibility to ensure that he/she can adhere to the college calendar.

Students may not drop or withdraw from an FSW course without written permission from the high school and college designees. Students are not permitted to drop courses after the end of the college "drop/add" period. Students with extenuating circumstances wanting to withdraw after the end of the drop/add period must follow the late drop petition process outlined in the college catalog.

Students are eligible to participate in high school functions and extracurricular activities. However, Collegiate Institute students will be required to adhere to the college calendar for all college closings, dates, and deadlines. Students will not be given any excused absence because of their status as a high school student.

### **ARTICLE XI: Funding**

The CI is to be funded pursuant to Section 1007.271, Florida Statutes, and 1011.62, Florida Statutes.

1. Students enrolled in Lee County Public Schools shall be exempt from payment of all registration, matriculation, required textbooks and instructional materials (as indicated on each course syllabus), and laboratory fees. Students are required to obtain required textbooks and instructional materials from the School District repository. The District is unable to reimburse students for student-purchased books or materials.
2. For The District students enrolled in courses on the College campus, the School District pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2017-2018, the standard tuition at a Florida College System institution is \$71.98 per credit hour. The School District will be invoiced each term one week after the last day of drop and add. Payment will be due 45 days from date of invoice.

## **ARTICLE XII: Textbooks**

FSW shall select textbooks used in CI courses.

1. Books and other instructional materials, with the exception of lab supplies, shall be provided by the School District to high school students enrolled under the provisions of this Agreement at no cost to the student. Students who withdraw, with permission from a high school principal or designee, from a course(s) prior to completion shall be required to return textbooks and other instructional materials to the School District designee, and reimburse the School District for any/all lost or damaged textbooks/instructional materials.
2. The College will communicate to the School District at the earliest possible date, all relevant information about the texts which have been selected for specific courses involved in the Dual Enrollment program. Based upon this information, the School District will purchase and distribute the appropriate texts from the College bookstore (or other provider if the textbook costs are less) to the Dual Enrollment students.
3. The textbooks and other materials will be collected from the students at the conclusion of the course (or at the time of termination of the student prior to the completion of the course) by The District or high school designee. The books will remain housed in the School District book repository for future disposition at the discretion of the School District.
4. Textbook and other relevant coursework materials currency and compliance, as required by relevant State Rule and College requirements, will commence with the 2017-2018 Collegiate Institute Articulation Agreement. Dual Enrollment courses and instructors will use textbooks and other relevant coursework materials as adopted by the College for use in all sections of a course.

## **ARTICLE XIII: FSW Responsibilities for Student Grades**

Within two weeks from the successful completion of the course and the assignment of a grade, FSW shall transmit to the high school the student's course grade via the official grade report. College credits become valid when a student who has taken courses under this agreement present evidence of high school graduation to the College. Once the high school graduation has been confirmed, credits awarded under this Agreement are eligible to be applied to an Associate Degree at FSW or may be transferable to another college or university. It is the student's responsibility to request FSW transcripts to be sent to subsequent colleges or universities.

## **ARTICLE XIV: Student Responsibilities**

Each student participating in the CI must enter into a student performance contract which must be signed by the student, the parent, and a representative of the school district and FSW in the form attached hereto as Exhibit A. By registering, students pledge to accept and obey the rules and regulations of the College. Students are responsible for the observance of all policies and procedures as published in the College Catalog, the Student Handbook, Board of Trustees Policies,

and other College documents. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct are subject to disciplinary action. Students and parents desiring to have their child take classes on a FSW campus shall be responsible for the cost and arrangements of transportation to the campus.

**ARTICLE XV: Delineation of Courses and Industry  
Certifications Offered and On-Line Availability**

CI college credit courses shall be those courses offered by FSW and also designated by the State-wide Articulation Coordinating Committee Dual Enrollment Course Equivalency list. The School District Student Progression Plan and the High School Program of Studies will be amended as necessary to include the designated Dual Enrollment courses. Students will be required to follow the outlined FSW course progression plan for their chosen course of study. Modification of the previously established FSW progression plan can be done by written agreement between the Superintendent of Schools and the President of Florida SouthWestern State College, or their designees. A sample progression plan is attached hereto as Exhibit B.

Students have the option of earning the following CAPE Industry Certifications.

- Autodesk Certified User – ADSK002 (suitable for students in AS Architectural Design and Construction Technology)
- Microsoft Technology Associate (MTA Windows OS Operating System Fundamentals) – MICRO076 (suitable for AS Network Systems Technology)



IN WITNESS WHEREOF, the School District and FSW have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers, in accordance with Sections 1007.235, 1007.273 and 1007.271, F.S., Dual Enrollment Articulation Agreements.

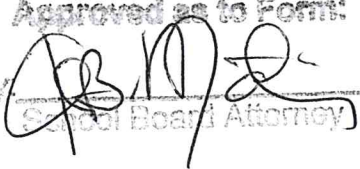
School Board of Lee County, Florida

By:   
School Board Chair

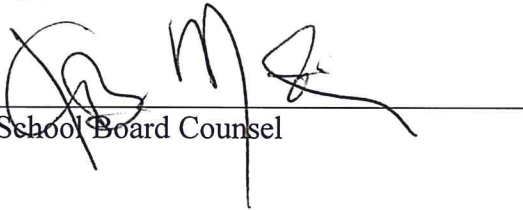
Steven K. Teuber  
Name Printed

11/9/16  
Date

APPROVED  
NOV 09 2016  
SCHOOL BOARD OF  
LEE COUNTY

Approved as to Form:  
By:   
School Board Attorney

Approved as to Form:

  
School Board Counsel

The District Board of Trustees of Florida SouthWestern State College

By:   
Jeffery S. Allbritten, President

10/13/16  
Date:

Approved as to Form:

  
General Counsel

## Exhibit A

### Collegiate Institute Performance Agreement

The Lee-FSW Collegiate Institute is available to qualified Juniors and Seniors. Criteria for admission to the Collegiate Institute include an unweighted, cumulative high school GPA of 3.0. Test scores must meet the following levels: SAT (prior to 03/2016): 440 Critical Reading and 440 Math (540 Math for College Algebra); SAT (on or after 03/2016): 24 Critical Reading and 24 Math (28.5 Math for College Algebra); ACT: 17 English, 19 Reading, and 19 Math (23 for College Algebra); PERT: 106 Reading, 103 Writing, and 114 Math (123 for College Algebra).

#### **The following are clearly understood by students and parents:**

- The Lee County Public School bell schedule, activities schedule, and school calendar **do not coincide** with those of Florida SouthWestern State College. It is the student's responsibility to ensure that he/she can adhere to the college calendar.
- Students and parents desiring to have their child take classes on a FSW campus shall be responsible for the cost and arrangements of transportation to the campus.
- Students are eligible to participate in high school functions and extracurricular activities. However, Collegiate Institute students will be required to adhere to the college calendar for all college closings, dates, and deadlines. Students will not be given any excused absence because of their status as a high school student.
- Students in the Collegiate Institute are Early Admissions students. Students are not able to enroll in courses on their high school campus or through alternative schools. Students must take all college-level coursework either on-line or at Florida SouthWestern State College.
- Students are expected to be in class from the first day and should attend class regularly. Students with an extenuating circumstance preventing them from attending class must contact the professor(s) of the course and the FSW designee.
- Students may not drop or withdraw from an FSW course without written permission from the high school and college designees. Students are not permitted to drop courses after the end of the college "drop/add" period. Students with extenuating circumstances wanting to withdraw after the end of the drop/add period must follow the late drop petition process outlined in the FSW college catalog.
- Students who drop or withdraw from an FSW course and fall below 12 credit hours, must return to the assigned high school for class assignment by the Principal or designee and will lose his/her Collegiate Institute enrollment status.
- Courses taken through the Collegiate Institute become part of a student's permanent high school and college transcript and are calculated into the student's permanent postsecondary GPA. Poor performance as a Collegiate Institute student can ultimately impact one's postsecondary career, including academic standing and financial aid eligibility.
- Students must maintain the 3.0 unweighted high school grade point average required for initial eligibility and a 3.0 college GPA. A student whose GPA falls below the minimum requirement may be placed on academic probation or lose their status as a Collegiate Institute student.

- Any letter grade below a C will not count as credit toward satisfaction of college-level English and Math general education requirements.
- Students with a documented disability must self-identify and register with the FSW Office of Adaptive Services to receive any accommodations.
- While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variation in student age and/or maturity.
- FERPA (Family Educational Rights and Privacy Act): Dual enrollment students are college students and subject to the federal Family Educational Rights and Privacy Act. College records are not released to anyone, even parents/guardians, without written permission from the student. The high school and the college may exchange information related to academic performance and student records.
- Each student, by registering, pledges to accept and obey the rules and regulations of the College. Students are responsible for the observance of all policies and procedures as published in the College Catalog, the Student Handbook, Board of Trustees Policies, and other College documents. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct are subject to disciplinary action.

**My signature denotes that I have read this notice regarding the Collegiate Institute opportunities and responsibilities. I agree to abide by all the stipulations listed above.**

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**Student Signature** **Date**

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**Parent Signature** **Date**

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**High School Designee Signature** **Date**

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**College Designee Signature** **Date**

## Exhibit B

### Sample Collegiate Institute Curriculum Guide\*

	Course	Credit	Subject area	High School Credit
<b>Semester 1</b>	ENC 1101	3	Communications Core(WI)	1 credit English
<b>Fall</b>	MAC 1105	3	Math Core	1 credit Math
	AMH 2010**	3	Social Science	.5 credit US History
	Humanities*	3	Humanities	.5 Elective
	SLS 1515	3	Cornerstone	.5 credit Elective
15				
<b>Semester 2</b>	ENC 1102	3	Communications (WI)	1 credit English
<b>Spring</b>	Other Gen Ed Math	3	Math	1 credit Math
	AMH 2020**	3	Social Science	.5 credit US History
	BSC 1005C**** or BSC 1010/1010L	4	Natural Science Core	1 credit Science
	SPC 2608	3	Communications	.5 credit Elective
16				
<b>Semester 3</b>	POS 2041**	3	Social Science Core	.5 credit American Gov
<b>Fall</b>	WOH1012*	3	Social Science (WI)	.5 credit Elective
	Science***	4	Natural Science	1 credit science
	HUM 2020	3	Humanities Core (WI)	
	Elective***	3	Elective	
16				
<b>Semester 4</b>	ECO 2013**	3	Social Science Core or Elective	.5 credit Economics with Financial Literacy
<b>Spring</b>	Elective***	4	Elective	
	Elective***	3	Elective	
	Elective***	3		
13				

(WI)=writing intensive

\* Students with prior college credit will not be required to repeat coursework. Student progression plan will be adjusted to reflect prior credit earned.

\*\* Course is a required credit for high school graduation. Students who have completed the requirement may select an alternate course from the subject area.

\*\*\* Courses selected with FSW advisor to best meet requirements of baccalaureate degree intention of the student.

\*\*\*\*BSC 1005 is 3 college credits and 1 high school credit. This option is for students without one credit of high school biology with a "C" or better.

Please note: Only ECO 2013 will fulfill the high school graduation requirement of Economics with financial literacy. ECO 2023 will not meet the high school graduation requirement.

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**Associate of Arts (AA) Degree credit requirements**

**Communications – 9 hours**

**Humanities – 6 hours (3 hours writing intensive)**

**Social Science – 9 hours (3 hours writing intensive)**

**Math – 6 hours**

**Science – 6 hours**

**Electives – 24 hours**

***Total College Credits Earned* = Minimum of 60 credit hours required for AA degree**

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