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Office of the Provost/VPAA

REQUEST FOR PRESIDENT'S SIGNATURE


TO: Dr. Jeffery S. Allbritten, President

SUBJECT: *FSW/School Board of Hendry County Collegiate Institute at Clewiston High School*

DATE: 04/09/2018.

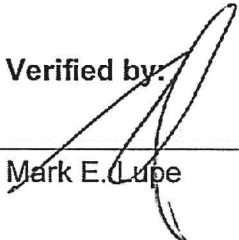
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Office of General Counsel

The above captioned document has been prepared for your signature. I certify that all the information contained therein is true, complete, and correct to the best of my knowledge and belief, and I recommend that you sign the document. You can depend on this certification as the basis for your signature.

Reviewed by:   
\_\_\_\_\_  
Dr. Larry Miller

Prepared by:  
*Amanda Steik*  
\_\_\_\_\_

Reviewed by:  
*Jeff Stewart*  
\_\_\_\_\_  
Dr. Jeff Stewart

Verified by:   
\_\_\_\_\_  
Mark E. Lupe

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APR 25 2018

VP ADMINISTRATIVE SERVICES

Recommended for President's Signature by:  
*Gina Doeble*  
\_\_\_\_\_  
Gina Doeble

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

This Agreement is entered into on this January 1st, 2018, 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 Hendry County, Florida, 25 E. Hickpochee Ave., LaBelle, Florida 33935, herein referred to as the "School District".

WHEREAS, FSW and the School District subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to accelerate 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 called the FSW Collegiate Institute at Clewiston High School herein referred to as the "FSWCI@CHS" to serve the residents in Hendry County;

WHEREAS, FSW will offer a collegiate institute at Clewiston High School where students will enroll in regular college-credit courses from FSW, on their high school campus, with the goal to complete their Associate in Arts (AA) degree and earn their high school diploma simultaneously their junior and senior year;

WHEREAS, the parties want to establish a collegiate institute in Hendry 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.

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 a collegiate institute in Hendry County between FSW and the School District and agree as follows:

## ARTICLE I. Collegiate High School Program

- A. FSWCI@CHS Purpose and Goal—The FSWCI@CHS 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.
- B. FSWCI@CHS Model- The FSWCI@CHS will be an institute within a school, operated within Clewiston High School and in cooperation with the school district. Students enrolled in the FSWCI@CHS will continue to be considered Hendry County students. Students must apply to the FSWCI@CHS through the FSW Dual Enrollment (DE) Office and be accepted by the college for full-time enrollment during the student's 11<sup>th</sup> and 12<sup>th</sup> grade years. Preference will be given to Collegiate Institute students in 11<sup>th</sup> grade, but available seats may be offered to students to meet enrollment requirements discussed later in this agreement. For fairness and equity, a lottery system will be used if applicant numbers exceed course numbers for both full-time and part-time students.
- C. FSWCI@CHS Students- A collegiate institute student has been accepted for early admission to FSW and is enrolled as a full-time college student at the institute site. All eligible district students will continue to have access to dual enrollment or early admission programming if the FSWCI@CHS is at capacity. If seats are available, the institute may offer part-time, dual enrollment opportunities to eligible students.
- C. FSWCI@CHS Courses—The FSWCI@CHS will provide an opportunity for the successful completion of a minimum of thirty (30) credits through the FSWCI@CHS towards completion of an AA degree and 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.* FSWCI@CHS 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 course list of FSWCI@CHS courses offered each year shall be provided by FSW to the FSWCI@CHS Coordinator for implementation during the next school year. Course offerings are subject to FSW department approval and to ground availability. FSW will create and staff the FSWCI@CHS schedule with guidance and support from the FSWC@CHS coordinator.

## **ARTICLE II. Hendry County Articulation Committee**

The parties agree that an integrated and cooperative program of articulation between FSW and Hendry County will be created and maintained to establish a collegiate high school program in Hendry County. Both FSW and the School District have established a joint Hendry County Articulation Committee, composed of appropriate representatives from each institution, which include seven members; four appointed by FSW and three by the school district. The Hendry County Articulation Committee will monitor and review student and program performance in a collaborative manner.

## **ARTICLE III: Term**

The term of this Agreement shall be July 1<sup>st</sup>, 2018 to June 30<sup>th</sup>, 2019. 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 FSWCI@CHS acceleration mechanisms. The School District shall inform eligible secondary students and their parents about the FSWCI@CHS as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking college 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, the process by which students and parents exercise their option to participate in the FSWCI@CHS, and the return on investment associated with participation in the program. 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**

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

1. Have a 3.0 unweighted cumulative high school grade point average.
2. Must meet FSW DE deadlines.
3. Meet the following the college-level test requirements  
<https://www.fsw.edu/testing/dualenroll/earlyadmit>.



4. 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).
5. Entrance exceptions may be sought by an application and appeal process, and determined by the FSW Dean of Education.

Graduating seniors are not eligible for collegiate institute 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 enroll in FSWCI@CHS 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 School District policies and procedures. All paperwork must be submitted in accordance with FSW registration deadlines. Specific information for participating in the FSWCI@CHS can be found at the website: [www.fsw.edu/dualenrollment](http://www.fsw.edu/dualenrollment)

Student enrollment minimums are required to ensure operation of FSWCI@CHS. If enrollment falls below the yearly minimum requirements (set forth below), the cohort is subject to cancellation by the college. Cohorts that meet the minimum requirements will not be canceled by FSW. The enrollment cap is due to limited size of 25 students in writing intensive courses and availability of FSW Faculty.

A cohort is the group of students admitted to FSWCI@CHS during the academic year. Each cohort is labeled according to the grade level they would be in if they were high schools students. FSWCI@CHS has a junior and senior cohort. Each cohort is limited to a maximum of 25 students. FSWCI@CHS total enrollment is limited to 50 students. Exceptions to the cohort size may be granted if both FSW and the District's designees mutually agree to the specific exception.

1. Academic year 2018-2019, a minimum of 14 students must be enrolled in each course.
2. Academic year 2019-2020, a minimum of 20 students must be enrolled in each course.
3. If one of the two FSWCI@CHS cohorts is not at capacity, dual enrollment students will be able to take courses at FSWCI@CHS when seats are available.

#### **ARTICLE VII: High School Credit Earned for FSWCI@CHS Courses**

FSWCI@CHS college credit courses shall be those courses that are offered by FSW and are also recommended by the State Articulation Coordinating Committee meeting high school graduation requirements, identified on the Dual Enrollment Course Equivalency List, found at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Students who enroll in

FSW courses for college credit will obtain the high school course equivalency from the high school counseling department. These courses may include 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.

Students enrolled in FSWCI@CHS and meeting the minimum requirements for satisfactory completion of FSW 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. Laboratory experiences may be less than three credits. All college courses taken shall align with the Associate of Arts (AA) degree requirements.

Students who complete a three (3), four (4) or five (5) credit college 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. Credits earned through the FSWCI@CH will be applied to the student's high school and post-secondary transcript.

#### **ARTICLE VIII. Student Advising Services/Progress Monitoring**

FSW shall provide advising services regarding its educational programs to FSWCI@CHS students participating in the FSWCI@CHS 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 FSWCI@CHS courses are college courses and workload is commensurate with a college course load. The consequence of not being successful include, but are not limited to permanent grades on their transcript, academic probation, or removal from the program. 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 beginning 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 using the FSW Accelerated High School Registration Approval Form (Exhibit C)
  - d. Student submits schedule to high school coordinator.
4. Student is required to meet with FSW advisor at least once per year or as needed.
5. Students will meet regularly with the FSWCI@CHS Program Coordinator.

6. A full-time student must enroll in a minimum of 12 college credit hours per semester; but may not exceed over 16 college credits per semester, unless written exemption is granted by the FSWCI@CHS High School Coordinator and FSWCI@CHS Principal.
7. All college courses taken shall align with Associate of Arts (AA) degree requirements.
8. Full-time students who drop or withdraw from an FSW course and fall below 12 credit hours, may change to part-time or dual-enrollment status if eligible and based on availability, or may return to the high school to complete high school graduation requirements. The FSW coursework to be taken is dependent on school district's determination of courses needed for high school graduation.
9. In order to remain eligible for college credit coursework, students must maintain the 3.0 unweighted high school grade point average required for eligibility and a 2.0 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 2.0 college 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 FSWCI@CHS. Both the student and high school designee will be notified in writing of the probationary status or dismissal from program. Students dismissed from the program will return to their high school coursework.
12. Students who do not pass a course with the required college-level grade, cannot retake the course again while in high school and may not earn the AA degree and may need to take additional high school courses to meet their high school graduation requirements.
13. Students will be required to follow a course progression plan, developed in coordination between the high school and college designees.
14. Students cannot repeat courses while enrolled in the FSWCI@CHS program. A student who does not successfully complete a course may forfeit their seat in the program.

## ARTICLE IX. Student Services

All students who are completing courses under the terms of this Agreement shall be entitled to all appropriate student services available at the College, including academic advising, the Learning Resources Center, the open computer labs, tutorial services, etc.

Guidance Services and Academic Advising – These services are provided to accelerated students through both the College and the high school. Services may be offered in small groups or individually. Information in these services includes the use of the automated advisement system (FLVC.org), as well as course and program requirements leading to an Associate Degree or Career Certificate. The College provides guidance services to students and parents about the articulation accelerated programs and to assist them in the educational planning process.

All FSWCI@CHS students requiring an academic accommodation based upon a disability will be provided with an academic accommodation consistent with Section 504 of the Rehabilitation Act of 1971, as amended, 29 U.S.C. Section 794, and its implementing regulation at 34 CFR Part 104; and Title II of the Americans with Disabilities Act of 1990 (Title II), as amended, 42 U.S.C. §§12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35. All academic accommodation shall be in conformity with 34 CFR 104.44. The accommodation provided shall not be dependent on whether instruction occurs on a College campus or at a high school site.

- A. College Adaptive Services provides services in the provision of educational accommodations to self-identifying students. For information regarding services available, please refer to the Office of Adaptive Services at <http://www.fsw.edu/adaptiveservices> or 239-432-7354.
- B. It is the obligation of the individual with a disability to request a reasonable accommodation. Enrolled students must submit any request for accommodations to the Program Office for Students with Disabilities on the appropriate campus for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that speaks to the specific disability and the requested accommodation. Requests for accommodations must be specific to the documented needs. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester that he or she is enrolled.
- C. Individual Education Plans (IEPs) ARE NOT acceptable forms of primary documentation. IEPs are plans which were structured and agreed to with that particular school at the time they were written. They are not binding agreements with Florida SouthWestern State College. On the other hand, IEPs may be helpful in determining the level of support and types of accommodations which were provided to a student in the past, and they may provide insight regarding successful support.

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

This Agreement is subject to all Federal and State laws and the program is subject to SACSCOC policies and requirements. All courses, whether concurrent, on-site, or online, will be taught by FSW faculty members who meet the Faculty Qualifications and Credentialing standards outlined in College Operating Procedure 03-1106, found at <https://www.fsw.edu/viewdocs/doc/299441>. All faculty members must meet or exceed the academic and professional preparation requirements, which include the SACSCOC credentialing guidelines, for teaching at FSW. FSW shall approve and supervise FSWCI@CHS faculty for college-level courses.

When FSWCI@CHS courses are taught on the high school campus by a high school teacher in an adjunct status with FSW, the faculty member will meet the FSW's credentialing requirements and adhere to the FSW Faculty Handbook. FSW shall supervise CI faculty for college-level courses for program management and quality assurance. Credits earned through the CI will be applied to the student's transcript at the respective high school and post-secondary

For the purposes of the FSWCI@CHS, Clewiston High School is considered an Off-Campus Site of FSW where students can earn 50% or more credits towards an educational program. Final program determination was granted by SACSCOC.

For purposes of Clery Act compliance, Clewiston High School shall be treated as a separate FSW campus. On behalf of FSW, the School District shall report to FSW Public Safety all reportable Clery Act crimes and incidents that occur within the campus's Clery Geography as defined as required and defined and required by 20 USC 1092 and 34 CFR 668.46.

Hendry County will employ a full-time, dedicated Program Coordinator who will work in collaboration with FSW and Clewiston High School to monitor student performance. The Program Coordinator will also work with each student to identify experiential learning opportunities such as internships and volunteer placements.

## **ARTICLE XI: Oversight of Courses and Faculty**

- A. The College is responsible for ensuring that the curriculum and assessment procedures in FSWCI@CHS courses meet College and Southern Association (SACSCOC) standards regardless of whether the FSWCI@CHS courses are taught on the College or the high school campus.
- B. Procedures for provision of college-level instruction.
  1. Florida SouthWestern will share the AA plan and provide an opportunity for feedback.
  2. Classes that do not appear in the college catalog or on the approved FSWCI@CHS courses will not be offered. Classes will run on the college's schedule.

3. A proposed syllabus for each FSWCI@CHS section must be submitted by every professor to the FSW Director of FSWCI@CHS and to the appropriate College department chair for review and approval.
- C. The faculty member's performance in each College course will be monitored by the appropriate College administrator. This monitoring will only reflect on the faculty member's ability to teach Florida SouthWestern State College Courses and will have no bearing on the individual's status as a teacher of high school courses. In addition, students will participate in Student Evaluation of Instruction surveys each semester using the appropriate College form.
- D. As FSWCI@CHS students are expected to do college level work and to demonstrate competency equivalent to that of students in other sections of the same course. The quality assessment of high school-based FSWCI@CHS courses, programs, and instruction shall include, but not limited to, these criteria:
1. Follow the State of Florida approved course content outline designated for the specific course title and number according to the post-secondary Common Course Numbering System.
  2. A college-approved course syllabus in the format supplied. This syllabus must be issued to student at the first class meeting each semester.
  3. The following Adjunct Faculty Portfolio, can be found at the link below established by the College, by the FSWCI@CHS Faculty. The portfolio shall include:  
<https://www.fsw.edu/viewdocs/doc/299062>
  4. Performance evaluation of students in sequential courses.
  5. College's Student Evaluation of Instruction surveys in an environment similar to that afforded to students in other college classes (this evaluation will reflect on the faculty member's ability to teach Florida SouthWestern Courses and will have no bearing on the individual's status as a teacher of high school courses).
  6. Tests and assessments in the course on the level of and covering material equivalent to that of other college classes. This will include, but is not limited to:
    - a. The use and administration of a common course assessment for each FSWCI@CHS course offered on-site in the high schools, which will constitute a major component of the overall grade issued for that course.
    - b. Submitting a copy of the final exam, if not the common course assessment, for each course taught in each semester offered.



Instructional quality shall be monitored by the appropriate College Dean or designee in the College and by the Principal or designee in the high school. Student Opinion Surveys (SOS) shall be provided by the college administrator to the faculty member each semester via Canvas, FSW's learning management system, to be completed by the FSWCI@CHS students.

E. Courses offered on a high school campus site must be comprised of FSWCI@CHS students only. Enrollment for classes designated as writing intensive must be capped at 25 students per section.

F. Appointment of Faculty:

1. For FSWCI@CHS courses offered on the high school site, the principal or designee in each high school of the District shall publicize the teaching opportunities involved in the program. The College, in conjunction with the designated School District personnel, will identify qualified applicants from the full-time high school faculty for selection by the principal. FSW will make final determination on faculty appointments.
2. High school faculty who wish to teach courses offered under this agreement must meet the same qualifications as all other faculty employed by the College for similar instruction.
3. Potential instructors must apply to the FSW adjunct pool through the College's job board. Credentials for any high school personnel being proposed as faculty for FSWCI@CHS courses must be submitted to the College Director of Dual Enrollment or designee.
4. For all designated courses, the College Dean will qualify FSWCI@CHS faculty to ensure college-level instruction. No instructional assignments will be given until a faculty member has been approved and credentialed by the College.
5. The College Dean is responsible for the final determination of the applicant's credentials.

G. FSWCI@CHS In-Service Training and Mentoring:

1. Instructors in their first semester of teaching for FSW will be assigned a faculty mentor. During the first half of the first semester of teaching, the mentor will schedule and complete a classroom observation of the adjunct faculty member using a standard format developed by the Provost/VPAA. A follow-up discussion will occur between the mentor and the adjunct faculty member concerning the classroom observation. Results of the classroom observation and the follow-up



discussion will be forwarded to the appropriate Dean (and Department Chair or Coordinator, if applicable).

2. Each semester, faculty who teach the FSWCI@CHS courses will be required to participate in an in-service experience hosted by the College. These experiences will be scheduled in person or through a virtual setting. The College Director of FSWCI@CHS, Director of the Hendry-Glades Center, School District Deputy Superintendent or designee will collaborate on the in-service activities.
3. To ensure course consistency and equivalency, high school faculty and college faculty in the same discipline will schedule at least one meeting (either in person or through a virtual setting) per year for the purpose of exchanging information, establishing peer relations, and reviewing course entry and exit competencies. These meetings will be scheduled through the FSW Departments or designee.
4. Students are expected to do college-level work and to demonstrate competency equivalent to that of students in other college sections of the same course.

#### **ARTICLE XII: 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 FSWCI@CHS. For courses taken at the FSWCI@CHS the Hendry County District Schools' the start and end of the district calendar, as well as the start and end times of the district's bell schedule will be used to determine the FSW student schedule. However, the class meeting times within the school day may differ from non- FSWCI@CHS classes, and will follow the FSW college calendar and site specific calendar. Other calendar days will be managed by the College.

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

#### **ARTICLE XIII: Funding**

The FSWCI@CHS is to be funded pursuant to Section 1007.271, Florida Statutes, and 1011.62, Florida Statutes.

1. Students enrolled in Hendry County Public Schools shall be exempt from payment of all registration, matriculation, textbooks, and laboratory fees.
2. For School 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. (Fall Term is Oct. 15<sup>th</sup>, Spring Term is March 15<sup>th</sup>)

3. Courses which are taught under the provisions of this Agreement shall be provided in the facilities of the high school of the School District. High school facilities, to include but not limited to classroom and lab space, technology, and classroom supplies, for the purpose of the Agreement shall be available at no cost to the College.
4. Occasionally the College will provide activities on the LaBelle campus. the school District will provide transportation at their discretion.

#### **ARTICLE XIV: Textbooks**

FSW shall select textbooks used in FSWCI@CHS 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 FSWCI@CHS 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 FSWCI@CHS students.
3. The Superintendent, or designee, shall be responsible for the preparation of Department of Education form MIS 636, which is to be submitted to the College by the student at the time of purchase.
4. 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 School 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.
5. The School District is responsible for obtaining their own materials including textbooks, curriculum and assessment materials. The FSW Department Chair may

provide access to some or all of these, however it is the School District's responsibility to obtain if needed.

#### **ARTICLE XV: 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 XVI: Student Responsibilities**

Each student participating in the FSWCI@CHS must enter into a student performance agreement 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. This agreement must be submitted to the college prior to registering for FSWCI@CHS in the student's first term. 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. For courses taken through the FSWCI@CHS on the high school campus, students must also adhere to the policies and procedures of the School District and the High School. The exception to this rule is for the class attendance. The instructor of record for each course taught in the FSWCI@CHS will create an attendance policy that might differ from the School District. It is the student's responsibility to adhere to the requirements outlined by each class instructor (listed on the instructor's course syllabus). 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 XVII: 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 pursuant to an associate degree, baccalaureate degree, or a vocational certificate. 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 and may utilize concurrent, on-site, or online courses to meet their progression plan. The individualized student's

progression plan will be monitored by the FSW Advising Services and high school counselor to ensure high school graduation requirements and FSW program requirements are being met. 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.

CAPE Industry Certifications- 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)
- Emergency Medical Technician (EMT)- NREMT001 (suitable for Emergency Medical Technician Certificate)

Associates of Arts Degree- A sample progression plan is attached hereto as Exhibit B.

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., Inter-institutional Articulation Agreements.

School Board of Hendry County, Florida

By:   
School Board Chair

Jon Basquin  
Name Printed

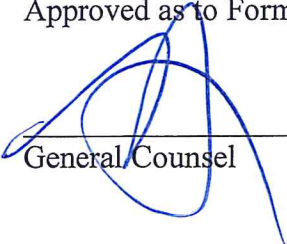
2/13/18  
Date

The District Board of Trustees of Florida SouthWestern State College

By:   
Jeffery S. Allbritten, President

4/26/18  
Date:

Approved as to Form:

  
General Counsel

## Exhibit A

### Collegiate High School Program Performance Agreement Criteria for admission can be at <https://www.fsw.edu/dualenrollment>.

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

- For courses taken at the FSWCI@CHS at Clewiston High School, the Hendry County District Schools' start and end times and district calendar will be used to determine the student schedule. However, the class meeting times within the school day may differ from non-FSWCI@CHS classes.
- For students who take coursework outside of the FSWCI@CHS, it is understood that the Hendry County District Schools 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 and times.
- 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, FSWCI@CHS 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 enrolled in the FSWCI@CHS as Early Admissions students are not able to enroll in courses on their high school campus or through alternative schools. Students must take all college-level coursework through the FSWCI@CHS, 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 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 FSWCI@CHS enrollment status.
- Courses taken through the FSWCI@CHS 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 FSWCI@CHS student can ultimately impact one's postsecondary career, including academic standing and financial aid eligibility.
- Students must maintain the 3.0 unweighted, cumulative high school grade point average required for initial eligibility and a 2.0 college GPA. A student whose GPA falls below the minimum requirement may be placed on academic probation or lose their status as a FSWCI@CHS 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.
- 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 FSWCI@CHS 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

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### Sample Collegiate Institute Curriculum Guide\*

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|                   | 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 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<br>Elective | .5 credit Economics<br>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.**

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

This Agreement is entered into on this January 1st, 2018, 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 Hendry County, Florida, 25 E. Hickpochee Ave., LaBelle, Florida 33935, herein referred to as the "School District".

WHEREAS, FSW and the School District subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to accelerate 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 called the FSW Collegiate Institute at Clewiston High School herein referred to as the "FSWCI@CHS" to serve the residents in Hendry County;

WHEREAS, FSW will offer a collegiate institute at Clewiston High School where students will enroll in regular college-credit courses from FSW, on their high school campus, with the goal to complete their Associate in Arts (AA) degree and earn their high school diploma simultaneously their junior and senior year;

WHEREAS, the parties want to establish a collegiate institute in Hendry 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.

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 a collegiate institute in Hendry County between FSW and the School District and agree as follows:

## ARTICLE I. Collegiate High School Program

- A. FSWCI@CHS Purpose and Goal—The FSWCI@CHS 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.
- B. FSWCI@CHS Model- The FSWCI@CHS will be an institute within a school, operated within Clewiston High School and in cooperation with the school district. Students enrolled in the FSWCI@CHS will continue to be considered Hendry County students. Students must apply to the FSWCI@CHS through the FSW Dual Enrollment (DE) Office and be accepted by the college for full-time enrollment during the student's 11<sup>th</sup> and 12<sup>th</sup> grade years. Preference will be given to Collegiate Institute students in 11<sup>th</sup> grade, but available seats may be offered to students to meet enrollment requirements discussed later in this agreement. For fairness and equity, a lottery system will be used if applicant numbers exceed course numbers for both full-time and part-time students.
- C. FSWCI@CHS Students- A collegiate institute student has been accepted for early admission to FSW and is enrolled as a full-time college student at the institute site. All eligible district students will continue to have access to dual enrollment or early admission programming if the FSWCI@CHS is at capacity. If seats are available, the institute may offer part-time, dual enrollment opportunities to eligible students.
- C. FSWCI@CHS Courses—The FSWCI@CHS will provide an opportunity for the successful completion of a minimum of thirty (30) credits through the FSWCI@CHS towards completion of an AA degree and 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.* FSWCI@CHS 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 course list of FSWCI@CHS courses offered each year shall be provided by FSW to the FSWCI@CHS Coordinator for implementation during the next school year. Course offerings are subject to FSW department approval and to ground availability. FSW will create and staff the FSWCI@CHS schedule with guidance and support from the FSWC@CHS coordinator.

## **ARTICLE II. Hendry County Articulation Committee**

The parties agree that an integrated and cooperative program of articulation between FSW and Hendry County will be created and maintained to establish a collegiate high school program in Hendry County. Both FSW and the School District have established a joint Hendry County Articulation Committee, composed of appropriate representatives from each institution, which include seven members; four appointed by FSW and three by the school district. The Hendry County Articulation Committee will monitor and review student and program performance in a collaborative manner.

## **ARTICLE III: Term**

The term of this Agreement shall be July 1<sup>st</sup>, 2018 to June 30<sup>th</sup>, 2019. 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 FSWCI@CHS acceleration mechanisms. The School District shall inform eligible secondary students and their parents about the FSWCI@CHS as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking college 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, the process by which students and parents exercise their option to participate in the FSWCI@CHS, and the return on investment associated with participation in the program. 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**

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

1. Have a 3.0 unweighted cumulative high school grade point average.
2. Must meet FSW DE deadlines.
3. Meet the following the college-level test requirements <https://www.fsw.edu/testing/dualenroll/earlyadmit>.

4. 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).
5. Entrance exceptions may be sought by an application and appeal process, and determined by the FSW Dean of Education.

Graduating seniors are not eligible for collegiate institute 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 enroll in FSWCI@CHS 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 School District policies and procedures. All paperwork must be submitted in accordance with FSW registration deadlines. Specific information for participating in the FSWCI@CHS can be found at the website: [www.fsw.edu/dualenrollment](http://www.fsw.edu/dualenrollment)

Student enrollment minimums are required to ensure operation of FSWCI@CHS. If enrollment falls below the yearly minimum requirements (set forth below), the cohort is subject to cancellation by the college. Cohorts that meet the minimum requirements will not be canceled by FSW. The enrollment cap is due to limited size of 25 students in writing intensive courses and availability of FSW Faculty.

A cohort is the group of students admitted to FSWCI@CHS during the academic year. Each cohort is labeled according to the grade level they would be in if they were high schools students. FSWCI@CHS has a junior and senior cohort. Each cohort is limited to a maximum of 25 students. FSWCI@CHS total enrollment is limited to 50 students. Exceptions to the cohort size may be granted if both FSW and the District's designees mutually agree to the specific exception.

1. Academic year 2018-2019, a minimum of 14 students must be enrolled in each course.
2. Academic year 2019-2020, a minimum of 20 students must be enrolled in each course.
3. If one of the two FSWCI@CHS cohorts is not at capacity, dual enrollment students will be able to take courses at FSWCI@CHS when seats are available.

#### **ARTICLE VII: High School Credit Earned for FSWCI@CHS Courses**

FSWCI@CHS college credit courses shall be those courses that are offered by FSW and are also recommended by the State Articulation Coordinating Committee meeting high school graduation requirements, identified on the Dual Enrollment Course Equivalency List, found at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Students who enroll in

FSW courses for college credit will obtain the high school course equivalency from the high school counseling department. These courses may include 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.

Students enrolled in FSWCI@CHS and meeting the minimum requirements for satisfactory completion of FSW 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. Laboratory experiences may be less than three credits. All college courses taken shall align with the Associate of Arts (AA) degree requirements.

Students who complete a three (3), four (4) or five (5) credit college 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. Credits earned through the FSWCI@CH will be applied to the student's high school and post-secondary transcript.

### **ARTICLE VIII. Student Advising Services/Progress Monitoring**

FSW shall provide advising services regarding its educational programs to FSWCI@CHS students participating in the FSWCI@CHS 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 FSWCI@CHS courses are college courses and workload is commensurate with a college course load. The consequence of not being successful include, but are not limited to permanent grades on their transcript, academic probation, or removal from the program. 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 beginning 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 using the FSW Accelerated High School Registration Approval Form (Exhibit C)
  - d. Student submits schedule to high school coordinator.
4. Student is required to meet with FSW advisor at least once per year or as needed.
5. Students will meet regularly with the FSWCI@CHS Program Coordinator.

6. A full-time student must enroll in a minimum of 12 college credit hours per semester; but may not exceed over 16 college credits per semester, unless written exemption is granted by the FSWCI@CHS High School Coordinator and FSWCI@CHS Principal.
7. All college courses taken shall align with Associate of Arts (AA) degree requirements.
8. Full-time students who drop or withdraw from an FSW course and fall below 12 credit hours, may change to part-time or dual-enrollment status if eligible and based on availability, or may return to the high school to complete high school graduation requirements. The FSW coursework to be taken is dependent on school district's determination of courses needed for high school graduation.
9. In order to remain eligible for college credit coursework, students must maintain the 3.0 unweighted high school grade point average required for eligibility and a 2.0 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 2.0 college 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 FSWCI@CHS. Both the student and high school designee will be notified in writing of the probationary status or dismissal from program. Students dismissed from the program will return to their high school coursework.
12. Students who do not pass a course with the required college-level grade, cannot retake the course again while in high school and may not earn the AA degree and may need to take additional high school courses to meet their high school graduation requirements.
13. Students will be required to follow a course progression plan, developed in coordination between the high school and college designees.
14. Students cannot repeat courses while enrolled in the FSWCI@CHS program. A student who does not successfully complete a course may forfeit their seat in the program.



## ARTICLE IX. Student Services

All students who are completing courses under the terms of this Agreement shall be entitled to all appropriate student services available at the College, including academic advising, the Learning Resources Center, the open computer labs, tutorial services, etc.

Guidance Services and Academic Advising – These services are provided to accelerated students through both the College and the high school. Services may be offered in small groups or individually. Information in these services includes the use of the automated advisement system (FLVC.org), as well as course and program requirements leading to an Associate Degree or Career Certificate. The College provides guidance services to students and parents about the articulation accelerated programs and to assist them in the educational planning process.

All FSWCI@CHS students requiring an academic accommodation based upon a disability will be provided with an academic accommodation consistent with Section 504 of the Rehabilitation Act of 1971, as amended, 29 U.S.C. Section 794, and its implementing regulation at 34 CFR Part 104; and Title II of the Americans with Disabilities Act of 1990 (Title II), as amended, 42 U.S.C. §§12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35. All academic accommodation shall be in conformity with 34 CFR 104.44. The accommodation provided shall not be dependent on whether instruction occurs on a College campus or at a high school site.

- A. College Adaptive Services provides services in the provision of educational accommodations to self-identifying students. For information regarding services available, please refer to the Office of Adaptive Services at <http://www.fsw.edu/adaptiveservices> or 239-432-7354.
- B. It is the obligation of the individual with a disability to request a reasonable accommodation. Enrolled students must submit any request for accommodations to the Program Office for Students with Disabilities on the appropriate campus for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that speaks to the specific disability and the requested accommodation. Requests for accommodations must be specific to the documented needs. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester that he or she is enrolled.
- C. Individual Education Plans (IEPs) ARE NOT acceptable forms of primary documentation. IEPs are plans which were structured and agreed to with that particular school at the time they were written. They are not binding agreements with Florida SouthWestern State College. On the other hand, IEPs may be helpful in determining the level of support and types of accommodations which were provided to a student in the past, and they may provide insight regarding successful support.

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

This Agreement is subject to all Federal and State laws and the program is subject to SACSCOC policies and requirements. All courses, whether concurrent, on-site, or online, will be taught by FSW faculty members who meet the Faculty Qualifications and Credentialing standards outlined in College Operating Procedure 03-1106, found at <https://www.fsw.edu/viewdocs/doc/299441>. All faculty members must meet or exceed the academic and professional preparation requirements, which include the SACSCOC credentialing guidelines, for teaching at FSW. FSW shall approve and supervise FSWCI@CHS faculty for college-level courses.

When FSWCI@CHS courses are taught on the high school campus by a high school teacher in an adjunct status with FSW, the faculty member will meet the FSW's credentialing requirements and adhere to the FSW Faculty Handbook. FSW shall supervise CI faculty for college-level courses for program management and quality assurance. Credits earned through the CI will be applied to the student's transcript at the respective high school and post-secondary

For the purposes of the FSWCI@CHS, Clewiston High School is considered an Off-Campus Site of FSW where students can earn 50% or more credits towards an educational program. Final program determination was granted by SACSCOC.

For purposes of Clery Act compliance, Clewiston High School shall be treated as a separate FSW campus. On behalf of FSW, the School District shall report to FSW Public Safety all reportable Clery Act crimes and incidents that occur within the campus's Clery Geography as defined as required and defined and required by 20 USC 1092 and 34 CFR 668.46.

Hendry County will employ a full-time, dedicated Program Coordinator who will work in collaboration with FSW and Clewiston High School to monitor student performance. The Program Coordinator will also work with each student to identify experiential learning opportunities such as internships and volunteer placements.

## **ARTICLE XI: Oversight of Courses and Faculty**

- A. The College is responsible for ensuring that the curriculum and assessment procedures in FSWCI@CHS courses meet College and Southern Association (SACSCOC) standards regardless of whether the FSWCI@CHS courses are taught on the College or the high school campus.
- B. Procedures for provision of college-level instruction.
  1. Florida SouthWestern will share the AA plan and provide an opportunity for feedback.
  2. Classes that do not appear in the college catalog or on the approved FSWCI@CHS courses will not be offered. Classes will run on the college's schedule.

3. A proposed syllabus for each FSWCI@CHS section must be submitted by every professor to the FSW Director of FSWCI@CHS and to the appropriate College department chair for review and approval.
- C. The faculty member's performance in each College course will be monitored by the appropriate College administrator. This monitoring will only reflect on the faculty member's ability to teach Florida SouthWestern State College Courses and will have no bearing on the individual's status as a teacher of high school courses. In addition, students will participate in Student Evaluation of Instruction surveys each semester using the appropriate College form.
- D. As FSWCI@CHS students are expected to do college level work and to demonstrate competency equivalent to that of students in other sections of the same course. The quality assessment of high school-based FSWCI@CHS courses, programs, and instruction shall include, but not limited to, these criteria:
1. Follow the State of Florida approved course content outline designated for the specific course title and number according to the post-secondary Common Course Numbering System.
  2. A college-approved course syllabus in the format supplied. This syllabus must be issued to student at the first class meeting each semester.
  3. The following Adjunct Faculty Portfolio, can be found at the link below established by the College, by the FSWCI@CHS Faculty. The portfolio shall include:  
<https://www.fsw.edu/viewdocs/doc/299062>
  4. Performance evaluation of students in sequential courses.
  5. College's Student Evaluation of Instruction surveys in an environment similar to that afforded to students in other college classes (this evaluation will reflect on the faculty member's ability to teach Florida SouthWestern Courses and will have no bearing on the individual's status as a teacher of high school courses).
  6. Tests and assessments in the course on the level of and covering material equivalent to that of other college classes. This will include, but is not limited to:
    - a. The use and administration of a common course assessment for each FSWCI@CHS course offered on-site in the high schools, which will constitute a major component of the overall grade issued for that course.
    - b. Submitting a copy of the final exam, if not the common course assessment, for each course taught in each semester offered.

Instructional quality shall be monitored by the appropriate College Dean or designee in the College and by the Principal or designee in the high school. Student Opinion Surveys (SOS) shall be provided by the college administrator to the faculty member each semester via Canvas, FSW's learning management system, to be completed by the FSWCI@CHS students.

E. Courses offered on a high school campus site must be comprised of FSWCI@CHS students only. Enrollment for classes designated as writing intensive must be capped at 25 students per section.

F. Appointment of Faculty:

1. For FSWCI@CHS courses offered on the high school site, the principal or designee in each high school of the District shall publicize the teaching opportunities involved in the program. The College, in conjunction with the designated School District personnel, will identify qualified applicants from the full-time high school faculty for selection by the principal. FSW will make final determination on faculty appointments.
2. High school faculty who wish to teach courses offered under this agreement must meet the same qualifications as all other faculty employed by the College for similar instruction.
3. Potential instructors must apply to the FSW adjunct pool through the College's job board. Credentials for any high school personnel being proposed as faculty for FSWCI@CHS courses must be submitted to the College Director of Dual Enrollment or designee.
4. For all designated courses, the College Dean will qualify FSWCI@CHS faculty to ensure college-level instruction. No instructional assignments will be given until a faculty member has been approved and credentialed by the College.
5. The College Dean is responsible for the final determination of the applicant's credentials.

G. FSWCI@CHS In-Service Training and Mentoring:

1. Instructors in their first semester of teaching for FSW will be assigned a faculty mentor. During the first half of the first semester of teaching, the mentor will schedule and complete a classroom observation of the adjunct faculty member using a standard format developed by the Provost/VPAA. A follow-up discussion will occur between the mentor and the adjunct faculty member concerning the classroom observation. Results of the classroom observation and the follow-up

discussion will be forwarded to the appropriate Dean (and Department Chair or Coordinator, if applicable).

2. Each semester, faculty who teach the FSWCI@CHS courses will be required to participate in an in-service experience hosted by the College. These experiences will be scheduled in person or through a virtual setting. The College Director of FSWCI@CHS, Director of the Hendry-Glades Center, School District Deputy Superintendent or designee will collaborate on the in-service activities.
3. To ensure course consistency and equivalency, high school faculty and college faculty in the same discipline will schedule at least one meeting (either in person or through a virtual setting) per year for the purpose of exchanging information, establishing peer relations, and reviewing course entry and exit competencies. These meetings will be scheduled through the FSW Departments or designee.
4. Students are expected to do college-level work and to demonstrate competency equivalent to that of students in other college sections of the same course.

#### **ARTICLE XII: 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 FSWCI@CHS. For courses taken at the FSWCI@CHS the Hendry County District Schools' the start and end of the district calendar, as well as the start and end times of the district's bell schedule will be used to determine the FSW student schedule. However, the class meeting times within the school day may differ from non- FSWCI@CHS classes, and will follow the FSW college calendar and site specific calendar. Other calendar days will be managed by the College.

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

#### **ARTICLE XIII: Funding**

The FSWCI@CHS is to be funded pursuant to Section 1007.271, Florida Statutes, and 1011.62, Florida Statutes.

1. Students enrolled in Hendry County Public Schools shall be exempt from payment of all registration, matriculation, textbooks, and laboratory fees.
2. For School 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. (Fall Term is Oct. 15<sup>th</sup>, Spring Term is March 15<sup>th</sup>)

3. Courses which are taught under the provisions of this Agreement shall be provided in the facilities of the high school of the School District. High school facilities, to include but not limited to classroom and lab space, technology, and classroom supplies, for the purpose of the Agreement shall be available at no cost to the College.
4. Occasionally the College will provide activities on the LaBelle campus. the school District will provide transportation at their discretion.

#### **ARTICLE XIV: Textbooks**

FSW shall select textbooks used in FSWCI@CHS 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 FSWCI@CHS 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 FSWCI@CHS students.
3. The Superintendent, or designee, shall be responsible for the preparation of Department of Education form MIS 636, which is to be submitted to the College by the student at the time of purchase.
4. 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 School 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.
5. The School District is responsible for obtaining their own materials including textbooks, curriculum and assessment materials. The FSW Department Chair may



provide access to some or all of these, however it is the School District's responsibility to obtain if needed.

#### **ARTICLE XV: 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 XVI: Student Responsibilities**

Each student participating in the FSWCI@CHS must enter into a student performance agreement 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. This agreement must be submitted to the college prior to registering for FSWCI@CHS in the student's first term. 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. For courses taken through the FSWCI@CHS on the high school campus, students must also adhere to the policies and procedures of the School District and the High School. The exception to this rule is for the class attendance. The instructor of record for each course taught in the FSWCI@CHS will create an attendance policy that might differ from the School District. It is the student's responsibility to adhere to the requirements outlined by each class instructor (listed on the instructor's course syllabus). 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 XVII: 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 pursuant to an associate degree, baccalaureate degree, or a vocational certificate. 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 and may utilize concurrent, on-site, or online courses to meet their progression plan. The individualized student's



progression plan will be monitored by the FSW Advising Services and high school counselor to ensure high school graduation requirements and FSW program requirements are being met. 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.

CAPE Industry Certifications- 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)
- Emergency Medical Technician (EMT)- NREMT001 (suitable for Emergency Medical Technician Certificate)

Associates of Arts Degree- A sample progression plan is attached hereto as Exhibit B.

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., Inter-institutional Articulation Agreements.

School Board of Hendry County, Florida

By:   
School Board Chair

Jon Basquin  
Name Printed

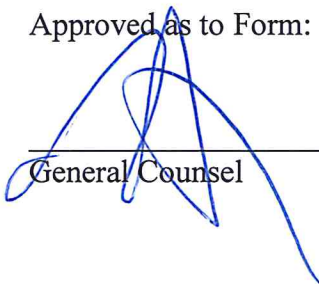
2/13/18  
Date

The District Board of Trustees of Florida SouthWestern State College

By:   
Jeffery S. Allbritten, President

4/26/18  
Date:

Approved as to Form:

  
General Counsel

## Exhibit A

### Collegiate High School Program Performance Agreement Criteria for admission can be at <https://www.fsw.edu/dualenrollment>.

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

- For courses taken at the FSWCI@CHS at Clewiston High School, the Hendry County District Schools' start and end times and district calendar will be used to determine the student schedule. However, the class meeting times within the school day may differ from non-FSWCI@CHS classes.
- For students who take coursework outside of the FSWCI@CHS, it is understood that the Hendry County District Schools 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 and times.
- 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, FSWCI@CHS 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 enrolled in the FSWCI@CHS as Early Admissions students are not able to enroll in courses on their high school campus or through alternative schools. Students must take all college-level coursework through the FSWCI@CHS, 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 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 FSWCI@CHS enrollment status.
- Courses taken through the FSWCI@CHS 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 FSWCI@CHS student can ultimately impact one's postsecondary career, including academic standing and financial aid eligibility.
- Students must maintain the 3.0 unweighted, cumulative high school grade point average required for initial eligibility and a 2.0 college GPA. A student whose GPA falls below the minimum requirement may be placed on academic probation or lose their status as a FSWCI@CHS 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.
- 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 FSWCI@CHS 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**

---

**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 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<br>Elective | .5 credit Economics<br>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.**

**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.**