

## College Operating Procedures (COP)



**Procedure Title:** Dual Enrollment  
**Procedure Number:** 03-0901  
**Originating Department:** Vice President, Academic Affairs

**Specific Authority:**

Board Policy 6Hx6:3.04  
Florida Statute n/a  
Florida Administrative Code n/a

**Procedure Actions:** Adopted: : 06/01/10; 02/10/11

**Purpose Statement:** To establish district wide coordination and oversight for the Dual Enrollment Program.

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**Guidelines:**

The Dual Enrollment program is authorized under Florida Statute 1007.271 and complies with State Board of Education Rule 6A-10-0241 Articulation Plans for College Level Instruction for High School Students. The program is a cooperative effort between Florida SouthWestern State College (College) and the School Districts of Charlotte, Collier, Hendry, Glades, and Lee counties , select private schools, and home schooled students to provide enhanced learning opportunities for qualified high school students through the effective use of Florida's community/state college programs and resources.

The District Dual Enrollment Program Handbook is designed to outline policies and procedures as conducted by the College under the inter-institutional articulation agreements (IIA) with the School Districts of Charlotte, Collier, Hendry, Glades, and Lee counties, qualifying private schools, and home schooled students.

**Procedures:**

The Dual Enrollment Office under the auspice of the Office of the Vice President, Academic Affairs will be responsible for coordinating the instructional and academic component of the dual enrollment program and courses. The selection, hiring, and verification of faculty credentials will be the responsibility of the Dual Enrollment Office in coordination with the appropriate academic department chair and dean to secure approval signatures. Course selection, academic course content, grading policy, and instructional evaluation procedures will be the responsibility of the Dual Enrollment Office in coordination with the appropriate department chair, in conjunction with the appropriate academic dean. The Dual Enrollment Office will distribute each semester the Course and Instructor Form to each high school site for the proposed dual enrollment courses to be offered.

College course syllabi will be provided to the county high schools by the Dual Enrollment Office in coordination with the appropriate academic department. All dual enrollment course instructors are expected to follow the College course syllabus, grading policy, and designated text. Any exceptions to the College textbook policy must be approved by the Dual Enrollment Office under the auspice of the Office of Academic Affairs.

College instructional support materials will be available for use at the high school sites. Dual enrollment instructors at the high schools are expected to make prior arrangements with the Dual Enrollment Office who coordinates with the appropriate College academic departments to utilize any support materials available. The College is not expected to supply laboratory materials and consumable supplies. Each high school is responsible for the acquisition of laboratory materials and expendable supplies. Delivery and return of support instructional materials will be mutually arranged by the Dual Enrollment Office and the dual enrollment instructor at the high school site.

College departmental examinations, when available, will be provided to the high schools by the Dual Enrollment Office in coordination with each school district's assessment officer. Course syllabi and additional instructor implemented materials will be reviewed by the Dual Enrollment Office in coordination with the appropriate College academic department. Dual enrollment instructors are observed and are expected to submit an annual instructional and professional development portfolio in accordance with the College's procedure for adjunct faculty oversight and evaluation.

Per state guidelines the inter-institutional articulation agreements (IIAs) will be reviewed and signed with each county school district annually the fall of each academic year.

Signed agreements are submitted to the State in late fall.