

**Collegiate High School Contract Between
Clay County School Board and
District Board of Trustees of St. Johns River State College**

Section 1007.273, Florida Statutes, specifies the development of a contract between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of establishing a collegiate high school. The purpose of the contract is to provide a primary framework within which all future Collegiate High School's objectives and activities shall be described. The Clay County School Board, hereinafter referred to as the School Board, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute.

1. **Parent and student notification process about student participation in the Collegiate High School:** The School Board and SJR State will work collaboratively to notify eligible students and their parents of all Dual Enrollment acceleration mechanisms. The School Board shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State shall work with each high school to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with high school guidance staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host annual Information Sessions for potential Dual Enrollment students on each of SJR State's campuses. The Director of Dual Enrollment will also host Information Sessions at the high school sites by request.

2. **Programs and courses available to students eligible for Dual Enrollment:**
Program Description: Collegiate High School is an option for public high school seniors to earn CAPE industry certifications (Section 1008.44) and to successfully complete a minimum of 30 college credit hours through the dual enrollment program. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree."

In Clay County, St. Johns River State College has two collegiate high school programs: SJR State's Collegiate High School at Orange Park High School and SJR State's Collegiate High School at Middleburg High School. SJR State's collegiate high school programs allow admitted students to complete a full 60-credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon completing four years of high school. In grades nine through eleven, collegiate high school students take both college-level and high school coursework at their high school site, and in the twelfth grade, all coursework is completed at St. Johns River State College's Orange Park Campus.

Collegiate High School Dual Enrollment Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at

<http://www.fldoe.org/articulation/pdf/DEList.pdf>). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Collegiate High School Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education and college preparatory courses are excluded from this Agreement. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. Dual Enrollment students must be A.A. or A.S. degree seeking students.

Cape Industry Certification: The following college credit certificates will lead to CAPE industry certification, which are listed with the appropriate college certificate:

Digital Forensics:	ACE, Network+, Security+, Ethical Hacker, and Linux+, C/HFI
CISCO Network Infrastructure:	CCENT, CCNA, Security+, Network+
Network Enterprise Administration:	Security+, CEH, Linux+, and CCNA
Help Desk Support Technician:	A+

Online Course Availability: Collegiate High School students may take online dual enrollment courses assuming seating availability exists.

Delineation of the high school credit earned for the passage of each Dual Enrollment course: Students enrolled in Dual Enrollment courses shall earn both high school credit from the School Board and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3), or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List*.

3. Student eligibility requirements for participation in the Collegiate High School program:

Initial Eligibility Criteria for Student Participation: Students eligible to apply for the lottery to participate in one of the Collegiate High Schools must be rising 8th graders who have a cumulative unweighted GPA of 3.0 in all academic coursework and a cumulative unweighted GPA of 3.0 in at least one academic high school course taken as an 8th grader. Collegiate high school students will be required to complete the CPT, P.E.R.T., ACT, and/or SAT so as to demonstrate readiness for college coursework. No student shall be enrolled in a college credit mathematics or English dual enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the CPT, P.E.R.T., ACT, or SAT (a placement test score chart is available online on the College's website at <http://www.sjrstate.edu/catalog/placementtest.pdf>).

Continued Eligibility Criteria for Student Participation: Collegiate High School students who earn below a "C" (including a "W" grade) in any Dual Enrollment course will be subject to dismissal from the Collegiate High School and Dual Enrollment programs. All Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the

petition process. Students not maintaining this standard are subject to dismissal from the Collegiate High School and Dual Enrollment programs and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation. Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

Graduating seniors: Students who graduate prior to completion of the postsecondary course may not register for the course through the Collegiate High School. Graduating seniors who successfully participated in dual enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

4. Process for students and their parents to elect to participate in the Collegiate High School:

Application Procedure: In order to participate in the Collegiate High School program at SJR State, eligible rising 8th grader students are required to attend one of SJR State's Collegiate High School Information Sessions to receive the Collegiate High School Lottery Application. The completed Collegiate High School Lottery Application must be submitted, with all necessary signatures, by the posted deadline. The School District will confirm that the student is eligible to participate in the collegiate high school prior to including the application in the Collegiate High School Lottery. Collegiate High School application deadlines will be published by the School District and posted on SJR State's website each spring http://www.sjrstate.edu/collegiate_hs.html

Registration (Enrollment) Process: The Collegiate High School's registration policies will follow the same registration policies for the Dual Enrollment courses that are addressed in the SJR State and School Board's Dual Enrollment articulation agreement

Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Acknowledgement of Principles of Participation, Registration Process, Disabilities Accommodation, Schedule Changes, Withdrawing from a course, Weighting of DE course, College Academic Calendar, and Grade Forgiveness.

5. Identification of instructional methods and instructors for all courses:

Collegiate High School Dual Enrollment Instructors: Teachers of Dual Enrollment Collegiate High School courses will have college teaching credentials established by the Southern Association of Colleges and Schools (SACS). Appropriate School Board and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State shall appoint all instructors.

6. Identification of student advising and progress monitoring mechanisms:

High School Guidance Services: The School Board's guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the

first priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Collegiate High School students to confirm GPA qualifications are met. To ensure seamless articulation and coordination, high school guidance counselors will meet at least once per year with SJR State's college advisors.

College Guidance Services: Prior to the beginning of the fall term, SJR State's Dual Enrollment Office will host Dual Enrollment Orientation Sessions on the College campus for new and returning Dual Enrollment students. The purpose of the Dual Enrollment Orientation Sessions will be to introduce the Dual Enrollment students to the College campus; highlight the SJR State guidance, career, library, and college planning services available; and clarify College policies and procedures. A key advising point that will be shared with parents and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. At this time, all high school Dual Enrollment students will be assigned a MySJRState account. Through this online portal, the College will send the student communications about educational and career development activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and early admission students are encouraged to meet regularly with college counselors and to develop a post-secondary plan and major during information and orientation sessions. Dual Enrollment and Early Admission students will be required to meet with a College advisor after completion of 24-30 college credits.

Progress Monitoring Mechanism: Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Responsibility for Student Screening and Student Policies, Procedures, and Behavioral Expectations.

- 7. Program Management and Quality Assurance:** Collegiate High School Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, the School Board and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at <http://www.fldoe.org/articulation/pdf/DualEnrollmentStatementStandards.pdf> that was codified in State Board of Education Rule 6A-14.064, FAC.

Student Grades and Records:

Student Grades: Transmission of student grades in Collegiate High School Dual Enrollment: Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by the School Board and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

Student Records: The School Board and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to

provisions related to confidentiality, access, consent, length of retention and security of student records.

8. Responsibility for Costs:

Full-Time Equivalency Funding: The School Board shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Collegiate High School dual enrollment courses offered on the College campus and online, the school district shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For dual enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, the school district shall be responsible for the college's actual costs associated with paying the instructor's salary and benefits. During the 2017-2018 academic year, the following per credit hour rates will apply:

- Course taught on SJR State Campus: \$71.98/credit hour
- Course taught online: \$71.98/credit hour
- Course taught on the high school campus by a qualified instructor paid by the District: No fee due to SJR State
- Course taught on the high school campus by an SJR State adjunct with a Masters Degree or full time instructor teaching as an overload with a Masters Degree: \$580.00 per credit hour
- Course taught on the high school campus by an SJR State adjunct with a Doctoral Degree or full time instructor teaching as an overload with a Doctoral Degree: \$664.00 per credit hour

Parties involved with the Collegiate High School program will need to refer to the SJR State and School Board's Dual Enrollment articulation agreement for the following areas: Add/Drop and Withdrawal Policy, Student Fees, Instructional Materials, Instructor Fees, Facility and Laboratory Fees, Disability Services, and Student Transportation.

9. Cost Savings to Students:

Based on SJR State's 2016-2017 in-state tuition rate for Florida residents of \$110 per credit hour, for 30 credit hours, the tuition cost savings to students would be \$3,300.00, and the estimated textbook cost savings to students would be \$1420, for a total cash savings of \$4,720. For students who complete the full SJR State Collegiate High School program, completing 60 college credits and earning the Associate in Arts degree, the tuition cost savings to students would be \$6,600.00, and the estimated textbook cost savings to students would be \$2840, for a total cash savings of \$9,440.

**2018 Collegiate High School Contract Execution Between
Clay County School Board and
St. Johns River State College**

This Contract is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the Clay County School Board.

Signed on this ____ day of _____ 2017

for the District Board of Trustees of St. Johns River State College:

Chairman, St. Johns River State College

President, St. Johns River State College

Signed on this ____ day of _____ 2017

for the Clay County School Board:

Chairman, Clay County School Board

Superintendent, Clay County School Board



ST. JOHNS RIVER STATE COLLEGE

Dual Enrollment/ Collegiate High School/Early Admissions Application/Admissions Form

ST. JOHNS RIVER STATE COLLEGE

Phone number: (386) 312-4136 Fax number: (386) 312-4027 e-mail: dualenrollment@sjrstate.edu

- Dual Enrollment, Collegiate High Schools, Early Admissions

Social Security Number input boxes

SOCIAL SECURITY NUMBER

If numbers cannot be read, then the student may need to provide appropriate documentation, in order for any corrections to be made.

Please print clearly & in blue or black pen.

A. STUDENT NAME (Report name as recorded on birth certificate): LAST, FIRST, M

B. PERMANENT MAILING ADDRESS: email address: Street, P.O. Box, City, State, Zip

C. TELEPHONE: Home: Work/Cell: Ext:

D. CITIZENSHIP (Please check one): U.S. Citizen, Permanent Resident Alien, Refugee, Non-Resident Alien-Nation Citizenship, Visa Type

E. BIRTHDATE:

Sections F & G: The information requested is to aid the State of Florida in its commitment to Equal Education/Employment Opportunity and to meet federal reporting requirements.

F. What is your ethnic origin: Hispanic or Latino, Not Hispanic or Latino

G. What is your race? Mark one or more that apply: White, Black or African American, Native Hawaiian or other Pacific Islander, Asian, American Indian or Alaska Native

H. GENDER: Male, Female

I. *THIS APPLICATION IS FOR ENTRY TERM: (PLEASE CHOOSE ONLY ONE TERM) Fall, 20, Spring, 20, Summer, 20

J. TEST SCORES (ACT, SAT, CPT, PERT): Test scores attached, Set up CPT/PERT Date:

K. PROGRAM PLAN: A.A. Program Plan (Associate in Arts Degree) Program Number: Undecided 0001, Other:

Select only one Academic Pathway:

- Arts, Humanities, Communications, and Design; Business; Education; Industry/Manufacturing, and Construction; Health Sciences; Public Safety; Science, Technology, Engineering, and Mathematics; Social and Behavioral Sciences and Human Services

*Social Security Number is needed to log into MySJRstate to view registration schedules, take online courses, find textbook information, see grades and transcripts, etc.

PLEASE READ, COMPLETE, AND SIGN WHERE INDICATED

PERSON TO NOTIFY IN CASE OF EMERGENCY: (Please list someone with a different address and phone number from the student).

Name / Street Address or P.O. Box / City / State / Zip

TELEPHONE: Daytime Phone: () - Ext.

HIGH SCHOOL IN WHICH YOU ARE CURRENTLY ENROLLED:

High School Name / City / State / Exp. Graduation (month/year)

High School Counselor's Signature / Date

POLICY STATEMENT ON EQUALITY OF OPPORTUNITY AND NONDISCRIMINATION

St. Johns River State College does not discriminate against any employee, prospective employee, student or student applicant in admission or access to, or treatment or employment in, its programs and activities on the basis of race, creed, color, national origin, marital status or religion nor does it discriminate against the qualified disabled or on the basis of age or sex, except where age or sex is a bonafide qualification. The college subscribes to and endorses all provisions of the Civil Rights Act of 1964, as amended; Federal Executive Order 11246, as amended; Title VI and Title IX of the Educational Amendments of 1972, as amended; and the Rehabilitation Act of 1973, as amended.

ASSISTANCE FOR DISABLED PERSONS

If you require special services due to a disability, you may notify the Counseling Office on the campus nearest you. This voluntary self-identification allows SJR State to prepare appropriate support services to facilitate your learning. This information is confidential and does not affect your admission to the College.

ALL STUDENTS AND A PARENT OR COURT-APPOINTED GUARDIAN MUST SIGN BELOW

I certify that the information given in this admissions form is complete and accurate; and I understand that to make false or fraudulent statement within this admissions form may result in disciplinary action, denial of admission to the dual enrollment program, and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations of the College. Should any of the information I have given change prior to my entry, I will immediately notify the admissions office. I certify that as a condition of my admission to the dual enrollment program, I will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during enrollment at St. Johns River State College.

- I further understand that an overall unweighted 3.0 grade point average is required to participate in the dual enrollment program.
I am required to take the SAT, ACT, CPT, or PERT before registering for class(es). If I plan to enroll in English or Math courses I must have the qualifying scores.
I understand that making below a grade of "C" (including a "W" grade for withdrawing) in any dual enrollment course will result in dismissal from the program.

X Signature of parent or court-appointed guardian / Date

X Signature of student / Date

Student's Last name _____

Student's High School _____

Student's HS Graduation Year _____



ST. JOHNS RIVER
STATE COLLEGE

Dual Enrollment/Early Admissions/Collegiate HS Program Principles of Participation:

We are pleased that you have this academic choice and encourage your full participation in this educational experience. Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit. To assure understanding of policies and procedures regarding conduct/communication, curriculum, and program and college policies, you are asked to read and abide by the following:

Dual enrollment program's policies, requirements, and expectations include but are not limited to the following:

1. Dual enrollment students must understand the differences between **high school and the college's curriculum, course structure, and student body.**
 - a. The depth, breadth, rigor, and pace of college courses will be at the college level and will not be "brought down" to high school level to accommodate variations in student age and maturity. The course material in these courses may reflect topics not typically included in secondary courses, which some parents may object to for "minors."
 - b. The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students from that presented for regular college students. College grading policy will be used for all dual enrollment courses.
 - c. Dual enrollment at the high school site will follow the same standards as courses offered at SJR State's college campuses.
 - d. SJR State is an open campus, and classes (face to face and online) will have students of various ages and backgrounds enrolled in these courses.
2. Dual enrollment students are held responsible for the following **logistics and paperwork requirements:**
 - a. Students are required to make sure that the accuracy of their information is correct (full legal name as presented on birth certificate, birthdate, social security number). Students will be responsible to notify Dual Enrollment Office of any changes: address, phone number, high school, test scores, etc.
 - b. Students will need to be able to login to MySJRState, in order to view or access their schedules, Blackboard (online course management system), grades, order transcripts, etc.
 - c. Students with disabilities need to provide documentation to SJR State's Counseling Office, in order to receive accommodations.
 - d. Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses.
 - e. When the student has earned 30 college credits, the student will need to notify the Dual Enrollment Office of the student's intended major and intended college or university of transfer.
 - f. Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
3. Dual enrollment students need to understand the **eligibility requirements** listed below:
 - a. Students whose unweighted HS GPA drops below 3.0 and whose College GPA drops below 2.0 will lose eligibility for dual enrollment.
 - b. Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a Dual Enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.
 - c. Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.

- d. Students with excessive absences, at the high school or college or online, may be withdrawn from the course by instructor.

SJR State's policies and requirements include but are not limited to the following:

1. Students are required to **communicate** any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.).
 - a. Students are expected to address any course issues with the teacher, and it is the student's responsibility to notify the teacher of absences caused by sickness, etc.
 - b. Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not able to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release.
2. Dual enrollment students are **held to the same standards** as other college students unless otherwise restricted by federal, state or local requirements.
3. Students **must abide by all SJR State policies and procedures** including but not limited to the Student Handbook, attendance policies, academic integrity, and discipline policies as published.
 - a. The only excused (approved) absences are those sanctioned by SJR State. High school holidays and activities are not excused for students enrolled in classes at SJR State.
 - b. Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner.
 - c. Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. These appeal processes often go well into the next semester.
4. Students are accountable for **knowing the policies and outcomes** related to grades, academic history, and graduation:
 - a. All students are not allowed to re-take courses that they have earned a grade of "C" or higher.
 - b. Any letter grade below a "C" will not count as credit toward meeting the Gordon Rule requirement (English, Math, and Humanities); however, all grades will be calculated in the student's GPA and will appear on the college transcript.
 - c. All dual enrollment (college) grades will become part of the student's permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are forever.
 - d. Withdrawal "W" from a course will be listed on the student's permanent college transcript.
 - e. College credits earned through the dual enrollment program will be recorded on both the student's high school transcript and SJR State transcript.

By signing below, the parent and student have acknowledged reading and understanding the above expectations and requirements for participation in the SJR State Dual Enrollment program.

Student name: _____
Please print First Middle Last

High school name _____ HS Graduation Date (month/year) _____

Student's Signature _____ Date _____

Parent/Guardian name: _____
Please print First Last

Parent's Signature _____ Date _____



ST. JOHNS RIVER STATE COLLEGE

Dual Enrollment Students' Responsibilities

1. Dual Enrollment Application needs to be completed (with a pen) in a legible and accurate manner.
 - a. Please make sure the following information is provided:
 - i. Full legal name as presented on birth certificate
 - ii. Correct Social Security Number
 - iii. Correct birthdate (please check your birth year)
 - b. If using ACT or SAT test scores, please provide a copy of your official test scores when turning in your dual enrollment application to your high school's dual enrollment contact.
 - c. If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
2. Students will need to be able to login to mySJRState, in order to view their schedules, grades, etc.
3. Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
4. Students will need to keep track of all deadlines (ie, add/drop deadline, withdrawal deadline, etc.)
5. Students with disabilities need to provide documentation to SJR State's Counseling Office, in order to receive accommodations.
6. Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, etc.
7. Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
8. Students are responsible for ordering/paying for their college transcript once they have graduated on high school.
9. Students need to declare their intention of graduating with their AA/HS diploma to the Dual Enrollment Office before registering for fall dual enrollment courses for their senior year.
10. At 30 credit hours, students will need to declare their intended major and intended transfer college or university.

SJR State's Dual Enrollment Office:

386-312-4136

dualenrollment@sjrstate.edu



SJR State Dual Enrollment/Collegiate High School/Early Admissions
Registration/Approval Form

*This form must be completed each term/semester

CLASS LOCATION: SJR State site High School site Year-Term

HIGH SCHOOL GRAD YEAR NEW STUDENT RETURNING STUDENT

NAME: Last First Middle DATE OF BIRTH: / /

ADDRESS: Mailing Address City State Zip Code

EMAIL:

PHONE NUMBER: SCHOOL:

I understand that I must have an unweighted 3.0 G.P.A. to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W grade for withdrawing) in any dual enrollment course, I will be permanently dropped from the program.

STUDENT SIGNATURE: DATE:

In accordance with Florida law, the Dual Enrollment Program at SJR State is a program of acceleration whereby a high school student earns COLLEGE CREDIT applicable towards an Associates Degree or college credit certificate WHILE AT THE SAME TIME EARNING required high school credit for a high school diploma. Any public school student so enrolled is exempt from the payment of registration, matriculation, lab fees, and instructional materials.

Students must have an overall 3.0 unweighted G.P.A. to participate in the Dual Enrollment Program. Subject area G.P.A.'s will not be considered. Students must provide recent (within 2 year) results of American College Test (ACT), the Scholastic Aptitude Test (SAT), Florida College Entry Level Placement Test (CPT), or the Postsecondary Education Readiness Test (PERT). OFFICIAL TEST SCORES MUST BE ON FILE TO ENROLL IN COLLEGE CREDIT DUAL ENROLLMENT COURSES. Students planning to enroll in English or Math courses must attain a qualifying score.

Overall Unweighted GPA: Counselor's Initials:

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit. (Please list course title by name as it appears in the College Catalog.)

Table with 10 columns: CRN/Section Number, Credit Hours, D.E. Code, Course Prefix & Number, SJR State Course Title, Times, M, T, W, R, F. Includes a Total Hours row at the bottom.

I hereby certify that this student has demonstrated the maturity, motivation, dependability and academic ability to perform satisfactorily at the College Level.

X Signature of High School Counselor Date X Signature of Principal or Official Delegate Date



**ST. JOHNS RIVER STATE COLLEGE
Dual Enrollment Registration Adjustment Form**

Notes:

1. You must obtain the High School Dual Enrollment Contact's signature.
2. If you submit a schedule change (add/drop), please let us know if we should process the request if the new course/section is closed. Otherwise we will process the drop as requested.
3. You should only list a course to be dropped if you are officially registered in it already.

ADD:

DROP:

Section # (CRN)	Course Prefix & Number	Credit Hours	"X" if audit		Section # (CRN)	Course Prefix & Number	Credit Hours

KEEP CURRENT SCHEDULE IF NEW REQUEST CAN'T BE PROCESSED.

I ACCEPT FULL RESPONSIBILITY FOR ADDING OR DROPPING COURSES.

Print Name: _____ SJR State Student ID #: X00

Student Signature Date

High School Dual Enrollment Contact Signature Date/Time

Reason for adjustment: _____

ST. JOHNS RIVER STATE COLLEGE – STUDENT INITIATED COURSE WITHDRAWAL FORM

SJR State Student ID # X00 Date _____ Term _____

Student's Name _____
(Print) Last First Middle

Course Prefix & Number Section # (CRN) Course Title Instructor

HS DE Contact Initials Student's Signature

RETURN THE COMPLETED FORM TO THE RECORDS OFFICE (VIA DUAL ENROLLMENT OFFICE)

RO by _____ Date _____ DP by _____ Date _____

(Note: Science lecture and lab requires two withdrawal forms. Complete one for each section.)

ST. JOHNS RIVER STATE COLLEGE
INSTRUCTOR INITIATED ABSENCE WARNING/WITHDRAWAL FORM
(for Dual Enrollment courses taught at the HS site)

You have been absent _____ hours in Course # _____ Section/CRN _____

Instructor's Signature: _____ Date: _____

1. Any additional absences will cause loss of credit for the course.
2. Administrative Withdrawal. A grade of "W" has been recorded. (BY ADMINISTRATION ONLY.)
3. You have exceeded the allowable absences in the course and no credit will be given. A grade of "W" will be recorded. If all your absences can be justified as emergencies, you may appeal to the Petitions Committee for reinstatement in class.

SJR State Student ID #X00 Student Name: _____

Date Student Warned: _____ Last Date Attended: _____
(Required for Item 3 only)



Dual Enrollment Policy Exception Request

Student Directions: Write a letter to the Director of Dual Enrollment requesting an exception be made to the applicable Dual Enrollment Policy. In this letter, please explain the situation that led to this petition, what you have learned from the situation, and what circumstances have changed that will enable you to be successful in future Dual Enrollment (college) coursework. Complete Section I below and submit it to your high school guidance counselor for processing.

I. Student Initiated Request

Date: _____

Name: _____

SJR State ID # X00

High School: _____

High School Graduation Date: _____

I hereby request:

- To remain in SJR State's Dual Enrollment Program
- To repeat course(s) which earned a D (Math or Communications classes only) or F grade.
List course(s): _____
- Other: _____

II. HS Dual Enrollment Contact and Principal Recommendation

Date: _____

Recommend:

- Approval
- Disapproval

Recommend:

- Approval
- Disapproval

DE Contact: _____

Principal: _____

Comments:

III. SJR State

Director of Dual Enrollment

Recommendation:

- Approval
- Disapproval

VP for Academic Affairs/CAO

Recommendation:

- Approval
- Disapproval

Initials _____ Date: _____

Initials _____ Date: _____

Recommendations/annotations:

- Must earn a "C" or better in all future courses to remain in the Dual Enrollment Program.
- Limited to _____ courses during your next term of enrollment.
- Must repeat: _____ Can't repeat: _____
- Must sit out one term.
- Other: _____

Note: The decision (approval or denial) will be sent to the High School DE Contact and student's SJR State email address.

Clay County School District Dual Enrollment State College Waiver Request

Student Directions: Write a letter requesting an exception be made to the policy requiring your participation in Dual Enrollment be at the state college which serves the Clay County School District. In this letter, please explain the rationale for your request. Complete Section I below and submit it with your letter to your high school guidance counselor for processing. Completing the petition process does not guarantee approval of waiver.

I. STUDENT INITIATED REQUEST

Date: _____

Name: _____ Student ID # _____

High School: _____ High School Graduation Date: _____

I hereby request a waiver to attend a college or university you wish to attend rather than SJR State due to the following:

class or program of study not offered at SJR State (indicate class or program)

other college or university is closer to my home or high school than SJR State

Other (explain) _____

College or university you wish to attend: _____

II. CLAY COUNTY SCHOOL DISTRICT APPROVAL

HS Principal & School District Designee Approval

Recommend:

- Approval
 Disapproval

Recommend:

- Approval
 Disapproval

Principal: _____

Date: _____

School District Designee: _____

Date: _____

Comments:

III. ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:

- Approval
 Disapproval

Recommend:

- Approval
 Disapproval

Director of DE: _____

Date: _____

VP for Academic Affairs: _____

Date: _____

Comments:

Copy forwarded to Kelly George (kjgeorge@oneclay) and Colleen Marini (clmarini@oneclay.net)