

**DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF FLORIDA BOARD OF TRUSTEES AND
THE SCHOOL BOARD OF CLAY COUNTY**

This Dual Enrollment Articulation Agreement (“Agreement”), between the **University of Florida Board of Trustees (“University”)**, a public body corporate of the state of Florida, and the **School Board of Clay County (“School Board”)**, Florida, is entered into for the purpose of enhancing learning opportunities for qualified high school students who are attending public high schools in Clay County through a Dual Enrollment program.

NOW, IN CONSIDERATION OF THE FOREGOING, the mutual undertakings and benefits to accrue to both parties, The University and the School Board, collectively the (“Parties”), agree as follows:

This Agreement shall be effective from the date of its execution upon signature by all parties and shall be automatically continued from year to year unless the Agreement is terminated. If either Party wishes to terminate this Agreement, that Party must furnish the other Party with a written Notice of Intent to Terminate this Agreement thirty (30) days prior to the date of termination. Such termination shall not affect the duties and rights of either party under this Agreement with regard to a Dual Credit Enrollment student from Clay County currently enrolled in a course at the University of Florida. Termination notices must be sent by certified or registered U.S. Mail, Return Receipt, and shall be deemed effective notice when received or five days after being mailed, whichever is earlier.

- I. This Agreement ratifies or modifies all other agreements between the University and the School Board that may affect dual enrollment.
- II. The University agrees to permit high school students enrolled in public high schools in Clay County, who have been certified by the School Board designee as qualified, to enroll in regularly offered courses listed and described in the University's undergraduate catalog, in accordance with the provisions of section 1007.271, Florida Statutes, and the following terms and conditions:

- a. The student must have a 3.25 high school grade-point average in academic subjects based on 4 points for an "A", must intend to pursue a baccalaureate degree, must meet any course requirements as set out in the University's undergraduate catalog, and abide by the University's code of conduct and other regulations, and federal, state and local laws..
- b. The student must meet minimum test score requirements on the reading, writing and math sections of the SAT and ACT (460 SAT Critical Reading, 460 SAT Math, 440 SAT Writing; or 19 ACT Reading, 19 ACT Math, 18 ACT English/Writing).
- c. The student must maintain a 3.25 high school grade-point average in academic subjects based on 4 points for an "A" each semester. The student must maintain a 3.0 University grade-point average based on the grading scale utilized by the University.
- d. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both parties.
- e. The student must submit the UF Dual Enrollment Application, a Nondegree Registration Request with Residency Classification, and the Dual Enrollment 542 Textbook form each semester they are seeking dual enrollment. The UF Mandatory Immunization form must be submitted for new dual enrollment students. The student will obtain signatures authorizing participation in the program from parents/legal guardians, the guidance counselor, the School Board designee and the University's Dual Enrollment designee through the completion of these forms. The student will then submit the student's forms to the University's Dual Enrollment office.
- f. Guidance counselors may authorize a student to take up to ten credit hours per semester, but not more than two courses, via the UF Dual Enrollment Application. A student shall not take more than ten credit hours or two courses per semester.
- g. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.
- h. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process, violate the University code of conduct or regulations, or violate federal, state or local laws.
- i. Upon completion of the new student orientation and the individual advising appointment the student will access ISIS via their GatorLink account to register for

courses. In order to drop a course after the “Drop/Add” period students must submit the Schedule Adjustment form to the University’s Dual Enrollment office. This form will be submitted to the student’s guidance counselor and to the University Registrar for processing.

- j. A course will be open to Dual Credit Enrollment high school students only if not otherwise filled by University of Florida students. The University reserves the right to make this determination within its sole discretion.
- k. The University will notify the student of his or her grades as is regularly done with University students. In addition, a document will be sent via postal mail or the FASTER system to the High School indicating work completed.

III. The School Board agrees to permit certain qualified students to attend University classes under the following terms:

- a. The high school student and his/her parent(s) or guardian(s) have been counseled on the advisability of taking one or more college courses while in high school and on the specific requirements of the Dual Credit Enrollment program. In the new student orientation students are informed of the following:
 - i. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses.
 - ii. Dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. Dual enrollment courses also become a part of a student’s permanent high school transcript and are calculated into the student’s permanent high school GPA.
 - iii. The procedures and regulations they must follow as a dual enrolled student at the University, as well as the mechanisms and deadlines for dual enrollment course registration may be found in the new student orientation, posted on the University’s Dual Enrollment website. Term specific information may be found on the University’s dual enrollment website. The University’s

Drop/Add policies and academic deadlines may be found on the Office of the University Registrar website.

- b. The student's parents or guardians, guidance counselor, and the School Board Designee have been informed and have granted permission for the student to take the course.
- c. High school credit for the course(s) upon its (their) successful completion by the Dual Credit Enrollment student will be awarded and grade points will be assigned, equivalent to those for Honors or Advanced Placement courses. Courses not taken for a grade are ineligible for dual enrollment.
- d. The Dual Enrollment Course—High School Subject Area Equivalency List mandates the minimum subject area credit awarded for specific courses taken through dual enrollment. Courses not appearing on this list will be awarded high school elective credit with 3 University credit hours translating to 0.5 high school credits.
- e. Student must provide his or her own transportation to and from the course site(s).

IV. The School Board agrees to:

- a. Inform students and their parents about opportunities for students to participate in dual enrollment with the University.
- b. Perform the initial screening and ongoing monitoring of the participants.
- c. Pay the standard University tuition rate per credit hour set forth in University Regulation 3.0375, as amended, from the Florida Education Finance Program funds to the University.

V. Both parties agree that:

- a. The University will provide on a loan/return basis instructional materials to a Dual Credit Enrollment student provided:
 - i. The University of Florida DCE Form 542 has been completed.
 - ii. The student has not already purchased the instructional materials.
- b. The University of Florida Bookstore will then invoice the student's School Board for the amount of the instructional materials charged, providing the School Board's Billing Contact with a copy of the student's completed UF Form 542 and a Bookstore Invoice for the amount charged. Upon receipt of the invoice, the School Board will remit payment directly to the University of Florida Bookstore in a timely manner.

- c. At the termination of the semester in which the student is enrolled, instructional materials may be kept by the School Board or sold back (if they possess any buy-back value) to credit the School Board's University of Florida Bookstore account. The decision to keep or sell back the instructional materials is solely at the discretion of the School Board and it is the responsibility of the School Board to establish guidelines regarding the instructional materials of their Dual Credit Enrollment students.
- d. The University will be responsible for making an annual report to the Commissioner of Education on the operation of the Dual Credit Enrollment program. The School Board will provide to the University any information requested to complete such reports.
- e. The University will be responsible for monitoring the quality of curriculum to ensure that instruction is consistent with the University of Florida's policies and procedures.
- f. All notices, forms, and other communications hereunder shall be mailed or delivered to:

- i. If to the School Board address to:

- Superintendent

- Charles Van Zant, Jr.
 - 900 Walnut Street
 - Green Cove Springs, FL 32043

- Correspondence/Billing Contact

- Michael Wingate
 - same address
 - mwingate@oneclay.net

- ii. If to the University, address to:

- Mary Jo Koroly, Ph.D.
 - Center for Precollegiate Education and Training
 - 331 Yon Hall, Box 112010
 - Gainesville, FL 32611-2010

VI. The University's performance of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully appropriated by the Legislature for the purposes reflected in this Agreement for the current and any future fiscal period.

VII. This Agreement constitutes the entire Agreement between the parties with respect to the matters described herein and may be amended only by a writing executed by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed on the date indicated below.

Witnesses:

University of Florida
Board of Trustees

By: _____

Date: _____

Witnesses:

The School Board of Clay County, Florida

By: _____

Date: _____