



**Dual Enrollment  
Articulation Agreement  
Between**

**Florida State College at Jacksonville  
and  
Clay County Public Schools**

**2013-2014**

**Amended: September 2013**

THIS AGREEMENT is entered into by and between the District Board of Trustees of Florida State College at Jacksonville, hereafter referred to as the College, and the School Board of Clay County, hereafter referred to as the Board; and

WHEREAS, the Commissioner of Education has encouraged enhanced articulation agreements among public schools, community colleges, and universities and has provided comprehensive guidelines for such agreements; and

WHEREAS, the College and the Board have a long history of cooperation;

WHEREAS, Section 1007.235, Florida Statutes, specifies that articulation agreements pertaining to acceleration programs (dual enrollment) shall be executed between community college boards of trustees and district school boards within each community college district; and

WHEREAS, the 1992 Legislature repealed Sections 228.073, 228.074, 228.075, and 228.076. F.S., which related to regional coordinating councils; and

WHEREAS, the 1997 Legislature enacted SB 1688, recommending implementation procedures for adult vocational programs in conjunction with the repeal of the dual enrollment articulation agreements pursuant to section 239.109, Florida Statutes; and

WHEREAS, the 1998 Legislature enacted SB 1124, further clarifying SB 1688 and recommending establishment of the applied technology diploma (ATD), limiting college credit ATD to colleges or through articulation with vocational center students, defining performance as the basis for funding for workforce development and establishing a formula and base for funding, establishing an articulation agreement to include the applied technology diploma and the associate in applied science degree, creating the category of continuing workforce education (instruction for licensure renewal or certification, new or expanding business, retraining, or upgrade training); and legislation providing proviso language on implementation of K-16 measures that would continue reforms designed to create a seamless system of educational success; and

WHEREAS, the 2008 Legislature enacted SB 1908, which amended F.S. 1008.30 to require the Department of Education to purchase or develop assessments to be used by high schools in evaluating the college readiness of selected students prior to grade 12, beginning with the 2008-2009 school year; and WHEREAS the State Board of Education must establish by rule the minimum test scores a student must achieve to demonstrate readiness; and WHEREAS students achieving the minimum scores, and enrolling in a community college within 2 years, will not be required to enroll in remediation courses; and WHEREAS high schools, to the extent practicable, must provide 12<sup>th</sup> grade students scoring below the minimum scores with access to remedial instruction prior to graduation; and

WHEREAS, the 2011 Legislature enacted HB 1255 to further strengthen and amend F.S. 1008.30 by requiring broader college readiness assessment of selected students prior to grade 12 and mandating districts to provide, and students demonstrating need per assessment to enroll in, 12<sup>th</sup> grade remediation coursework in reading, writing, and/or mathematics courses that encompass Florida's Postsecondary Readiness Competencies; and

WHEREAS the 2012 Legislature enacted HB 7059 amending s. 1007.271 F.S. clarifying student eligibility criteria for continued enrollment in dual enrollment courses, providing requirements for faculty members providing instruction in college credit dual enrollment courses, providing curriculum standards for college credit dual enrollment courses, authorizing participation at a Florida College System institution based upon capacity, as specified in the dual enrollment articulation agreement, establishing the college credit hours for participation in an early admission program, providing home education student eligibility criteria, providing requirements for developing a school district and Florida College System institution dual enrollment articulation agreement. Additionally repeals a provision providing for school districts and postsecondary institutions to conduct Advanced Placement instruction within dual enrollment courses; and requires the Department of Education to develop an electronic system for submitting dual enrollment articulation agreements for compliance review. Finally, eliminates an exemption from the Florida College System institution admission requirements for secondary students who are not participating in dual enrollment, i.e., students who are enrolled in college level instruction creditable toward an associate degree but not toward a high school diploma, e.g., “banked” credit or credit held in “escrow”; and

WHEREAS, the 2013 Legislature enacted SB 1514 amending 1007.271 F.S. requiring school districts to pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to a public postsecondary institution delivering dual enrollment instruction on its campus, providing for cost reimbursement to the postsecondary institution for instruction occurring on the high school site, and eliminating the capacity-based limitations on dual enrollment participation by a Florida College System institution; and

WHEREAS, Florida Statute 1007.23 (3) requires each student who is seeking an associate in arts degree to indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours and that the institution in which the student is enrolled shall inform the student of the prerequisites for the baccalaureate degree program offered by an institution of interest; and

WHEREAS, the College and the Board desire to continue to enjoy a harmonious working relationship and voluntarily continue to enhance articulation between the two entities to improve college and career readiness and facilitate educational opportunities for students who are served by the two entities; and

WHEREAS, the College and the Board acknowledge the changes in federal and state law that demand secondary to postsecondary career training pathways linked to requirements in postsecondary Workforce Development.

**NOW, THEREFORE, BE IT RESOLVED** that the Board and the College agree to the following:

- A. The College and the Board agree to continue be committed to the activities established by this agreement, to recommend enhancements and other changes, and to generally promote collaboration between the public schools and the college.
- B. **Assignment of Responsibilities:** The College and the Board agree to continue specific assignments of responsibility for Postsecondary Vocational Education, Postsecondary Adult Vocational Education,

Lifelong Learning, Adult Basic Education, Adult Secondary Education and Education for Adults with Disabilities as detailed in Exhibit A.

- C. **Acceleration Programs:** The College and the Board agree to provide acceleration opportunities for Clay County students through the Dual Enrollment (Academic Dual Enrollment, Technical Dual Enrollment, and Early Admission) and Advanced Placement, and International Baccalaureate. Advising and counseling services will be provided to students in order for them to take advantage of acceleration opportunities for which they are qualified.
- D. **Career Academies:** The Board and the College agree to cooperate in the advancement of Career Academies to promote better preparation of all Clay County students for postsecondary education. Agreements of this type will be developed under separate Memoranda of Understanding.
- E. **Charter Schools and Home Schools:** The College and the Board agree that students of Charter Schools in Clay County may participate in dual enrollment under and according to the terms of this articulation agreement. Clay County private schools registered with the district are not covered by the provisions of this agreement, and must seek individual articulation with the college. Clay County home education program students who are officially registered with the District Superintendent of Schools and the State of Florida, per Florida Statute 1002.41, may participate in dual enrollment under and according to the terms of individual articulation agreements for a period of time not to exceed the date of graduation on the initial application, and up to a maximum of two years.
- F. **Technical Program Articulation:** The Board and the College agree to develop program by program agreements that provide opportunities to receive college credit or advanced standing for appropriate work completed in courses and programs completed at the high schools and technical education centers. These agreements will be developed under separate Memoranda of Understanding.
- G. **Faculty Certification:** The College will authorize qualified instructors who are employed by the District to teach the College's approved curriculum to dual enrollment students pursuant to the guidelines set forth in Exhibit A, and which are agreed to by the parties.
- H. **CCPSCCPSDelineation of Programs and Courses Not Part of the Agreement.** The College and the Board agree that either institution may offer new programs authorized under current legislation or administrative rule. However, both parties agree to notify the other prior to implementation of any new programs.
- I. **General Collaboration Efforts.** The College and the Board agree to work toward initiatives that will reduce duplication, share resources, and otherwise enhance the activities and opportunities for each entity in areas such as Staff and Professional Development, Faculty to Faculty Articulation, Student Assessment, Counselor to Counselor Articulation, Research and Management Information, and Testing.
- J. **Student Records.** The College and the Board agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement and college readiness, measure program effectiveness and facilitate on-going research. Each organization agrees to treat

such shared student information as confidential, and agrees not to release personally identifiable information to third parties, except as permitted by law. Technical details of data sharing will be determined by mutual agreement of the data processing departments of both the College and the Board. The parties may provide personally identifiable student records to each other in the performance of this agreement, including, but not limited to, academic transcripts and disciplinary records. Such records are provided pursuant to Section 1002.221 and 1002.225, Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.221 and 1002.225, 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. A Committee, composed of representatives of both organizations will monitor, control and review all data sharing. All related enrollment projections, FTE reports, cost analyses and other elements require for the allocation of funds shall be the sole responsibility of the assigned Board unless indicated otherwise herein.

- K. **Non Exclusivity.** The provision contained in this agreement shall not prevent whichever Board is assigned responsibility for one of more of these programs from developing joint programs or contracting for specific instructional services with another entity or agency
- L. **Term.** This agreement shall continue in full force and effect unless terminated by notice of one party to the other at least 180 days in advance of the termination date. However, hereafter, it may be amended on an annual basis through a Letter of Understanding accepted by both parties. With the exception of fundamental changes to the agreement, the President and Superintendent shall have the authority to modify the agreement in order to carry out its intent. Pursuant to Section 1007.235(2), Florida Statutes, the dual enrollment articulation agreement shall be reviewed each year for such modifications prior to high school registration for the fall term of the following year.

**BE IT FURTHER RESOLVED THAT** this Agreement shall be effective upon being signed, but shall be executed before registration for the fall term of the following school year and shall continue until modified or terminated. If any part(s) of the Agreement is in conflict with any law, statute or rule of a higher governing body, then such part(s) shall be deemed inoperative to the extent it conflicts therewith and shall be modified to conform to such law, statute, or rule.

**IN WITNESS WHEREOF,** the parties hereto have adopted this Agreement, effective \_\_\_\_\_.

The District Board of Trustees  
Florida State College at Jacksonville

The School Board of Clay County,  
Florida

By \_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Chairman

Attest \_\_\_\_\_

President

Date \_\_\_\_\_

Date \_\_\_\_\_

## **Exhibit A Acceleration Programs**

### **I. Dual Enrollment: Academic, Career, Early Admission**

#### **A. Program Definition**

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student.

(s. 1007.271 F.S.)

Academic dual enrollment refers to coursework offered for dual enrollment that meets both high school graduation requirements and requirements in the College of Arts and Sciences at FSCJ toward the Associate in Arts degree.

Career dual enrollment refers to coursework in college credit career programs and non-credit workforce certificates based upon state-approved frameworks.

Early Admission is a form of dual enrollment in which eligible senior level high school students are permitted to enroll on the college campus on a full-time basis in fall and spring terms of the senior year, earning both college and high school graduation credit.

#### **B. Location and Scheduling**

With the approval of the College, eligible dual enrollment students may take the courses described herein during regular class periods at CCPS high schools in fall or spring terms, in approved times in fall or spring terms outside of the regular class periods at the CCPS high schools, or during any scheduled term (including summer term) in FSCJ facilities or online.

The Board may not require students to register for only those dual enrollment classes offered at the high school, but may limit students from taking a course online or at an FSCJ campus if that same course is also offered at their home high school.

Dual Enrollment in classes offered on Military base sites is limited to dependents of military personnel with active IDs and prior base access.

#### **C. Course Selection**

College courses selected for this program shall meet and satisfy the requirements of s. 1007.271. F.S. for awarding both high school credit and college credit. CCPS shall advise interested students and their parents or guardians of the application of the college credits earned to the credit required for a high school diploma, and to the ramifications and responsibilities of initiating a permanent college transcript. Courses offered under the dual enrollment designation will be selected from the FSCJ arts and sciences curricula. Whenever possible, dual enrollment students shall be provided an opportunity to enroll in 12

or 16 week courses, rather than 8 week classes. Within the general education requirement area, emphasis will be placed on college credit courses in communications, humanities, mathematics, natural science, and social science.

In accordance with Florida Statute s. 1007.271, students may not earn dual enrollment credit for pre-collegiate instruction (including career/technical-preparatory instruction and college-preparatory courses), recreation or leisure, or physical education courses focusing on the physical execution of a skill. Individual elective courses may be evaluated for relevance to intended college major. Those deemed pertinent may be granted dual enrollment credit.

Dual enrollment students may only enroll in those courses approved by CCPS and FSCJ. The selection of new courses and programs to be offered for dual enrollment will be made by the Director of Secondary Education, CCPS, and the Executive Dean of Liberal Arts, FSCJ, subject to required approvals. Faculty Certification, sufficient student enrollments, instructional materials, and appropriate classroom facilities must be available for the courses offered. CCPS and/or FSCJ may also limit dual enrollments based upon funding constraints and/or seats available.

Dual enrollment courses offered at the high school site may not be combined with any non-college credit high school course.

CCPS may not require students to register for only those dual enrollment classes offered at the high school, but may limit students from taking courses at an FSCJ campus or online if that same course is also offered at their home high school.

#### **D. Course Equivalency**

In general, 3 college credit hours are equivalent to a .5 high school credit, with 6 college credit hours equating to 1 full high school credit. There are exceptions, however:

1. Florida Department of Education's articulation committee maintains a list of dual enrollment courses identified to meet high school graduation requirements. This list contains certain semester-length postsecondary courses deemed of sufficient rigor to earn a full high school credit. The current list can be found on the Florida Virtual Campus Network, [www.flvc.org](http://www.flvc.org). High school credits shall be awarded per the status of the list at the time of student enrollment.
2. One credit hour college music courses are equivalent to .5 high school credit.
3. Most 2 hour college credit courses are equivalent to .5 high school credit.
4. College certificate program workforce credit courses are equivalent to a .5 high school career education credit.

#### **E. Assessment**

Students are required to meet the established course prerequisite, co-requisite, and academic skill requirements as identified in the course descriptions in the current college catalog.



Students must establish that their academic skills are at the requisite level for the type of college coursework in which they desire to enroll. Students enrolling in college credit courses must take the the Postsecondary Education Readiness Test (PERT), the ACT examination, the SAT examination, or Florida Comprehensive Assessment Test (FCAT).

Students must earn a score that exempts them from remedial level reading and writing instruction to enroll in college credit classes. Students enrolling in mathematics courses must earn a score that places them into college level mathematics (MAT 1033 Intermediate Algebra or higher). MAT 1033 is the highest level course into which a student may place with FCAT scores. Students who wish to take MAC 1105, College Algebra, or other equivalent or higher level math courses must submit qualifying CPT, PERT, ACT, or SAT scores. A minimum FCAT 2.0 tenth grade Reading Test score of 262 may be used for reading and writing placement. For SLS 1103 only, students may qualify with a score that exempts them from remedial level reading only.

In all assessment activities, Clay County Public Schools and Florida State College at Jacksonville agree to adhere to the State policy regarding the number of times a student may attempt the PERT test.

Clay County Public Schools shall conduct PERT testing for all appropriate prospective dual enrollment students at the high school site.

ESOL students may qualify with the CPT-L, but may only test once per academic year because of the essay component and scoring complexities.

State law requires that dual enrollment students only enroll in 12 credit hours before earning assessment scores which place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, ACT, SAT, and FCAT. A special exception to the 12 credit hour rule may be available to students who have met placement requirements in reading and writing, and are concurrently enrolled in an academic course in mathematics on the high school campus.

Students enrolling in non-credit career/technical courses must take the Test of Adult Basic Education (TABE) within the first six weeks of the first term of enrollment.

## **F. Eligibility Requirements**

1. Status as a junior or senior and a minimum age of fifteen years old is the standard for participation in dual enrollment courses. In special circumstances for individual students (not entire course sections), eligibility of a sophomore level or under-aged high school student may be considered if:
  - a) All other applicable eligibility requirements are met.
  - b) The high school principal provides written approval with the dual enrollment application.
2. Ninth and tenth grade Career Academy students may enroll in dual enrollment courses identified as a part of their career academy pathway approved by CCPS and FSCJ.

3. Students must meet assessment requirements and place into college appropriate courses
4. Schools/students must submit each semester a dual enrollment application and documentation containing:
  - a) Counselor statement verifying completion of all required coursework up to the junior year
  - b) High school transcript verifying a minimum cumulative grade point average of 3.0 unweighted for college credit, or 2.0 for non-credit certificate. Exception: Students may qualify to take SLS 1103 with a 2.5 cumulative unweighted GPA if they have placed into college level reading on any of the established college placement tests.
  - c) Copy of the most recent academic skill assessment results; for SAT or ACT test results, a copy of the score report from the testing service must be submitted.
  - d) Approval of parent or guardian including acknowledgement of long-term consequences of withdrawal from dual enrollment courses.
5. Students must meet all prerequisite requirements for dual enrollment courses prior to registration.
6. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses as well as a 3.0 unweighted high school cumulative GPA. If a student posts any combination of 2 W, D or F grades regardless of GPA, they will not be allowed to take courses the next term.
7. Maximum course enrollments will be as follows:
  - a) College campus locations and college online courses: Students enrolled in dual enrollment courses who are not part of an Early Admission program are limited to no more than three dual enrollment courses offered on the College campus or through the College's Distance Learning per semester, unless special permission is granted by CCPS.
  - b) Combination of college, online, and high school site enrollments:
    1. Fall and Spring terms: Students may enroll in no more than 15 semester hours per 16 week semester. This maximum includes all courses taken as dual enrollment, including the college site, online, or at a high school location. Note: if a science course requires a concurrent one credit hour lab course, resulting in a term maximum of 16 hours, this exception will be permitted.
    2. Summer term: Dual enrollment is offered only at FSCJ campuses or online during summer term, not at high school locations. Students may enroll in no more than 2 courses summer term.
8. Students enrolling in non-credit career/technical courses must also meet other requirements established by the career program in which they wish to enroll.

9. Students must adhere to the college Expectations for Student Conduct and the CCPS Student Code of Conduct (“the Code”). Students who disrupt the educational process shall be referred to the appropriate program manager for discipline in accordance with the Code. Discipline may include ineligibility for further dual enrollment participation.
10. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their high school graduation.
11. Exceptions to eligibility requirements will be considered on a case by case basis using a standard waiver process and will require prior approval from both CCPS and FSCJ. Exceptions will include both academic and behavioral considerations. All exceptions must be submitted 2 weeks prior to the beginning of the term and will be approved prior to the first day of class.

**IMPORTANT NOTE:** Students who have dropped below the required 2.0 minimum GPA on the college transcript will not be permitted to continue dual enrollment in the subsequent semester. Reinstatement in the dual enrollment program can be achieved through the following mechanism:

Two consecutive semesters (composed of any two terms, including fall, spring, or summer), after a student has dropped below the 2.0 college GPA, a student may again apply to take a dual enrollment course if meeting all other eligibility requirements.

## **G. Early Admission**

Florida Statute 1007.271(7) allows eligible dual enrollment seniors to enroll on the college campus on a full-time basis under the Early Admission form of dual enrollment. Students who wish to enroll in early admission must demonstrate readiness for college-level work with a 3.25 unweighted high school grade point average. Students must enroll in at least 12 credit hours of college credit courses that meet high school graduation requirements per term of the fall and spring terms of senior year. Students must be advised in writing by CCPS that failure in, or withdrawal from, dual enrollment courses may jeopardize their high school graduation and their acceptance to a selective admission postsecondary institution.

Students may enroll in no more than 15 semester hours per 16 week semester. This maximum includes all courses taken as dual enrollment, including the college site, online, or at a high school location. Note: if a science course requires a concurrent one credit hour lab course, resulting in a term maximum of 16 hours, this exception will be permitted.

## **H. Cost Sharing**

1. CCPS personnel acting as dual enrollment adjunct faculty for FSCJ as part of their regular teaching load will be compensated by CCPS. FSCJ faculty teaching a combination of regular FSCJ students and dual enrollment students will be compensated by FSCJ. CCPS shall compensate FSCJ for each class of at least 16 CCPS dual enrollment students taught by an FSCJ faculty member per the current cost (45 contact hours - \$3,400 or 67.5 contact hours - \$4,900) for full time or adjunct faculty instruction. The College will provide the District with these rates on an annual basis.

2. Rental Fees: No rental fees for facilities, special events, or meetings will be charged by either party.
3. Student Transportation: Students will be responsible for their transportation to and from classes held at locations other than their high school, unless otherwise arranged.

## **I. Other**

Postsecondary credit earned through dual enrollment programs approved by the Commissioner of Education (e.g. Boys and Girls State) is accepted by Clay County District Schools for high school transcripts.

## **II. Program Operations**

### **A. Program Planning**

CCPS shall:

1. Present the Office of Dual Enrollment, FSCJ, with the list of proposed dual enrollment courses and instructors for the entire academic year by May 1st of the previous academic year to ensure appropriate credentialing and training of faculty before the beginning of the academic term. The list should specify courses offered for the first time at any high school site, since it is necessary to ensure college compliance with the notification/permission policies of its accrediting body.
2. Submit credentialing paperwork that includes official college transcripts for new dual enrollment teachers and syllabi for proposed dual enrollment courses no later than 1 month prior to the start of each academic term to the Dual Enrollment Coordinator/Campus Academic Dean.
3. Restrict high school instructors from teaching more than 50% of their course load in dual enrollment courses.
4. Ensure that dual enrollment courses offered at the high school site are not combined with any non-college credit high school course.
5. Ensure that all scheduled dual enrollment courses adhere to a minimum number of 10 students and a maximum number that coincides with that on the College's Master Outline for each course, housed in Curriculum Services.
6. Comply with the College's efforts to ensure compliance with the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC"), standards regarding the quality of courses offered by the CCPS teachers

FSCJ shall:

1. Send preliminary approval of the proposed course list back to CCPS within 3 weeks of receipt in the office of Dual Enrollment. Courses offered for the first time at any high school site may require notifications or permissions from the college's accrediting body, and therefore may not receive approval from the college for the immediate term requested.

2. Send notification of final approval of courses to CCPS within 2 weeks of credential verification of faculty and receipt of course syllabi.
3. Encode only those courses which appeared on the proposed course list and received final approval of faculty and course syllabi.
4. Offer appropriate training and mentoring for dual enrollment faculty to be completed prior to the beginning of the academic term.

## **B. Student Registration**

FSCJ Enrollment Services at each campus will work with the designated high school staff to supervise the admission and registration processes for this plan. Students will be responsible for obtaining dual enrollment and early admission applications from their high school counselors and securing approval from the high school counselor for specific course requests. CCPS is responsible for forwarding fully completed applications to the FSCJ designated campus by the established deadline each term. Student registration deadlines will be strictly enforced.

All dual enrollment and early admission applications will be handled by the designated campus dual enrollment coordinator. Campus coordinators will begin registration for college campus dual enrollment one month after open admission for the designated sixteen week term.

Dual enrollment students will not be permitted to perform any registration activity with enrollment services offices or on-line. Once the dual enrollment application has been submitted, any changes in enrollment, including dropping and adding classes, must be done through the campus dual enrollment coordinator in collaboration with the high school counselor.

Give students information on their access to full collegiate web access, including FSCJ e-mail accounts on completion of registration.

## **D. Faculty**

Dual enrollment faculty must meet the SACS accreditation standards. Faculty members selected to teach general education core courses or courses in a transferable Associate degree program must have, at a minimum, a Master's degree from a regionally accredited institution in addition to 18 graduate semester hours in the discipline they propose to teach. All faculty will be certified by an appropriate academic dean. Faculty teaching SLS 1103 may have a Master's degree from a regionally accredited institution in any discipline and they must complete all 3 components the SLS Professional development training provided by the College.

The minimum academic degree required for faculty teaching in professional, occupational, and technical areas (non-transfer) will correspond to the standard set for each degree program offered by the College. While the standard for associate degree level is a Master's degree, in areas for which this degree is not offered, certification may include work experience, professional certification or licensure, and education in a discipline-specific field.

The college dean will review the educational credentials of each proposed first-time dual enrollment instructor and inform CCPS within 2 weeks of document submission if the proposed candidate meets

credential standards. FSCJ will provide a College faculty mentor for each CCPS dual enrollment faculty member, and will supply a copy of the current College faculty handbook and student handbook to each CCPS instructor.

Clay County faculty teaching dual enrollment courses are required to participate in a yearly orientation session provided by FSCJ. Instructors must submit course syllabi containing all required elements 1 month prior to the start of an academic term. If instructors fail to participate in orientation sessions and to supply requested syllabi and other materials to the appropriate academic dean, courses will not be given a dual enrollment course code on the high school side and will not be encoded as a college credit class by FSCJ. f

CCPS will provide a high school dual enrollment code only to those courses whose faculty have met all appropriate credentialing requirements. CCPS will provide dual enrollment faculty with appropriate instructional materials to teach each dual enrollment course offered at the high school site.

Instructors must submit all required assignments and assessments (including final exams) pertinent to the course being taught. Instructors who fail to submit their grades or documents will receive a written warning for the first offense. Any subsequent offenses, they will not be permitted to teach dual enrollment.

The district will inform the college within a week if a faculty member teaching dual enrollment courses on the high school site has an extended absence (more than 2 classes) requiring another instructor to teach the course. The district shall remove the high school dual enrollment code from classes whose credentialed faculty member is unable to complete instruction if another appropriately credentialed faculty member is not approved by the College.

Clay County faculty teaching dual enrollment courses will be expected to log into the College's Artemis system to check their class roles for accuracy and submit grades electronically in accordance with designated schedules. They will also be expected to periodically check their College e-mail account for updates and information. They must submit a copy of the grade book for each dual enrollment class demonstrating how the final grade for the course was calculated. College personnel shall review submitted grade books from CCPS faculty to ensure alignment with submitted grades. Instructors who fail to submit their grade book to FSCJ during the established window will receive a written warning for the first offense. Any subsequent offenses, they will not be permitted to teach dual enrollment.

Instructors will submit to periodic classroom observation by College representatives who will provide feedback to instructors for self-improvement.

Instructors will be familiar and in compliance with all policies and procedures set forth in the College's Adjunct Faculty Handbook and all Faculty related College Policies and Procedures including FERPA.

## **E. Curriculum**

In accordance with State Board Rule 6A-14.064, the following curriculum standards for content, syllabi, exams, and grades shall apply to college credit dual enrollment:

Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the College's Course Master Outline. These outlines will be made available to all Clay County dual enrollment faculty, who will then use them to construct their course syllabi. Syllabi will be reviewed by campus academic deans prior to the beginning of instruction. The deans will report approval status back to CCPS within two weeks of submission, providing assistance to CCPS faculty in syllabus revision if initial submission does not meet current standards.

Textbooks and instructional materials used in dual enrollment courses on the high school site must be approved by FSCJ and CCSB personnel. Textbooks must be selected from the list of materials on the College's Course Master Outline unless approved by an appropriate college dean through review. The instructor must submit for review any proposed instructional materials not on the College's Course Master Outline to the College at least 2 months prior to the beginning of the academic term; FSCJ personnel will review such materials within 2 weeks of submission.

In General Education dual enrollment classes taught at the high school site, faculty may be asked to include assignments that will generate student artifacts to be included in College-wide General Education assessment. Student and faculty identifiers will be redacted from these artifacts prior to assessment and results will be reported at a programmatic level. . Instructors who fail to submit their artifacts to FSCJ by the established deadline (Fall-February 1, Spring-July 1, Summer-August 1) will not be permitted to teach dual enrollment in the subsequent term.

FSCJ and CCPS will begin the development and eventual implementation of common final exams for each dual enrollment college course taught on high school sites. High school teachers will have the opportunity to collaborate on the development of the exams with FSCJ faculty. The exams and answer keys will be provided to the instructors prior to the period of administration, as well as contact information for the faculty leader of the test development team.

The district will ensure that faculty teaching dual enrollment courses administer the standard final exams or other mutually agreed upon assessments or activities and use them toward the calculation of the final course grade in accordance with current standards of end of course examinations. It is the schools' responsibility to send the completed scored exams to the Executive dean of Liberal Arts and Sciences to be held on file for a period of one year, per statutory rule. Instructors who fail to submit their final exams or end of course assessments to FSCJ during the established window will receive a written warning for the first offense. Any subsequent offenses, they will not be permitted to teach dual enrollment

## **F. Supervision**

CCPS shall:

1. Ensure all CCPS faculty teaching dual enrollment courses adhere to required standards designated in State Board Rule 6A-14.064, including , but not exclusive to, syllabus submission, submission of final exams and other required assignments, and adherence to College grading policies.
2. Offer access to the high school site for appropriate College testing personnel, campus dual enrollment coordinators, College Wide Dual Enrollment Program Manager, Executive Dean of Liberal Arts and academic deans conducting classroom visitations.

3. Ensure dual enrollment students on the high school campus have instructions for, and access to technology to enable them to submit online instructional evaluations.
4. Conduct formal performance appraisal of the dual enrollment instructor according to the current CCPS contract and Florida state law.
5. Coordinate with the College for formal program assessment and evaluation to include a yearly evaluative report describing student performance, student progression, and operational benchmarks of process.

FSCJ shall:

1. Monitor adherence to dual enrollment faculty submission of required syllabi, final exams, and other required assignments.
2. Evaluate submitted documents and return feedback/approval within 2 weeks for syllabi and 4 weeks for other submitted documents.
3. Perform classroom visitations and conduct dual enrollment evaluations which conform to standards for adjunct faculty on the College campus.
4. Provide feedback on classroom visitations/evaluations to the instructor within 4 weeks following the date of visitation.
5. Provide information on classroom visitation to the Office of Dual Enrollment for purposes of program level evaluation and improvement.
6. Provide mentoring to dual enrollment faculty.
7. Provide CCPS with information on the process for student submission of online instructional evaluation.

## **G. Student Performance, Grades, and Appeals**

Student performance shall be monitored and evaluated in accordance with FSCJ college credit and non-credit grading and academic standards. For classes offered at the high school site, the grading may include a mid-term grade consistent with the Clay County Schools nine weeks reporting schedule for the participating high schools. Final grades will be electronically posted by each faculty member by the designated dates for each academic term. Grades shall be consistent with the applicable college credit and non-credit grading system. Grades entered in the CCPS and the FSCJ permanent record systems must be the same. If a grading discrepancy is noted, it will be corrected within a period of 2 months. There is to be no grade recovery strategy for any dual enrollment course offered on the high school or College site.

FSCJ and CCPS will explore the development of a secure electronic file transfer protocol for student grades. Students will be permitted to retake a course only once as dual enrollment. Students who wish to retake a math course must retake PERT to ensure proper advising and placement. Upon earning a grade of a D, F, FN, or W, students and parents will be furnished by high school counselors with full information regarding the consequences of multiple retakes, including the possibility of paying out-of-state tuition rate, GPA implications for transcripts and potential impacts on financial aid eligibility.

Students enrolled in FSCJ on-campus early admission and dual enrollment programs will use the student appeals procedure outlined in the college catalog. Students enrolled in dual enrollment at a high school who wish to appeal the application of rules and regulations or the assignment of final grades will put a request for review in writing to the Director of Secondary Education at CCPS. The appeals request will be reviewed by designated CCPS and FSCJ staff for evaluation and appropriate action.



## **H. Student Academic Advising**

CCPS shall inform all secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration. Students and their parents shall be informed of: student eligibility requirements criteria; the option for taking dual enrollment courses beyond the regular school year; the minimum academic credits required for graduation; the fact that dual enrollment grades are posted to a permanent college transcript; the consequences of grades of D, F, FN, and Won a college transcript regarding future eligibility for selective access programs at colleges and universities and financial aid and continuation in dual enrollment courses.

FSCJ shall provide all dual enrollment students with access to the College Catalog and Student Handbook.

Student academic advising will be provided by CCPS guidance counselors and FSCJ staff. Advisors will provide information and encourage each dual enrollment student to identify a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree or baccalaureate degree, rather than a random selection of courses. Advisors shall also assist students and parents who wish to select courses which meet degree requirements for a specific course of study at another postsecondary institution, which may have different numbers of elective credit. Students who are undecided about their postsecondary major will be advised to take courses which meet General Education requirements.

FSCJ shall require that each student who is seeking an associate in arts degree indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. Once indicated, students will be informed of the prerequisites for the designated baccalaureate program.

## **I. Student Costs**

Consistent with provisions of Florida Statute 1007.271, properly enrolled high school students receiving dual enrollment or early admission instruction under the provisions of this plan shall not be charged registration, tuition, or laboratory fees for the college courses in which they enroll. Students will be responsible for payment of other special course or program fees, such as art supplies, aviation flight fees, automotive tools, culinary equipment, health care uniforms, and other consumables which will be identified by the College prior to beginning of courses.

FSCJ will invoice CCPS \$71.98 per credit hour which is the standard tuition for college credit courses taken online or at an FSCJ Campus/Center during the Fall or Spring term (excluding the Bean Joint Use Facility). For programs leading to a career certificate or an applied technology diploma (PSAV), the standard tuition shall be \$2.33 per contact hour. There will be no charge for Summer term tuition. Invoices will be sent in September for Fall registrations, January for Spring registrations, and May for any registrations not covered in previous invoices.

CCPS will remit payment for on-campus and online tuition by October 15 for fall semester courses, by February 15 for spring semester courses, and by June 15 for any outstanding fall or spring registrations not covered in previous invoices.

Students will be responsible for paying the one-time transcript request fee standard for all students of the College if they wish to have a copy of their college transcript.

## **J. Instructional Materials**

IMPORTANT NOTE: For home school students, the District is not responsible for costs of textbooks and instructional materials.

CCPS shall inform students of the process for textbook authorizations for classes taken online or on the college campus to include the requirement to provide their FSCJ ID and a schedule of classes in which they are enrolled to bookstore personnel. Students will also be required to use rental options for textbooks if they are available. Students will also be informed that they may only use textbook authorizations for texts for the courses listed on their schedule.

CCPS shall inform students of the process to return all texts to the bookstore at the end of the term at a designated time and that failure to return either rented texts or those purchased with textbook authorizations will produce a registration hold or hold on transcript release.

FSCJ shall develop a reimbursement process for texts purchased for the 2013-2014 school year prior to the administration of this agreement.

FSCJ shall develop a textbook authorization process for dual enrollment and Early admission students taking classes online or on the college campus that will cover costs of texts (only) for those designated classes.

4. Place registration and transcript holds on any dual enrollment or Early Admission student who fails to return texts acquired through the conditions of this agreement.

## **III. Teacher Preparation and In-Service Training**

FSCJ and CCPS will partner to provide teacher preparation and in-service training to CCPS teachers and counselors to assist them in increasing the success of students in postsecondary education. Activities designed to accomplish this goal may include, but not be limited to:

- 1.** Designate a day during the Fall term professional development period for a comprehensive dual enrollment orientation/training for all prospective dual enrollment teachers.
- 2.** Support CCPS teachers participating in required professional development training offered by FSCJ.
- 3.** Support Guidance counselors and other dual enrollment support personnel attendance at professional development activities offered by the College.
- 4.** Provide collaborative workshops between college and high school faculty to develop curriculum and instructional methodologies and cumulative final exams
- 5.** Offer recertification courses for CCPS teachers

6. Offer in-service for district counselors that delineates the diverse career education options available to students and the basic skill levels necessary for success
7. Access to workshops on the use of technology in instruction

#### **IV. Program Evaluation**

The FSCJ Executive Dean for Liberal Arts and the CCPS Director of Secondary Education shall provide overall leadership for the implementation of this articulation agreement and shall be responsible for producing an annual evaluation report on implementation. The report shall include:

1. Number and percentage of high school student participants by school, program type, and course
2. Student course performance
3. Program improvement actions
4. Results achieved through remediation reduction programs

In alignment with the 2007 Council of Presidents' Statement of Standards, the following assessment and accountability measures will be established:

1. FSCJ will share statewide and specific research on dual enrollment student progression.
2. FSCJ will conduct follow-up research on dual enrollment courses to ensure grading standards and outcomes are comparable to non-dual enrollment sections. Results are to be shared with the principal, local district, and the division.

This articulation agreement shall become effective upon approval of its provisions by the FSCJ College President and acceptance by the CCPS Superintendent of Schools, and shall remain in full effect until July 31, 2014, unless modified by the mutual agreement of the parties.