

**Dual Enrollment Articulation Agreement Between  
District School Board of Clay County and  
District Board of Trustees of St. Johns River State College**

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. The District School Board of Clay County, 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 and have, therefore, established an articulation committee with representation from the School Board and SJR State. Each year, this articulation committee will review this Agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed School Board Representative, Clay County School Board (Co-Chair)
- Vice President for Academic Affairs/CAO, SJR State (Co-Chair)
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment and College Access, SJR State
- Director of Career Education, School Board
- Appointed School Board Representative

The term of this agreement shall commence August 1, 2015, and end July 31, 2016. Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Clay County and the President of St. Johns River State College.

The School Board and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and school district:**  
This agreement replaces any existing agreement with the School Board and SJR State regarding the Dual Enrollment Articulation Agreement, which includes the Career Pathways Articulation Agreement.
2. **Parent and student notification process about student participation in the Dual Enrollment program:** The School Board and SJR State will work collaboratively to notify eligible students and their parents of 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.

3. **Programs and courses available to students eligible for Dual Enrollment:**

*Program Description:* Dual Enrollment, an articulated mechanism between the School Board and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. 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” (Section 1007.271(1), F.S.). “Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree” (Section 1007.271(7), F.S.). “Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree” (Section 1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

*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>). The School Board and SJR State agree to require the pair of the college level course ECO 1931 Financial Literacy and the college level economics course ECO 2013 or ECO 2023 to satisfy the high school graduation requirement of economics. All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for 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+

*High School site dual enrollment courses:* The School District, High School Principal, or High School's dual enrollment contact must contact the Dual Enrollment Office with any known extended, planned or unplanned medical or other leave of the dual enrollment teacher immediately upon knowing of the absence. High school site dual enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and no grades are to be assigned except by anyone other than the dual enrollment teacher or by a SJR State approved substitute who meets the appropriate credentials of a SJR State faculty member.

4. **Process for students and their parents to elect to participate in the Dual Enrollment program:**

*Application Procedure:* In order to participate in Dual Enrollment at SJR State, Dual Enrollment eligible high school students will be required to first meet with their high school guidance counselor to receive the Dual Enrollment Admission Form. The completed Dual Enrollment Admission Form (paper application) and copy of official test scores must be submitted, with all necessary signatures, to the student's high school Dual Enrollment contact as soon as possible, but no later than 30 days before the start of the intended semester (Appendix 1). The high school guidance counselor will confirm that the student has the appropriate class standing, CPT, P.E.R.T., ACT, or SAT test scores, and GPA to be eligible for Dual Enrollment prior to forwarding the application to SJR State.

*Acknowledgement of Principles of Participation:* Students selected for participation in Dual Enrollment and their parents must both sign and agree to the *Principles of Participation for Dual Enrollment /Early Admission Program* (available online on the SJR State's Dual Enrollment webpage at <http://www.sjrstate.edu/forms/dualprinciples.pdf> and Appendix 2). This document will be provided to students with the Dual Enrollment Admission Form and must be submitted to the Dual Enrollment Office prior to registration.

*Registration Process:* The Dual Enrollment student would meet with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, in order to safeguard the meeting of high school graduation requirements. The student must submit the paper dual enrollment registration form (Appendix 4) so that the high school's dual enrollment contact can approve it.

*Disabilities Accommodation:* Students will need to contact SJR State's Counseling Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel.

*Schedule Changes:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their high school guidance counselor. The high school guidance counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 5). All schedule changes must be completed by the College's published add/drop deadline.

*Withdrawing from a Course:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their high school guidance counselor. The high school guidance counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 6). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program.

*Maximum Course Load:* Dual Enrollment students may take a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) Dual Enrollment credit hours in the spring term, and eight (8) to nine (9) Dual Enrollment credit hours for the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of fifteen (15) Dual Enrollment credit hours each fall and spring term.

*Weighting of Dual Enrollment:* The School Board will “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated” (Section 1007.271, F.S.).

*Final Course Grades:* At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students’ final course grades to the high school guidance counselors. Students may view their final course grades through SJR State’s online portal, MySJRstate on the Dual Enrollment tab at <http://www.sjrstate.edu/mysjrstate.html>

*High School Site Dual Enrollment Grades:* For both fall and spring semesters, high school site dual enrollment teachers will submit their grades via MySJRstate portal. Spring semester grades must be submitted into MySJRstate portal by the end of business on Friday, May 27, 2016.

*College Academic Calendar:* Dual Enrollment students are required to adhere to SJR State’s Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays or extracurricular activities. SJR State’s Academic Calendar is available in the College Catalog and also posted online at <http://www.sjrstate.edu/academcal.html>

*Grade Forgiveness:* Students may not repeat Dual Enrollment courses that they earned a “W”, “D”, or “F”. All grades including “W” for withdrawal will become part of the student’s permanent record. SJR State’s grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student’s SJR State cumulative GPA.

5. **Student eligibility requirements for participation in the Dual Enrollment program:**

*Eligibility Criteria for Student Participation in Dual Enrollment:* Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0, and demonstrate readiness for college coursework through scores on college placement tests. Early admissions students’ eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Dual Enrollment students will be required to complete the CPT, P.E.R.T., ACT, and/or SAT. 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>). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State’s Dual Enrollment Office by their school district. High school students not enrolled through the Dual Enrollment program shall not be permitted to take college level credit or vocational credit classes at SJR State under any circumstances or proviso. The Clay School District and St. Johns River State College agree that eligible secondary students are entitled to participate in dual enrollment for a maximum of three years in college credit coursework at the 1000 and 2000 level.

*Continued Eligibility of Student Participation in Dual Enrollment:* Dual Enrollment students who earn below a “C” (including a “W” grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. 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. Career/vocational Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher in order 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 Dual Enrollment program 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.

*Florida Youth Challenge:* The designated Florida Youth Challenge personnel will select students based upon their TABE scores and their performance in the program to participate in the Dual Enrollment program. These students will be administered the CPT or PERT tests, in order to participate. The selected students will be able to enroll in College Success courses based upon the recommendation of the designated Florida Youth Challenge personnel.

*Loss of eligibility in Dual Enrollment:* 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 Dual Enrollment.

6. **Delineation of the high school credit earned for the passage of each Dual Enrollment course:**  
*Course Credit:* 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*.
7. **Process for informing students and their parents of college-level course expectations:**  
During the application process, students selected for participation in Dual Enrollment and their parents are given the *Principles of Participation for Dual Enrollment /Early Admission Program* (available online on the SJR State Dual Enrollment webpage at <http://www.sjrstate.edu/forms/dualprinciples.pdf> and Appendix 2) to sign. The *Principles of Participation for Dual Enrollment /Early Admission Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. 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 (available online on the SJR State’s Dual Enrollment webpage at <http://www.sjrstate.edu/forms/deinfosession.pdf>). During these information

sessions, the college-level course expectations are presented. Each fall, SJR State's Director of Dual Enrollment hosts a Dual Enrollment Orientation for new Dual Enrollment students on each of SJR State's campuses (available online on the SJR State Dual Enrollment webpage at <http://www.sjrstate.edu/forms/deorientation.pdf>). During these sessions, the differences between high school expectation and college expectations are detailed. Upon request, the Dual Enrollment Office will present Information Sessions and Orientation Sessions at the high school site.

8. **Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:** Section 1007.271(3), F.S. allows exceptions to the required GPA on an individual student basis if both parties agree. Students must submit a petition (Appendix 8) and letter that must be approved by the appropriate high school personnel and College personnel. Student's coursework, college readiness, and other factors will be reviewed to determine if the student has the potential to be successful in the Dual Enrollment program. If a student is approved, the student will be placed on probationary status and may be limited in credit hours and course selection.

9. **Registration policies for Dual Enrollment courses:**

*Course Scheduling:* Section 1007.271(5), Florida Statutes, establishes that "District school boards shall annually assess the demand for Dual Enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." So as to implement the above statute, the School Board and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. Students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses conducted during school hours, after school hours, and during the summer terms.

*Registration Procedure:* After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (paper form) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, ideally not later than fifteen (15) business days before that academic fall and spring term's Dual Enrollment Registration Date; students will be allowed to register for courses approximately two weeks before each summer term. During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their registration. Students registering for Dual Enrollment courses taught on the high school site will be registered after the beginning of the fall and spring semesters.

10. **Program Management and Quality Assurance:**

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.

*Enrollment capacity:* Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 25 students. All other dual enrollment courses are limited to 30 students per course section. High school site dual enrollment courses must reflect the seating capacity limits of the college courses taught at SJR State campuses.

*Dual Enrollment Instructors:* Teachers of Dual Enrollment 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.

*Faculty Evaluation:* SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site will be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's teacher evaluation criteria.

*Dual Enrollment Advisory Committee:* The School Board and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this Agreement.

*Administration:* SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between the School Board and SJR State. The School Board shall appoint an administrator who shall represent the School Board in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between the School Board and SJR State.

**11. Determination of Student Eligibility and Monitoring of Student Performance:**

*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 Dual Enrollment 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.

*Responsibility for Student Screening:* The Florida College Entry-Level Placement Test (CPT) will be administered by SJR State to high school students eligible for Dual Enrollment upon request by any School Board high school principal or the principal's designee at times and places based on mutual agreement. SJR State will be solely responsible for providing test security at all testing sites. SJR State will administer and provide the CPT test materials at no charge for high school students eligible for Dual Enrollment. SJR State will provide test results for individual students to the appropriate high school's guidance counselors. Interpretation of Dual Enrollment students' CPT test results will be provided by SJR State to high school personnel for distribution to students and to assist in the development of academic interventions by high schools to improve student skills.

*Testing at the College Campus:* The P.E.R.T. may be administered at a testing center at SJR State as arranged with the high school. Students will be responsible for providing their own transportation to the College. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*Testing at the High School Site:* If twenty (20) or more high school students eligible for Dual Enrollment prearrange through their guidance counselors to take the CPT, the CPT may be administered at a high school facility designated by the high school and approved by SJR State as an appropriate test site. Reasonable accommodations will be provided at the test site at the expense of the high school for the administration of the CPT to students with disabilities. An SJR State assessment staff member will provide test materials and test administration at all testing sessions and will inventory and return materials to the SJR State assessment center. If the number of students testing is great enough to require additional proctors beyond the SJR State staff members in attendance, the high school will provide additional proctors to ensure that testing requirements are met. Testing accommodations must be arranged in advance.

The high school can administer the P.E.R.T. for Dual Enrollment purposes. If the high school elects to administer the P.E.R.T., then any expense occurred would be covered by the high school. The Dual Enrollment contact for the high school would be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office.

*Retaking the CPT and/or P.E.R.T.:* Dual Enrollment students may retake the CPT and/or P.E.R.T. once during their high school tenure in accordance with SJR State's CPT and P.E.R.T. Policies and Procedures.

*Student Policies, Procedures, and Behavioral Expectations:* Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both the School Board and SJR State. Should a conflict be identified as a result of either institution's policies or procedures, the School



Board and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog and are also available online on the Student Services website at <http://www.sjrstate.edu/catalog.html>

*High School Site's Attendance Policy:* The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse five absences due to the number of the course's contact hours.

*High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's dual enrollment courses. Yet, they can attend their college site dual enrollment courses. If a student is sent to the district's alternative school, then the dual enrollment student loses their dual enrollment eligibility and will receive a "W" for all of their registered dual enrollment courses.

## 12. **Student Grades and Records:**

*Student Grades:* Transmission of student grades in 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.

## 13. **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 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 dual enrollment. For 2015-2016, 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 high school instructor: No fee
- 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

*Add/Drop and Withdrawal Policy:* Students may add or drop a course during the Add/Drop window denoted on the College's Academic Calendar. The District will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as

published in the academic calendar. The District will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

*Student Fees:* Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, online instructional material access code, registration, tuition, and laboratory fees. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, background checks, blood tests, etc.

*Instructional Materials:* SJR State shall select textbooks used in Dual Enrollment courses. Payment for required textbooks for classes conducted on the high school campuses or on SJR State's campuses will be through the individual high schools. The textbooks shall be the property of the School Board. Inventories of Dual Enrollment textbooks will be maintained by individual high schools and/or school district. The District will inform students of any fines relating to instructional materials (e.g., late return or lost book fees) prior to issuing them back to the students. The District must provide each student with a textbook for each Dual Enrollment course, including courses taught at the high school site. A class set of book does not suffice. Textbooks used by Dual Enrollment students at high school sites will follow the Department of Education's cycle for textbook replacement, with the following provisions: 1) the College has not changed the textbook, or 2) the new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable.

*Instructor Fees:* SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. The School Board is responsible for the full cost of the instructor for courses taught at the high school sites.

*Facility and Laboratory Fees:* SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. The School Board is responsible for the full cost of any facility and laboratory fees for courses taught on the high school site.

*Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State campuses. The School Board will be responsible for the cost of providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided.

**14. Responsibility for Student Transportation:**

Students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

**15. Submission of Updated Dual Enrollment to the Florida DOE:**

The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

**2015-2016 Dual Enrollment Articulation Agreement Execution Between  
District School Board of Clay County and  
St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the School Board of Clay County and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement 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 District School Board of Clay County.

Signed on this \_\_\_\_ day of \_\_\_\_\_ 2015

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

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Chairman, St. Johns River State College

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President, St. Johns River State College

Signed on this \_\_\_\_ day of \_\_\_\_\_ 2015

**for the District School Board of Clay County:**

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Chairman, District School Board of Clay County

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Superintendent, District School Board of Clay County

## **Appendices**

St. Johns River State College  
Clay County School District

Dual Enrollment/Early Admissions/Collegiate High School Forms

- 1 Application/Admissions Form
- 2 Principles of Participation
- 3 Students' Responsibilities
- 4 Registration/Approval Form
- 5 Registration Adjustment
- 6 Student Initiated Course Withdrawal Form
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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

ST. JOHNS RIVER STATE COLLEGE

- Dual Enrollment Collegiate High Schools Early Admissions

Social Security Number input fields

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

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. Refusal to answer will not result in adverse treatment of any applicant. These sections are not mandatory.

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 Industry/Manufacturing, and Construction Science, Technology, Engineering, and Mathematics Business Health Sciences Social and Behavioral Sciences and Human Services Education Public Safety

\*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 \_\_\_\_\_



## 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**  
**S T A T E C O L L E G E**

## 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](mailto: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: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
                   Last                                  First                                  Middle

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.)

CRN/Section Number	Credit Hours	D.E. Code	Course Prefix & Number	SJR State Course Title	Times	M	T	W	R	F
Total Hours										

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

X \_\_\_\_\_ X \_\_\_\_\_  
                   Signature of High School Counselor                                  Date                                  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: \_\_\_\_\_

Student ID # X00

High School: \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_

### I hereby request:

To remain in SJR State's Dual Enrollment Program

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

Initials \_\_\_\_\_ Date: \_\_\_\_\_

#### Recommendations/annotations:

### VP for Academic Affairs / Chief Academic Officer

#### Recommendation:

- Approval
- Disapproval

Initials \_\_\_\_\_ Date: \_\_\_\_\_

#### Recommendations/annotations: