

**DUAL ENROLLMENT ARTICULATION AGREEMENT  
(SCHOOL BOARD OF CLAY COUNTY AND SANTA FE COLLEGE)**

This AGREEMENT is made by and between the School Board of Clay County (the “School Board”) and The District Board of Trustees of Santa Fe College, Florida (the “College”).

WHEREAS, the College offers a Dual Enrollment Program in which eligible secondary students and home education students are enrolled in postsecondary courses and simultaneously earn credits toward high school completion and a career certificate or an associate or baccalaureate degree, pursuant to Section 1007.271, Florida Statutes (“F.S.”); and

WHEREAS, the School Board is outside the College’s service area (Section 1000.21(3)(x), F.S.), but the parties wish to provide eligible students with access to College’s Dual Enrollment Program when approved by the Florida College System institution serving School Board’s county; and

WHEREAS, the College may establish additional initial student eligibility requirements to ensure student readiness, and such requirements shall be included in the dual enrollment articulation agreement, pursuant to Section 1007.271(3), F.S.; and

WHEREAS, the School Board and College desire to enter into a dual enrollment articulation agreement to set forth the terms of the Dual Enrollment Program for School Board’s eligible students.

NOW THEREFORE, in consideration of the mutual promises stated herein, the School Board and the College agree as follows:

1. The following Dual Enrollment definitions are agreed upon for the purpose of this agreement.

Early Admission shall be the enrollment of eligible 12<sup>th</sup> grade students who have a 3.5 unweighted cumulative GPA and all college level scores on the PERT, ACT or SAT. Early Admission students are registered full-time in college courses that are creditable toward a high school diploma and an associate or baccalaureate degree. To be eligible, students must have eighteen (18) credits which include all courses required for high school graduation except English IV (1.0), American Government (.5), Mathematics (1.0) and Economics (.5).

Academic Dual Enrollment shall be the part-time or full-time enrollment of eligible 11<sup>th</sup> and 12<sup>th</sup> grade students who have a 3.0 unweighted cumulative GPA and college level scores on the PERT, ACT, or SAT in at least one area. Course selection is limited when not scoring at college level in all areas. Students whose scores are at college level in all areas have access to a broader range of courses. These students may be either full-time or part-time registered in college courses that are creditable toward a high school diploma and an associate or baccalaureate degree.

Fine Arts Dual Enrollment shall be the part-time or full-time enrollment of eligible 11<sup>th</sup> and 12<sup>th</sup> grade students who have an unweighted cumulative GPA of 3.0. These students may explore their talents by registering for college courses in studio art, dance, music, and theatre. Course eligibility is based on the required cut off scores for the PERT, SAT or ACT. Fine Arts Dual Enrollment students are eligible for college academic courses only if their GPA and PERT, ACT or SAT indicate they are at college level.

Career and Technical Education Dual Enrollment shall be the part-time or full-time enrollment of eligible 11<sup>th</sup> and 12<sup>th</sup> grade students who have an unweighted cumulative GPA of 2.5 for degree programs and unweighted cumulative GPA of 2.0 for the College's non-credit Postsecondary Adult Vocational (PSAV) Certificate Programs, many of which lead to industry certification. Career and Technical Education Programs offer opportunities in the areas of Business, Information Technology, Early Childhood Education, Health Related Occupations, Public Safety, and Construction and Technical Programs. High school students are generally not eligible for the College's limited access programs, but they may enroll in the prerequisites for those programs if their college placement scores and GPA indicate eligibility.

2. The College agrees to provide college-level academic instruction to School Board's qualified students whose registration at the College has been approved in writing by the Florida College System institution serving School Board's county, which is St. Johns River State College.
3. The selection of Early Admission or Dual Enrollment students will be determined by the College's Director of the High School Dual Enrollment Program or a designee.
4. Early Admission students will meet the College's definition of full-time (12 credit hours).
5. The College will administer a college placement test at no charge to prospective Dual Enrollment students when needed, as well as additional placement testing required for admission to specific programs and to verify that students meet admission standards. Students seeking to enroll in college credit coursework must meet the same placement test score requirements as all postsecondary students.
6. High school students participating in Dual Enrollment must meet the College's admission requirements for an associate or baccalaureate degree. Students must have college level SAT, ACT, or PERT scores. Students must be recommended for participation by their high school counselor. The recommendation should consider whether the student possesses the level of maturity and responsibility needed to handle a college campus.
7. Participating students must maintain a "C" or better in each class to remain in the program, except that a student may be granted permission to stay in the program in accordance with the request process described in this paragraph. If a student has an overall 3.0 GPA and receives one grade below a "C" for the first time, the student may file a written request to the Watson Center Director asking to stay in the program. The request should explain the circumstances of the grade and the student's intended corrective action. The Watson Center Director may grant the request if he or she

concludes that the student has a high probability of maintaining a “C” or better in each class in the future and that the student has demonstrated a level of maturity and responsibility appropriate for the program. The decision may not be appealed.

8. Dual Enrollment programs are designed for students who have a level of maturity and responsibility appropriate for a college campus. Dual Enrollment students will be enrolled in classes with the general student body population, which includes people of diverse ages and backgrounds, and they should have social skills sufficient to interact with fellow classmates and professors. Students who have not demonstrated such maturity based on conduct and disciplinary history, attendance records, and other available information may be denied admission or be removed from the program.

Students should understand that the amount of work necessary to succeed in Dual Enrollment courses may be greater than in high school courses. Grades from Dual Enrollment courses become part of a student’s permanent academic record and are calculated into the student’s permanent postsecondary GPA. This academic record can have long lasting consequences including admission to a university, academic standing, and financial aid eligibility.

Regardless of academic performance, the College may remove a student from the Dual Enrollment Program if the Director of the High School Dual Enrollment Program determines that the student exhibits immature behaviors or is inappropriate or is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. The decision of the Director of the High School Dual Enrollment Program may be appealed to the Provost of the College; the Provost’s decision shall be final.

9. While appropriate for college level study, course materials/class discussions may reflect topics not typically included in secondary courses, which some parents may find objectionable for minors. Instructors may not be aware that minor children are in the classroom. College courses will not be modified to accommodate variations in student age and/or maturity. College faculty have academic freedom and may discuss or investigate controversial issues as part of the class.
10. Dual Enrollment students shall not pay application, matriculation, tuition, and/or laboratory fees.
11. The School Board will reimburse the College, within 45 days from receipt of invoice, for instructional materials assigned for use within courses provided to School Board’s Dual Enrollment students. Instructional materials are defined in Section 1006.29(2), F.S., and shall include, but not be limited to, textbooks, consumables, and online codes. Pursuant to Section 1007.271(17), F.S., instructional materials shall be made available to Dual Enrollment students from Florida public high schools free of charge and shall remain the property of the school board against which the purchase is charged.
12. The School Board shall reimburse to the College, within 45 days from receipt of invoice, the standard tuition rate, from funds provided by the Florida Educational Finance

Program, for courses taken by Dual Enrollment students at a College facility or online during fall and spring terms. (Students may only register for online classes that are not offered by the Florida College System institution that serves the School Board's county). This provision does not apply to courses taken during the summer. The parties do not anticipate any courses to be delivered outside of these two delivery methods (at College facility or online), but in the unlikely event that an alternate course delivery is considered, cost sharing and reimbursement terms will be negotiated and agreed to in writing in accordance with Florida law prior to the commencement of said delivery; nothing herein requires the parties to consider alternate course delivery.

13. The Dual Enrollment Program counselors will act as intermediaries between parents/guardians and College faculty and will comply with the Family Educational Rights and Privacy Act (FERPA). Because the High School Dual Enrollment Program wishes to foster student independence and responsibility, parents/guardians are strongly discouraged from directly contacting College faculty to discuss their children.
14. Dual Enrollment counselors or a designee will monitor academic progress and student attendance. However, the Dual Enrollment Program is dependent on College faculty to submit information on the College's academic monitoring system. Counselors or a designee will provide support services and contact parents and the school of record if performance is unsatisfactory.
15. Graduating seniors who have met all of their high school graduation requirements by the end of the College's spring semester are not eligible for Dual Enrollment status, including fee exemptions, during the subsequent summer term even if the registration period or College classes begin prior to the student's actual graduation date. If a student desires to register for a College class beyond their allotted time in Dual Enrollment, the student must pay the College tuition and fees for continued enrollment. However, seniors who do not complete graduation requirements by the end of spring term may enroll in summer terms if the College course will fulfill the course requirements needed for high school graduation.
16. The College shall forward a transcript to the student's home and to the high school of each student participating in the Dual Enrollment Program pursuant to this agreement. The School Board agrees to accept all college credit earned at the College and to weight college courses for GPA purposes as specified in Section 1009.531(3), F.S.
17. Dual Enrollment students will receive the same recognition at their school's graduation as other students concerning the conferring of honors. Eligible seniors will graduate from the high school in which they are enrolled. Students graduating from the College with a degree or a postsecondary certificate will be permitted to participate in the College's graduation ceremony.
18. Students and parents should recognize the expertise and experience of the Dual Enrollment counselor with regard to appropriate course selection and maximum semester hours. The Dual Enrollment student is establishing a permanent college transcript which

could negatively impact future postsecondary education admissions and financial aid eligibility.

19. Students with IEP or 504 Plans who wish to request accommodations may submit the appropriate paperwork, such as an accommodation plan, psychological evaluation, or 504 eligibility plan, along with their application so that accommodations can be arranged through the College's Disabilities Resource Center (DRC) in accordance with the laws governing students with disabilities at postsecondary institutions. The high school will provide the information to the College at the student's request. Accommodations will not be granted retroactively, so it benefits the student to submit appropriate paperwork as early as possible.
20. Each of the School Board's students enrolled in the Dual Enrollment Program shall be deemed a student of the College as to the academic and disciplinary rules. Dual Enrollment students also follow the College calendar, grading system, and attendance policies. While on the College campus or while performing educational requirements associated with their college coursework, students are subject to the rules and regulations of the College. Students must be aware of and abide by the College's Student Conduct Code, including the academic dishonesty policy, which prohibits cheating, plagiarism, fabrication, etc.
21. Dual Enrollment counselor(s) will utilize the state's Dual Enrollment Course Equivalency list and the wide array of college courses to provide high school students access to postsecondary curriculum. In addressing the courses and programs available to students, the Dual Enrollment Course Equivalency list is a starting point and is not viewed as limiting Dual Enrollment course offerings. Section 1007.271(14), F.S., states that the Department of Education shall approve any course for inclusion in the Dual Enrollment Program that is contained within the statewide course numbering system. The College has had relatively few restrictions on college courses available to high school students. Generally, restrictions include the core curriculum of the highly competitive health sciences programs and other programs that are considered limited access programs. The College reserves the right to limit Dual Enrollment participation in these areas. Course offerings may be added, revised, or deleted at any time.
22. Students shall be responsible for their own transportation.
23. Dual Enrollment Transfer Guarantees

Dual Enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, Dual Enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Florida Dual Enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not attend the same college or university where they earned the Dual Enrollment credit, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through Dual Enrollment.

24. The College and School Board hereby authorize the President or designee and the Superintendent or designee to administer the terms and conditions of this Agreement.
25. If any provision(s) of this agreement is in conflict with any law, statute, or rule of a superior governing body, then such part(s) shall be deemed inoperative to the extent such part(s) conflicts therewith and the total agreement shall be automatically deemed to be modified to comport with such law, statute, or rule.
26. This Agreement replaces any previously executed agreements between the parties regarding the Dual Enrollment Program. This Agreement shall be effective August 1, 2015. This Agreement is automatically renewed for additional one (1) year periods unless either party provides the other party with written notice of termination no later than 60 days prior to the expiration of the academic year (in which case the termination will be effective for the following academic year).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the dates shown below and submit they have the legal authority to commit the parties to this Agreement.

THE DISTRICT BOARD OF TRUSTEES  
OF SANTA FE COLLEGE, FLORIDA

THE SCHOOL BOARD OF  
CLAY COUNTY, FLORIDA

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: Caridad E. Lee

Printed Name: Charlie Van Zant, Jr.

Title: Chair

Title: Superintendent

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

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