

INTERINSTITUTIONAL ARTICULATION AGREEMENT
between
District School Board of Clay County
and
District Board of Trustees of St. Johns River Community College
for
Articulated Acceleration/Dual Enrollment/Remediation Reduction/Teacher Preparation

It is the intent of the District School Board of Clay County, hereinafter called the School Board, and the District Board of Trustees of St. Johns River Community College, hereinafter called SJRCC, that secondary school students attending public schools in Clay County be allowed to shorten the time necessary to complete the requirements associated with obtaining a college degree, broaden the scope and depth of academic preparation, and/or obtain opportunities for completing vocational/technical programs. It is also the intent of the School Board and SJRCC to develop and plan strategies to reduce the need for remediation at the college level and to improve collaboration in the area of public school teacher preparation and in-service.

For purposes of this document, the following are agreed upon definitions:

- I. The Dual Enrollment Program: The dual enrollment program shall be the enrollment of an eligible secondary student in a postsecondary course creditable toward an associate in science degree, an associate in arts degree, or a vocational/technical certificate and high school diploma. Students shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Any student so enrolled shall be exempt from the payment of registration, matriculation, and laboratory fees.

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 and required for completing the high school diploma and the associate degree. Participation in the early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment (or the equivalent), including studies undertaken in the ninth grade. These students shall be exempt from the payment of registration, matriculation, and laboratory fees.

Students enrolled in college-level vocational and academic classes will earn both high school and college credit.

- II. Student Eligibility: High school students who do not meet the college admission requirements and or dual enrollment requirements set forth by the School Board are not to be admitted to any dual enrollment course taught at the high school site. No student shall be enrolled in college credit mathematics or English dual enrollment instruction unless the student has successfully completed the relevant section of the entry-level examination required pursuant to F.S. 1007.27 & 1008.30. Beginning with Summer 2004, any student wishing to take a dual enrollment class in any subject must have entry-level examination scores pursuant to F.S. 1007.27 & 1008.30.

Students who are dually enrolled must

- A. be seeking a vocational certificate, a college credit vocational/technical certificate, an associate in science college degree, or an associate in arts college degree;
- B. have
 - 1) a minimum 3.0 unweighted cumulative g.p.a. for vocational / technical course enrollment or
 - 2) a minimum 3.0 unweighted cumulative g.p.a for enrollment in advanced and professional courses;
- C. be classified as a senior (have accumulated a minimum of 17 credits or be classified as a junior (have accumulated a minimum of 11 credits) and have demonstrated academic, social, and emotional maturity to ensure success in college level study;
- D. provide acceptable results from the American College Test, the Scholastic Aptitude Test (SAT) or another standardized placement test;
- E. be limited to 12 hours of college credit enrollment until all test score deficiencies are remediated; and
- F. not make below a "C" (including a "W" grade) in any dual enrollment course. Students not maintaining this standard are subject to dismissal from the dual enrollment program.
- G. follow district procedures for enrollment and acquisition of textbooks
- H. comply with St. Johns River Community College and/or their individual school's standard of conduct.

Any exception to these requirements must be approved jointly by the school principal and the Vice President for Workforce Development or the Vice President for Academic Affairs. The terms of the exception will be specified in written communication between the high school and the college.

Note: Students classified as "Gifted" through the Exceptional Child Education Program may be recommended by the Superintendent of the School Board for inclusion in an accelerated program if the high school attests to the student's capability for advanced work and maturity level. This recommendation must be approved by the District Board of Trustees of St. Johns River Community College.

Students enrolled in postsecondary instruction not creditable toward a high school diploma shall NOT be considered dual enrollment students. Such students are considered co-enrolled and shall be required to assume the cost of instruction and instructional materials and must meet the criteria for admissions as outlined in the College Catalog. These students must also meet the criteria set forth in the College Catalog for fee paying high school students.

- III. Eligible Courses: Any course creditable toward a vocational certificate, an associate in science degree or an associate degree as outlined in the SJRCC course catalog, which does not duplicate instruction at the secondary level, is considered an eligible course.
 - IV. Ineligible Courses: College preparatory instruction and other forms of precollegiate instruction, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity shall be ineligible for inclusion in the dual enrollment program.
- Note: It is not the intent for the dual enrollment program to substitute for high school credit completions. Students should complete high school graduation requirements through a public school, private school, distance learning programs, or other means.
- V. Fees: In accordance with Florida Statutes, students enrolled in dual enrollment instruction shall be exempt from the payment of registration (including admission testing), matriculation, and laboratory fees.
 - VI. Remediation Reduction Plan: SJRCC and the School Board will develop mechanisms and strategies for reducing incidence of post-secondary remediation in math, reading, and writing for first-time-enrolled recent high school graduates.
 - VII. Public School Teacher Preparation and In-Service Training: In accordance with section 1007.235, SJRCC will utilize its personnel and technological resources to further assist in the education of teachers in Clay County. SJRCC will furnish the School Board with a schedule of the professional development opportunities provided teachers in Clay County public schools.

Institutional responsibilities are agreed to as follows:

THE SCHOOL BOARD WILL:

- I. Be responsible for incorporation, either directly or by reference, of all dual enrollment courses contained within the district inter-institutional articulation agreement within the student progression plan.
- II. Reimburse SJRCC for instructional materials provided to the School Board's dual enrollment students. These instructional materials are the property of the School Board.
- III. Ensure that each dual enrollment course aligns with a student's ILP (Individual Learning Path).
- IV. Be responsible for awarding appropriate high school credit.
- V. Provide written documentation to SJRCC prior to student enrollment certifying that students enrolling in dual credit courses meet the established criteria. Grade point averages, standard test scores, and transcripts will be provided as appropriate. Complete and accurate information will be provided on standard forms used for dual enrollment students.

- VI. Inform eligible students and parents of the educational benefits and requirements for participation in the dual enrollment program.
- VII. Submit documents for individual students or groups of students in an accurate and timely fashion.
- VIII. Work with SJRCC officials in detailing internal procedures for the distribution and collection of instructional materials, depending on whether the course is offered on the high school site, the Palatka Campus, the Orange Park Campus, the St. Augustine Campus or the Ponte Vedra Center. Instructional materials become the property of the School Board.
- IX. Provide data for SJRCC reporting which reflect the percentage of high school student membership who are dually enrolled.
- X. Participate in the development of mechanisms and strategies that address reducing postsecondary remediation.
- XI. Work with SJRCC officials to develop plans to improve the retention and success of students through high school graduation and into post-secondary education.
- XII. Encourage elementary and secondary teachers to participate in professional development programs which focus upon local and state needs.
- XIII. Provide unofficial copies of test scores with the school stamp or seal affixed in the absence of official copies.
- XIV. Provide opportunities for guidance personnel to meet with SJRCC staff members to streamline process and enhance communication.
- XV. Provide access to background checks and copies thereof to SJRCC utilizing fingerprints which reflect the eligibility of the professor to teach dual enrollment classes if the professor was initially hired and maintains employment with the school district.
- XVI. Limit student enrollment to 10 semester hours during regular Fall and Spring Terms, and 6 semester hours during the Summer terms (cumulative) without special approval from the Office of Open Campus. Note: Regular semesters are as outlined by the college schedule.
- XVII. Not change the graduation date of dual enrollment students from the graduation date indicated on the initial enrollment application.
- XVIII. Identify dual enrollment students for upcoming fall term and provide their completed application forms to SJRCC by May 31 of the current school year.
- XIX. Beginning with students entering grade 9 in the 2006-07 school year, the revised language for section 1007.271, F.S., requires school districts to:

“weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation weighting systems that discriminate against dual enrollment courses are prohibited.”

Section 1003.437, F.S., was also revised to specify that for the purpose of class ranking, “district school boards may exercise a weighted grading system pursuant to s.1007.271.”

ST. JOHNS RIVER COMMUNITY COLLEGE WILL:

- I. Appoint and, where appropriate, pay instructors.
- II. Register and provide other services normally provided College credit students.
- III. Order textbooks.
- IV. Verify that any academic dually-enrolled or early admission student has successfully completed entry-level examinations for college credit math and English courses.
- V. Exempt payment of fees for admissions testing, application, tuition, instructional

materials, and laboratory.

- VI. Guarantee that standardized exams, which may allow students to earn credit in those general subject areas that are required or may be applied toward the requirements for an associate degree, will be made available to them.
- VII. Provide transcripts for each dual enrollment student.
- VIII. Ensure academic quality by
 - A. using same standards for faculty selection as used for other adjunct faculty;
 - B. requiring that general course content be the same as the course taught within the College;
 - C. ensuring the use of the same text as other same-named courses offered at SJRCC; textbooks used by the dually-enrolled students at high school sites will follow the Department of Education's cycle for textbook replacement, provided the college has not changed the textbook, or provided that a new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable.
 - D. using the college-wide student evaluation process; and
 - E. using College faculty evaluation processes.
- IX. Facilitate the development of mechanisms and strategies that address reducing post-secondary remediation.
- X. Promote collaboration between the School District, SJRCC and practicing educators to improve teaching in Florida's elementary and secondary schools.
- XI. Devise professional development programs which focus upon local and state needs.

This Agreement replaces any existing agreement with the District School Board of Clay County and District Board of Trustees of St. Johns River Community College regarding the **Articulated Acceleration/Dual Enrollment/Remediation Reduction/Teacher Preparation** program and shall be effective beginning September, 2006.

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 Community College.

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

Signed on this ____ day of _____ 2006 for the **District Board of Trustees of St. Johns River Community College:**

Chairman - St. Johns River Community College

R. L. McLendon, Jr., Ph.D.
Executive Secretary of the District
Board of Trustees and President of
SJRCC

Signed on this ____ day of _____ 2006 for the **District School Board of Clay County:**

Chairman - Clay County School Board

Superintendent

ATTACHMENT A

**ACCEPTABLE DUAL CREDIT COURSES
ST. JOHNS RIVER COMMUNITY COLLEGE**

Any college credit course listed in the College Catalog which does not duplicate instruction at the secondary level.