



**Comprehensive Interinstitutional
Articulation Agreement
Between**

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

2010-2013

Adopted:

Statutory Basis and Purpose

In accordance with Florida Statute 1007.235, Florida State College at Jacksonville (FSCJ) and Clay County Public Schools (CCPS) seek to meet the needs of the students within their service areas by establishing articulated acceleration mechanisms to provide college-level instruction and other meaningful services. The plan described herein for college credit and career/technical dual enrollment programs will provide opportunity for students who are interested in pursuing academic, career, and technical preparation along with high school completion.

I. DUAL ENROLLMENT GENERAL PROVISIONS

A. Program Definition

The dual enrollment program is the enrollment of eligible secondary students in postsecondary courses creditable toward a high school diploma and an associate degree, baccalaureate degree, or career certificate.

B. Location and Scheduling

Eligible dual enrollment students may take the courses described herein during any scheduled term, including summer, at FSCJ campuses or sites.

C. Course Selection

College courses selected for this program shall meet and satisfy the requirements of the statute for awarding high school credit and college credit. CCPS shall advise interested students and their parents or guardians of the application of the college credits earned to the credit required for a high school diploma. Courses offered under the dual enrollment designation will be selected from the FSCJ arts and sciences or career/technical curricula. Within the general education requirement area, emphasis will be placed on college credit courses in communications, humanities, mathematics, natural science, and social science.

In accordance with Florida Statute 1007.271(2), students may not earn dual enrollment credit for precollegiate instruction (including career/technical-preparatory instruction and college-preparatory courses), or physical education courses focusing on the physical execution of a skill.

Dual enrollment students may only enroll in those courses approved by CCPS and FSCJ. The selection of new courses and programs to be offered for dual enrollment will be made by the Director of Secondary Education, CCPS; the Associate Vice President for Liberal Arts, FSCJ; and the Vice President for Academic Affairs, St. Johns River Community College (SJRCC). Sufficient student enrollments, instructional materials, and appropriate classroom facilities must be available for the courses offered.

D. Course Equivalency

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

1. Florida Department of Education's articulation committee maintains a list of dual enrollment courses identified to meet high school graduation requirements. This list contains certain semester-length postsecondary courses deemed of sufficient rigor to earn a full high school credit. The current list can be found on the Florida Academic Counseling and Tracking for Students website, www.FACTS.org. High school credits shall be awarded per the status of the list at the time of student enrollment.
2. One credit hour college music courses are equivalent to .5 high school credit.
3. Most 2 hour college credit courses are equivalent to .5 high school credit.
4. College certificate program workforce credit courses are equivalent to a .5 high school career education credit.

E. Assessment

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

Students must establish that their academic skills are at the requisite level for the type of college coursework in which they desire to enroll. Students enrolling in college credit courses must take the College Placement Test (CPT), the ACT examination, the SAT examination, or Florida Comprehensive Assessment Test (FCAT). Required FCAT levels are the 10th grade Level 4 (scale score 355) for reading and writing; Level 5 for mathematics (scale score 375).

Students must earn a score that exempts them from remedial level reading and writing instruction to enroll in college credit classes. Students enrolling in mathematics courses must earn a score that places them into college level mathematics (MAT 1033 Intermediate Algebra or higher). MAT 1033 is the highest level course into which a student may place with FCAT scores. Students who wish to take MAC 1105 College Algebra or other equivalent or higher level math courses must submit CPT, ACT, or SAT scores.

An exception is provided for SLS 1103, allowing a minimum placement of REA 0008.

Dual enrollment students may take the College Placement Test (CPT) twice per academic year (August to July). Each year's initial testing (usually the FCELPT paper-and-pencil version) is without charge to the student. The second testing must be the computer version (CPT), administered only in campus testing centers, and at student expense. ESOL students may qualify with the CPT-L, but may only test once per academic year because of the essay component and scoring complexities.

State law requires that dual enrollment students only enroll in 12 credit hours before earning assessment scores which place them into college level courses in all three areas of reading, writing, and

mathematics. This requirement pertains to all established assessment placement instruments: CPT, ACT, SAT, and FCAT.

F. Eligibility Requirements:

1. Status as a junior or senior is recommended for participation in dual enrollment courses, but is not a prerequisite for eligibility of a high school student if:
 - a) All other applicable eligibility requirements are met.
 - b) The student and parent/guardian sign a written acknowledgement of the consequences and significance of an election to take a dual enrollment course before becoming a high school junior.
 - c) The high school principal provides written approval.
2. Completion of assessment requirements and placement into college appropriate courses
3. Submission each semester of a dual enrollment application and documentation containing:
 - a) Counselor statement verifying completion of all required coursework up to the junior year
 - b) High school transcript verifying a minimum cumulative grade point average of 3.0 weighted or unweighted, or 2.0 as appropriate to type of credit. SLS 1103 is the only college course for which no grade point average is required.
 - c) Official copy of the most recent academic skill assessment results, including SAT or ACT test results posted on the official high school transcript.
 - d) Statement of intent to pursue college degree
 - e) Approval of parent or guardian
4. Maintenance of an FSCJ transcript reflecting a minimum 2.0 GPA for college courses.

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

- a) Two consecutive semesters after a student has dropped below the 2.0 college GPA, a student may again apply to take a dual enrollment course if meeting all other eligibility requirements.
- b) Limited Special Admission Program: Limited Special Admission is a college program which enables students to take up to 12 college credits over the course of their four years in high school. Credits earned are NOT dual enrollment: tuition is not free and the credits earn no equivalent high school credit. Dual enrollment students who have

dropped below the required 2.0 minimum GPA on the college transcript and who elect to take Limited Special Admission courses may potentially increase their college GPA to the requisite 2.0 level , thereby again becoming eligible for dual enrollment.

G. Early Admission

Florida Statute 1007.271(7) allows eligible dual enrollment seniors to enroll on the college campus on a full-time basis under the Early Admission form of dual enrollment. These students are required to enroll in a minimum of 4 college courses (i.e., 12 hours) in each term of their senior year. Students must have a 3.25 (weighted) cumulative GPA on their high school transcript to qualify for Early Admission. Interviews with the high school counselor and enrollment services staff are also required.

II. Liberal Arts Dual Enrollment and Dual Enrollment/Advanced Placement

A. Liberal Arts

This type of dual enrollment consists of courses in the arts and sciences curriculum. Students must have a 3.0 GPA to be eligible and must meet the applicable requirements listed in the general provisions section above.

B. Dual Enrollment/Advanced Placement

Dual enrollment classes conducted in the high schools are to be composed of only dual enrolled students, with the following single exception. As specified in Florida statute 1007.272, the college and school district may conduct advanced placement instruction within dual enrollment courses. Such classes should be designed to include only dual enrollment and Advanced Placement (AP) students and follow the designated timelines for dual enrollment registration. Students successful on the AP exam may choose AP or dual enrollment credit for postsecondary education credit.

III. Career Dual Enrollment: Credit and Non-Credit

A. College Credit Programs

Eligibility requirements:

1. Status as a junior or senior is recommended for participation in dual enrollment courses, with the following exceptions:
 - a. A ninth or tenth grade student may enroll in a dual enrollment course if:
 - i. All other applicable eligibility requirements are met.

- ii. The student and parent/guardian sign a written acknowledgement of the consequences and significance of an election to take a dual enrollment course before becoming a high school junior.
 - iii. The high school principal provides written approval.
 - b. A ninth or tenth grade student may enroll in a dual enrollment course if:
 - i. The course is required to complete a joint program initiative approved by CCPS and FSCJ.
 - ii. The student has met all requirements set forth in item (a) above.
- 2. Completion of standard assessment requirements and placement into college credit courses as stipulated in the Dual Enrollment General Provisions section of this document
- 3. Submission each term of a dual enrollment application and documentation containing:
 - a. Counselor statement verifying completion of all required coursework up to the junior year
 - b. High school transcript verifying a minimum 3.0 weighted or unweighted grade point average for career/technical courses.
 - c. Official copy of the most recent academic skill assessment results
 - d. Statement of intent to pursue college degree
 - e. Approval of parent or guardian
- 4. Maintenance of an FSCJ transcript reflecting a minimum 2.0 GPA for college courses.

B. Non-Credit Certificate Programs

Eligibility requirements:

- 1. Status as a junior or senior with the following exceptions: 1) Ninth and tenth graders in a Career Academy program may enroll in an approved Student Life Skills (SLS) course; 2) Ninth and tenth graders may enroll in freshman and sophomore dual enrollment courses identified as part of a career academy pathway approved by both the CCPS and FSCJ chief academic officers.
- 2. Completion of the TABE or FCAT at the requisite levels
- 3. Submission each term of a dual enrollment application and documentation containing:
 - a. Counselor statement verifying completion of all required coursework up to the junior year
 - b. High School transcript verifying a minimum 2.0 unweighted GPA.
 - c. Statement of intent to pursue a postsecondary degree or certificate
 - d. Approval of parent or guardian

Students enrolling in non-credit career/technical courses must take the Test of Adult Basic Education (TABE) or achieve FCAT scores as designated in the dual enrollment section of this document. Students must also meet other requirements established by the program in which they wish to enroll. Students who have met the minimum ACT, SAT, or FCLEPT scores required for college credit dual enrollment are waived from taking the TABE.

IV. Program Operations

A. Student Registration

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

All dual enrollment and early admission applications will be handled by the designated campus dual enrollment coordinator. Dual enrollment students will not be permitted to register with enrollment services offices or on-line. Dual enrollment students will not be permitted to access the college's drop/add procedures without completing a new dual enrollment application. The campus coordinator will return all such registrations and or drop/adds to the Clay County dual enrollment coordinator.

B. Faculty

Dual enrollment faculty must meet the SACS accreditation standards. Faculty members selected to teach general education core courses must have, at a minimum, a Masters degree with 18 graduate semester hours in the discipline. All faculty will be certified by an appropriate academic dean.

The minimum academic degree required for faculty teaching in professional, occupational, and technical areas (non-transfer) is the degree level at which the faculty member is teaching. For example, a faculty member teaching in an Associate degree program must have an Associate degree or higher. In addition to this minimum requirement, some course areas also require work experience, professional certification or licensure, and education in a discipline-specific field.

Clay County faculty teaching dual enrollment courses are required to participate in yearly orientation sessions provided by FSCJ. Courses will not be encoded by FSCJ for high school classes whose instructors fail to participate in orientation sessions and to supply requested syllabi and final exam. All new faculty are required to participate in in-service training sessions offered by FSCJ instructional departments.

C. Supervision

High school on-site arrangements will be made by school principals. The appropriate FSCJ campus administration will select, schedule, and coordinate the faculty, course offerings, and applicable entry placement testing, in cooperation with the principal or his/her designee. Formal performance appraisal of the teacher will conform to the current CCPS contract and Florida state law. FSCJ and CCPS will conduct joint course/program evaluation, including classroom visitation, instructor use of adopted textbook, adherence to the standardized course outlines, and administration of on-line student instructional evaluations. CCPS will provide computer access for all students to complete on-line faculty

evaluations. Each semester, all instructors will submit a syllabus and final exam to be reviewed and approved by the appropriate FSCJ academic personnel.

The programs offered through this agreement will be monitored by the appropriate FSCJ Associate Vice President and the CCPS Director of Secondary Education. The FSCJ program manager and CCPS staff will select courses, monitor student performance, and evaluate the success of the programs. The CCPS staff will coordinate the operation of the interinstitutional articulation agreement, student selection, recommendation of faculty, assignment of high school facilities, and purchase of textbooks. Designated CCPS and FSCJ staff will write the yearly evaluative report.

D. Student Performance, Grades, and Appeals

Student performance shall be monitored and evaluated in accordance with FSCJ college credit and non-credit grading and academic standards. Final grades will be electronically posted by each faculty member. Grades shall be consistent with the applicable college credit and non-credit grading system.

Students will be permitted to retake a course only once as dual enrollment. Students who wish to retake a math course must retake the CPT to ensure proper advising and placement. Upon earning a grade of a D, F, FN, or W, students and parents will be furnished by high school counselors with full information regarding the consequences of multiple retakes, including the possibility of paying out-of-state tuition and GPA implications for transcripts.

Students enrolled in FSCJ on-campus early admission and dual enrollment programs will use the student appeals procedure outlined in the college catalog.

E. Student Academic Advising

Student academic advising will be provided by CCPS guidance counselors and FSCJ staff. Advisors will provide information and encourage each dual enrollment student to identify a postsecondary educational objective that includes course selection leading to a technology certificate, associates degree, or baccalaureate degree, rather than a random selection of courses. Advisors shall also assist students and parents regarding the selection of courses to meet degree requirements or for transfer to a specific course of study at another postsecondary institution.

F. Student Costs

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

G. Instructional Materials

In accordance with Florida Statute 1002.20(18)(d), course textbooks will be purchased by CCPS and made available to dual enrollment students. Textbook affiliated costs for licensing fees or electronic

media access which are password-protected and cannot be returned to the district as its property are the responsibility of the student.

V. Program Evaluation

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

1. Number and percentage of high school student participants by school, program type, and course
2. Student course performance

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

1. FSCJ will share statewide and specific research on dual enrollment student progression.
2. FSCJ will conduct follow-up research on dual enrollment courses to ensure grading standards and outcomes are comparable to non-dual enrollment sections. Results are to be shared with the principal, local district, and the division.
3. Every three years the Division of Community Colleges will conduct a program review of all dual enrollment programs that will include implementation of the Standards and system-wide information on the performance of dual enrollment students in subsequent courses in the state college and university systems.

VI. Statement of Standards

Attached to this agreement is the "Statement of Standards: Dual Enrollment/Early College Programs in the Florida State College System" which was adopted by the Council of Presidents and endorsed by the State Articulation Coordinating Committee in February, 2007. It is the intent of this comprehensive interinstitutional articulation agreement between Florida State College at Jacksonville and Clay County Public Schools to endorse and adhere to the provisions contained within the Statement of Standards.

This articulation agreement shall become effective upon approval of its provisions by the FSCJ College President and acceptance by the CCPS Superintendent of Schools, and shall remain in full effect until June 30, 2013, unless modified by the mutual agreement of the parties.

In witness whereof the parties hereto have duly executed this contract, in duplicate, as of September 2010.

Ben Wortham
Superintendent
Clay County Public Schools

Steven Wallace
College President
Florida State College at Jacksonville

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Lisa Graham
Clay County School Board