

Dual Enrollment Articulation Agreement Between Home School Families and Florida State College at Jacksonville 2021-2022

Florida Statute s. 1007.271(10) allows home education programs in compliance with Florida Statutes s. 1002.41 to enter into agreements with postsecondary institutions for the purpose of providing dual enrollment programs for their students. This inter-institutional articulation agreement between Florida State College at Jacksonville and your Home School Program will enable your students to enroll in college credit and career/technical dual enrollment and early admission programs.

A. Program Definitions

The dual enrollment program is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. (s. 1007.271 F.S.)

Duval or Nassau County home education program students who are officially registered with the District Superintendent of Schools and the State of Florida, per Florida Statute 1002.41, may participate in dual enrollment under and according to the terms of individual articulation agreements for a period of time not to exceed the date of graduation on the initial application in Fall and Spring terms only.

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

Career dual enrollment refers to coursework in college credit career programs and non-credit workforce certificates based upon state-approved frameworks and which is on the Florida Dual Enrollment Course-High School Subject Area Equivalency List.

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

B. Process for Informing Students and Parents about Opportunities for Student Participation in Dual Enrollment

FSCJ will inform students about opportunities for participation in Academic Dual Enrollment, Career Dual Enrollment and Early Admission through presentations at middle and high school sites, on the FSCJ Dual Enrollment website, College Open House events, and community presentations, which may be in person or virtual.

C. Location and Scheduling

With the approval of the College, eligible dual enrollment students may take courses in approved times in Fall or Spring terms only (excluding Summer term) in FSCJ facilities or online.

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

D. Course selection

1. College courses selected for this program shall meet and satisfy the requirements of s. 1007.271, F.S. for awarding both high school credit and college credit. Home School guidance shall advise interested students and their parents or guardians of the application of the college credits earned to the credit required for a high school diploma, and to the ramifications and responsibilities of initiating a permanent college transcript. Courses offered under the dual enrollment designation will be selected from the FSCJ arts and sciences curricula and selected career courses on the Dual Enrollment Course-High School Subject Area Equivalency List leading to certifications, licensures, or technical certificates. Whenever possible, dual enrollment students shall be provided an opportunity to enroll in 12 or 15 week courses, rather than 7 week classes. Within the general education requirement area, emphasis will be placed on college credit courses in communications, humanities, mathematics, natural science, and social science.
2. In accordance with Florida Statute s. 1007.271, students may not earn dual enrollment credit for pre-collegiate instruction (including career/technical-preparatory instruction and college-preparatory courses), recreation or leisure, or physical education courses focusing on the physical execution of a skill.
3. The guide for courses to be offered through the Dual Enrollment program is the Dual Enrollment Course-High School Subject Area Equivalency List approved by the State Articulation Coordinating Committee which can be found on the State Articulation website at <http://www.fldoe.org/core/fileparse.php/19916/urlt/24-2.PDF>
4. Dual enrollment students may only enroll in those courses approved by the Home School and FSCJ. To ensure greatest relevancy toward a postsecondary degree in academic dual enrollment, emphasis will be placed on courses within the general education core curriculum. Individual elective courses may be evaluated for relevance to intended college major. Those deemed pertinent may be granted dual enrollment credit.
5. To promote student success in dual enrollment courses, dual enrollment students must take IDS1107 in the first semester of participation in any dual enrollment program.
6. Students entering dual enrollment must complete the State-mandated 15 credit hours of "Core" General Education courses prior to earning 24 total hours of college credit. "Core" General Education courses are listed in the college catalog.
7. The state of Florida high school graduation requirement for Economics will be met by taking both ECO 2013 and the one credit ECO 1931—Financial Literacy, within the same academic year.

8. The state of Florida requirement for Civic Literacy competency will be met by taking either AMH2020 or POS2041 as one of the State Core General Education courses for Social and Behavioral Sciences

E. 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 one full high school credit. The current list can be found on the Florida on the Florida Department of education website at <https://www.fldoe.org/core/fileparse.php/19916/urlt/24-2.PDF> . 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.

F. Assessment

1. 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.
2. 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 Postsecondary Education Readiness Test (PERT), the Accuplacer, the ACT examination or the SAT examination.
3. Students must earn a score that exempts them from remedial level reading and writing instruction to enroll in college credit classes with the exception of IDS1107 which requires only a college-level reading score. Students enrolling in mathematics courses must earn a score that places them into college level mathematics (MAT 1033 Intermediate Algebra or higher). Students who wish to take MAC 1105, College Algebra, or other equivalent or higher level math courses must submit qualifying PERT, Accuplacer, ACT, or SAT scores. In all assessment activities, the home school family and Florida State College at Jacksonville agree to adhere to the State policy as well as the College's articulation agreements with Duval and Nassau county as they reference assessment administration.

4. ESOL students may qualify with the CPT-L, but may only test once per academic year because of the essay component and scoring complexities.
5. State law requires that dual enrollment students only enroll in 12 credit hours before earning assessment scores which place them into college level courses in all three areas of reading, writing, and mathematics. This requirement pertains to all established assessment placement instruments: PERT, Accuplacer, ACT or SAT.
6. Students enrolling in non-credit career/technical courses must take the Test of Adult Basic Education (TABE) within the first six weeks of the first term of enrollment.

G. Requirements and Eligibility Criteria for Home School Dual Enrollment and Early Admission

1. Duval or Nassau County home education program students may participate in dual enrollment for a period of time not to exceed the date of graduation on the initial application in Fall and Spring terms only. Dual enrollment is not offered during the Summer semester.
2. The graduation date from high school cannot be changed once it is entered into the College's system.
3. Students who are transitioning from public or private schools to home school cannot change their graduation date from that which would have been in place at their original private or public school.
4. Dual Enrollment programs are designed for secondary students who demonstrate the ability to conduct themselves as mature, responsible students in a collegiate environment and who understand the consequences of establishing a permanent college transcript. While there is no grade point average requirement to initially enroll (unless a student is newly transitioning from private or public school to home education, in which case the 3.0 unweighted GPA is required), home education students must still present qualifying scores on a common placement test (SAT, ACT, Accuplacer, or PERT).
5. Students must have completed at least 4 full high school credits prior to applying for the term of their first dual enrollment course as documented on their home school transcript.
6. Students must meet the assessment requirements described in section F above and earn scores which exempt them from remedial level courses prior to applying for dual enrollment.
7. Schools/students must submit each semester a dual enrollment application and documentation containing
 - a. Counselor statement verifying status as a college ready secondary student.
 - b. Copy of the most recent academic skill assessment results; for SAT or ACT test results, an official copy of the score report from the testing service must be submitted to the College. Test scores cannot be more than 2 years old at the time of the start of the term into which the student is registering.

- c. Approval of parent or guardian including acknowledgement of long-term consequences of withdrawal from dual enrollment courses.
 - d. Copy of the Dual Enrollment Contract signed by the student and parent/guardian.
 - e. Copy of the Textbook Agreement form signed by the student and parent/guardian.
 - f. Copy of the letter verifying continued registration as a home school student with the appropriate county. (This is only needed once per academic year. The application of intent letter will not fulfill this requirement.)
8. Students must meet all prerequisite requirements for dual enrollment courses prior to registration. Students who wish to use courses which were completed via CLEP or AP exams must have scores officially submitted to the College from the College Board at least 4 weeks prior to the start of the term.
9. Students must maintain a minimum 2.0 grade point average on their FSCJ transcript of college courses for all college credit Dual Enrollment programs including Early Admission.
10. Home School dual enrollment students must earn a passing grade in every course they attempt—a single grade of D, F, FN, or W will require the student to submit an application for probation status for the following semester. Probation may or may not be granted by FSCJ.
11. In order to protect their College transcript, Home School dual enrollment students who earn more than a single grade of D, F, FN, or W in a single term will not be permitted to continue in dual enrollment.
12. Home School students in Early Admission status who post a grade of W, D, FN, or F in a single semester will not be eligible to continue in Early Admission status the following term but may submit a probation application for possible reinstatement as a traditional dual enrollment student.
13. Maximum course enrollments will be as follows:
 - a. Home School Students enrolled in dual enrollment courses who are not part of an Early Admission program are limited to 3 courses whose credits add up to no more than 11 semester hours of dual enrollment courses offered on the College campus or online per semester in the Fall and Spring terms.
 - b. Students enrolled in an Early Admission program are limited to 4 courses whose credits add up to no more than 14 semester hours offered on the College campus or online per semester in the Fall and Spring terms.
 - c. Summer term: No dual enrollment will be offered at FSCJ campuses or online during summer term.
14. Students enrolling in non-credit career/technical courses must also meet other requirements established by the career program in which they wish to enroll.

15. Students and their parent or guardian must sign a contract delineating an understanding of both academic and behavioral expectations of the Dual Enrollment Program and adhere to the College Expectations for Student Conduct. Students who disrupt the educational process or in other ways violate the Expectations for Student Conduct (including issues of Academic Dishonesty) shall be referred to the appropriate college Dean for discipline in accordance with the Board's and the College's policies and procedures. Discipline may include, but is not limited to, ineligibility for further dual enrollment participation as determined by a disciplinary committee.
16. Senior level students may not register under dual enrollment for courses on the College campus that conclude after their designated high school graduation date.

H. Student Registration

1. Student applications must be forwarded to the FSCJ designated campus dual enrollment coordinator by the established deadline each term. Student registration deadlines will be strictly enforced. The deadlines are: December 1-Spring Term and August 1-Fall Term.
2. Dual enrollment students will not be permitted to independently perform any registration activity with college enrollment services offices or on-line.
3. Once the dual enrollment application has been submitted, any changes in enrollment, including withdrawing, dropping and adding classes, must be done through the campus dual enrollment coordinator in collaboration with the Home School counselor of record.
4. Any student found in violation will not be allowed to enroll in dual enrollment for the subsequent term.
5. After initial registration, class changes will only be made if a class is cancelled.

J. Student Performance, Grades, and Appeals

1. Dual Enrollment students who have earned a grade of D, F, FN, or W in a dual enrollment course are subject to the same consequences as regular college students. This includes the consequences of withdrawals, multiple retakes, the possibility of paying out-of-state tuition rate, GPA implications for transcripts and potential impacts on financial aid eligibility, and acceptance to selective admission postsecondary institutions.
2. FSCJ will provide students enrolled in dual enrollment courses information on the college student appeals procedure outlined in the college catalog if they wish to appeal a grade.
3. FSCJ will process dual enrollment student grade appeals in a timeframe pursuant to College policy and procedure. College deadlines will be enforced.
4. Students will use the student appeals procedure outlined in the college catalog if they wish to appeal a grade.

K. Student Advising

1. Students and their parents shall be informed of: student eligibility requirements criteria; the minimum academic credits required for graduation; the fact that dual enrollment grades are posted to a permanent college transcript; the consequences of grades of D, F, FN, and W on a college transcript regarding future eligibility for selective access programs at colleges and universities and financial aid and continuation in dual enrollment courses.
2. FSCJ shall provide all dual enrollment students with access to the College Catalog and Student Handbook.
3. Student academic advising will be provided by the designated Home School guidance counselor and FSCJ staff. Advisors, including Dual Enrollment coordinators, will provide information and encourage each dual enrollment student to identify a postsecondary educational objective that includes course selection leading to a technical certificate, associate degree or baccalaureate degree, rather than a random selection of courses. Advisors shall also assist students and parents who wish to select courses which meet degree requirements for a specific course of study at another postsecondary institution, which may have different numbers of elective credit. Students who are undecided about their postsecondary major will be advised to take courses which meet General Education requirements.
4. Students must complete the 15 semester hours of "State Core" General Education courses prior to the completion of a total of 24 semester hours. "State Core" General Education Courses are listed in the Advising Guide attached to this agreement.
5. FSCJ shall require that each student seeking an associate in arts degree indicate a baccalaureate degree program offered by an institution of interest by the time the student earns 30 semester hours. Once indicated, students will be informed of the prerequisites for the designated baccalaureate program.
6. FSCJ will provide access to advisement throughout the year with Campus Dual Enrollment Coordinators and Student Success advisement staff.
7. FSCJ will provide access to the Career Development Center for students who are undecided about their postsecondary major.
8. FSCJ will provide information to students regarding the requirement for self-identification of disabilities to the College's Services for Students with Disabilities Office in order to obtain services and accommodations.

L. Student Costs and Fees

Consistent with provisions of Florida Statute s. 1007.271 F.S., 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.

1. Students will be responsible for payment of other special course or program fees, including, but not exclusive to:
 - a. Art supplies
 - b. Aviation flight fees
 - c. Automotive tools
 - d. Culinary equipment
 - e. Health care uniforms, lab coats, goggles
 - f. Fees for dissection or other science consumables required for online science courses
 - g. Other consumables which will be identified by the College prior to beginning of courses
2. Students will be responsible for paying the transcript request fee standard for all students of the College (charged per transcript) if they wish to have a copy of their College transcript or wish to have a transcript sent from the College to other postsecondary institutions.
3. Student required textbooks will be made available to Home School Dual Enrollment Students through a process with Follett campus books stores which will emphasize digital and rental materials. Rental materials or new or used texts purchased through this process must be returned to the College at the end of the term or a financial hold may be placed on the student's account which may impact future participation in the program and ability to request transcripts. Students acquiring textbooks outside of this process will not be reimbursed. Only required textbooks will be supplied and not recommended texts or consumables such as lab notebooks or lab coats or goggles listed in #1 above.
4. Home School Dual Enrollment students are responsible for their own transportation to a college campus.

This articulation agreement shall become effective upon approval of its provisions by the FSCJ College President and acceptance by the Home School Director/Counselor, and shall remain in full effect until July 31, 2021, unless modified by the mutual agreement of the parties or change in State Statute.

Signature Page follows

IN WITNESS WHEREOF, the parties hereto have adopted this Agreement, effective for 2020-2021

Dr. Heather Kenney

Heather A. Kenney, Ph.D.
Executive Director of Articulations
Florida State College at Jacksonville

Home School Director Signature

Please Print

Date _____

County _____

School Name _____

Director _____

Student 1 Name _____ FSCJ ID _____

Student 1 age _____ DOB _____ grade level _____ grad date _____

Student 2 Name _____ FSCJ ID _____

Student 2 age _____ DOB _____ grade level _____ grad date _____

Student 3 Name _____ FSCJ ID _____

Student 3 age _____ DOB _____ grade level _____ grad date _____

Address _____

Phone _____

E-mail _____

Please return this page to Heather Kenney (heather.a.kenney@fscj.edu) and Jason Whittington (j.whittington@fscj.edu) and keep a copy for your records.