

**Articulation Agreements  
for College and Career Acceleration  
Between the District Board of Trustees of the College of Central Florida  
and Home Education students and their families  
2018-19**

THIS HOME EDUCATION ARTICULATION AGREEMENT (“Agreement”), entered into by and between the District Board of Trustees of the College of Central Florida (“College,” “CF,” or “College of Central Florida”) and the undersigned Student desiring to enroll in College courses through home education (“Student”) and his or her Parent or Guardian, is entered into pursuant to section (s.)1007.271(13)(a), Fla. Stat. (2018), requiring each postsecondary institution to enter into an agreement with each home education student seeking enrollment in a dual enrollment course and the student’s parents.

1. **Ratification or modification of all existing articulation agreements.** Once this Agreement is signed by the undersigned parties, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2018-2019 academic year will take precedence.
  
2. **Definitions.** As used herein, the following terms shall be interpreted as defined below:
  - A. “Home Education Administrator” – The parent, guardian or other individual responsible for administering the Home Education Program and fulfilling the requirements of Section 1002.41, Florida Statutes.
  
  - B. “Home Education Program” - the sequentially progressive instruction of a student directed by his or her parent in order to satisfy the attendance requirements of ss. 1002.41, 1003.01(13), and 1003.21(1).
  
2. **Description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.** References to *students* in this document, includes the student named in the signature block herein, who hereby represents that he or she is enrolled in a Home Education Program. The College of Central Florida will provide information to Home Education Administrator regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs. The College of Central Florida will post application deadline and registration dates on its dual enrollment Web page at least one term in advance.
  
3. **Delineation of courses and programs available to students eligible to participate in Dual Enrollment.**

- A. Upon request, the College of Central Florida will furnish the Home Education Administrator with access to the current course via URL for Web access with descriptions for each course in which a student may be dually enrolled.
- B. A student education plan may be developed by the College of Central Florida for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in a college credit certificate, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
- C. The Home Education Administrator will assure that appropriate high school credit will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the State Articulating Committee recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.
- D. Only **seniors** (beginning with the summer between their junior and senior year) will be allowed to enroll full-time (12 to a maximum of 15 credit hours in any given semester) through dual enrollment.
- E. Registration for dual enrollment students taking classes on the college campus will not take place prior to the 0+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.436, Fla. Stat. (2018).
- F. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of the school administrator and parents before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.
- G. Development education and physical education and other courses that focus on the physical execution of a skill rather than the intellectual attributes of the

activity, may not be so approved but must be evaluated individually for potential inclusion in the dual enrollment program. F.S.1007.271(14), Fla. Stat. (2018).

H. The College of Central Florida may limit dual enrollment participation based on capacity.

4. **Description of the process by which students and their parents exercise options to participate in the dual enrollment program.** Students and the parents/guardians of students wishing to pursue participation in an articulated acceleration program must contact their Home Education office within their district to discuss admissions criteria and to obtain the necessary application information.

A. **Application Process** - Students interested in dual enrollment must meet with their school administrator for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to the CF Dual Enrollment Coordinator. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator, the student will receive an email stating they have been admitted to the program.

If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the student may be denied admissions. The student must demonstrate readiness for college-level coursework by passing the reading, English and math sections of the ACT, SAT or PERT, in accordance with the cut scores established by section (s.)1008.30, Fla. Stat. (2018). Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Students must take the CLM (College Level Math exam) and achieve a score of 70 or above to enroll in a college-level math class beyond MAT1033, Intermediate Algebra. The student must maintain a 3.0 GPA to remain eligible for the program.

B. **Registration** - Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Once the student passes the quiz and submits it, registration will be completed through the school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. An Academic Advisor may assist the

student in their course selection to ensure the course requirements are met for school.

- C. **Withdrawal Process** - Dual enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must complete the Dual Enrollment Withdrawal form. The student, instructor and parent must sign the form and send to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their transcript for the attempt in the course.
- D. **Course Load** – High school juniors may take up to nine (9) college credit hours in the fall and spring semesters. The summer before their junior year, the student may only register for summer B and may take up to six (6) credit hours on-campus only. Juniors may take up to nine (9) credit hours total in the summer semester (no more than 2 courses in each summer term). High school seniors may take 12 -15 credit hours in the fall and spring terms. Any exception to these limits must be approved by the school and CF's Dual Enrollment Petitions Committee. Please see chart below.

	<b>Fall Credit Hours</b>	<b>Spring Credit Hours</b>	<b>Summer Credit Hours</b>	<b>Total</b>
<b>Grades 6-8</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
<b>Freshmen</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>12</b>
<b>Sophomores</b>	<b>6</b>	<b>6</b>	<b>6 (Summer B)</b>	<b>18</b>
<b>Juniors</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>27</b>
<b>Seniors</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>32</b>

- E. **Failing Grade** –If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
- F. **Grade Distribution** - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school. Final grades may be viewed on the MyCF portal.
- G. **Academic Advising** – All A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional

requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

5. **Additional initial student eligibility requirements for participation in the dual enrollment program.**

- A. An overall GPA of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum GPA required by CF.
- B. The school administrator or designee will approve student eligibility for participation in these classes.
- C. The student must be enrolled in a Home Education Program and must be working towards a high school diploma to participate in dual enrollment.
- D. The student must demonstrate readiness for college-level coursework by passing the reading English and math sections of the ACT, SAT or PERT, in accordance with the cut scores established by CF. Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Students must take the CLM (College Level Math exam) to enroll in a college-level math class beyond MAC1105, College Algebra. Cut scores for the three placement tests are as follows:

	<u>ACT</u>	<u>SAT</u>	<u>PERT</u>
Reading	19	24	106
English	17	25	103
Math	19	24	114

PERT 114 – Placement for MAT1033, Intermediate Algebra

PERT 123 – Placement for MAC1105, College Algebra

- E. Students who are enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advance Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semester.
- F. Permission for participation must be granted by the student's parent or legal guardian, which is hereby acknowledged by the parent or legal guardian's signature, below.

- G. Students are no longer eligible for dual enrollment once they successfully complete four (4) full years of enrollment in high school or graduate high school, whichever comes first.
  - H. Any exceptions to the requirements must be approved by the college's Dual Enrollment Petitions Committee. Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students are notified of the committee's decision in writing within one week following the meeting.
  - I. Students who will graduate from school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that school seniors may NOT take a summer A course as dual enrollment or as a regular college student since they have not officially graduated from high school prior to the start of that term.
  - J. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. See Student Code of Conduct section J(8).
  - K. CF may limit dual enrollment participation based on capacity.
6. **Delineation of the high school credit earned for the passage of each dual enrollment course.** The **school administrator** will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic courses will correlate to the dual enrollment Course-High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.
7. **Description of the process for informing students and their parents of college-level course expectations.** Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.
8. **Policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.** There will be no exceptions made to the required grade point averages for academic dual enrollment.
9. **Registration policies for dual enrollment courses as determined by the postsecondary institution.**

- A. Registration for dual enrollment students taking classes on the CF campus will take place after the 0+ credit hour priority registration date each semester. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. An academic advisor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made, the student will complete the home school registration form for each student. The student must bring the form with them on their designated registration day and session time to the CF Ocala campus to register for their courses (Marion County), or send it to the CF Dual Enrollment Coordinator for registration prior to the registration day (Citrus and Levy Counties).
  - B. Dual enrollment students will follow CF's procedures for drop, withdrawal and petition policies.
  - C. Courses offered after the regular school day or on the college campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF academic calendar.
10. **Responsibilities of the Home School Administrator regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**
- A. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses.
  - B. Students and their parents will be informed of college-level course expectations.
  - C. Students attending dual enrollment classes which are held in college facilities during or after school hours will be subject to college attendance policies.
  - D. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by Home Education Administrator.
  - E. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment (an "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar). If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.

- F. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.
  - G. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
  - H. **CODE OF STUDENT CONDUCT:** Students attending dual enrollment classes on the college campus will follow CF's Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., alleged academic misconduct). If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.
  - I. **STUDENT RECORDS:** The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to §1002.22, Fla. Stat. (2018) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2018) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.
11. **Responsibilities of CF regarding the transmission of student grades in dual enrollment courses to the Home School Administrator.**
- A. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the Home Education Administrator.
  - B. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she is no longer eligible to participate in dual enrollment. An "FF" grade indicates alleged academic misconduct was involved and the student must take the Academic Integrity Seminar. If the student is pre-registered for any courses, those courses will be dropped. These students will not enroll in additional dual enrollment courses until they re-establish GPA eligibility. Additionally, if a student chooses to petition a grade, he/she will not continue in dual enrollment classes until a decision is rendered.
12. **Funding provision delineating costs incurred by each entity.**
- A. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.



- B. Textbooks and other instructional materials as defined in F.S. 1006.28, Fla. Stat. (2018) will be provided under the agreement in conjunction with College of Central Florida Bookstore (Barnes & Noble).
  - C. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF's Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a school facility, the school will be responsible for determining and providing accommodations.
12. **Any institutional responsibilities for student transportation, if provided.** The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.
13. **Miscellaneous.**
- A. **Excess Funds.** Any party receiving funds erroneously paid by the student or parent under this Agreement shall promptly notify and return to the School such erroneously paid funds.
  - B. **Entire Understanding.** This Agreement represents the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other understanding(s) and agreement(s) by the parties.
  - C. **Amendments.** The provisions of this Agreement may only be amended, supplemented, waived, or changed by a writing making specific reference to this Agreement signed by both parties.
  - D. **Governing Law & Venue.** This Agreement and all transactions contemplated hereunder shall be governed by, and construed and enforced in accordance with, the laws of the state of Florida without regard to principles of conflicts of laws. Venue for any litigation related hereto shall be in Marion County, Florida.
  - E. **Compliance with Laws and Policies.** Each party shall comply with all applicable federal and state laws, codes, rules, and regulations and the School policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.
  - F. **Public Records.** Each party and the Home School Administrator ("Records Custodians") shall comply with all applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. Specifically, the Records Custodians shall keep and maintain public records required to perform the service for the appropriate retention period required by the controlling Florida Statute and Florida Administrative Code. Upon request from the CF's custodian of public records, Student, Parent/Guardian or Home School Administrator shall provide

CF with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law. The Records Custodians shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if Student, Parent/Guardian or Home School Administrator does not transfer the records to CF. Upon completion of this Agreement, Student, Parent/Guardian or Home School Administrator shall transfer, at no cost, to CF all public records in their possession or keep and maintain public records required by CF to perform the service. If Student, Parent/Guardian or Home School Administrator transfers all public records to the public agency upon completion of the contract, then it shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Student, Parent/Guardian or Home School Administrator keeps and maintains public records upon completion of the contract, then it shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CF, upon request from CF's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

If the Student, Parent/Guardian or Home School Administrator has questions regarding the application of Chapter 119, Florida Statutes, it is the school duty to provide Public Records relating to this contract, contact the custodian of records at: Joe Mazur, VP Administration and Finance at (352) 854-2322, ext. 1637, [mazurj@cf.edu](mailto:mazurj@cf.edu) or in person at 3001 SW College Road, Ocala, FL 34474. §119.0701, Fla. Stat. (2018).

- G. **Non-Discrimination.** The parties agree that no person shall be subjected to discrimination because of age, race, color, handicap, disability, pregnancy, gender, marital status, national origin, or religion in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.
- H. **No Waiver of Sovereign Immunity.** Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under §768.28, Fla. Stat. (2018). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. **Inspector General Audits.** The parties shall comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida official with proper authority.

- J. **No Third Party Beneficiaries.** Nothing herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver.** Any waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment.** Neither CF nor the parent may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- M. **Notices.** All notices, requests, consents and other communications required or permitted under this Agreement shall be in writing and hand delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

To College:

Raphel Robinson, The College of Central Florida  
3001 SW College Road  
Ocala, FL 34474  
Email: robinsra @cf.edu  
Fax Number: 352-291-4450

To Student by way of Home Education Administrator:

Home Education Administrator  
Address  
City, State, Zip Code  
Email:  
Fax Number:

or to such other address(es) as the parties may mutually designate by notice complying with the terms of this Agreement. Each such notice shall be deemed delivered:

- (i) On the date delivered, if by personal delivery,
- (ii) On the date faxed or emailed, if by facsimile or email, and

(iii) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, if mailed.

14. **Effective Date; Amendment.** This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the Parent/Guardian, the home education student and the President or designee of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the College President and the school administrator of the Home Education School. This Agreement shall be valid for the 2018-2019 school year.

IN WITNESS WHEREOF, Home Education Student and Parent/Guardian and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, Fla. Stat. (2018), Dual Enrollment Articulation Agreement.

DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF CENTRAL FLORIDA

\_\_\_\_\_  
Date Dr. James Henningsen, President

Student and Parent/Guardian

\_\_\_\_\_  
Date Home Education Student Signature

\_\_\_\_\_  
Home Education Student Name (Please Print)

\_\_\_\_\_  
Date Home Education Parent/Guardian Signature

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Home Education Parent/Guardian Name (Please Print)

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