

**AGREEMENT AND ARTICULATED ACCELERATION PLAN FOR
COLLEGE-LEVEL INSTRUCTION
BETWEEN THE HOME SCHOOL PARENT
AND
FLORIDA GULF COAST UNIVERSITY
BOARD OF TRUSTEES**

SECTION I - INTRODUCTION

THIS AGREEMENT IS MADE BY AND BETWEEN Florida Gulf Coast University Board of Trustees, a public body corporate of the State of Florida (the “University” or “FGCU”) and, **parent name of student name**, pursuant to Florida Statutes, Section 1007.271, referred to as Dual Enrollment programs. The purpose of this agreement is to outline the accelerated mechanism that a student may use to shorten the time necessary for completion of a degree, and increase the depth of their study. The articulation acceleration mechanism is full-time Dual Enrollment.

FURTHER, this Agreement shall apply to a student who is enrolled in full-time Dual Enrollment at Florida Gulf Coast University and who is registered in a home education program as defined by Section 1002.41 with provisions as set forth herein;

FURTHER, this Agreement shall provide for delineation of institutional responsibility for costs of the Dual Enrollment program pursuant to Section 1007.27, F.S., and the current General Appropriations Act;

FURTHER, this Agreement shall commence on the day of the last signature and shall be in force up until the time **student name** completes all requirements for high school graduation, provided the student maintains continuous enrollment at FGCU.

Now therefore, in consideration for the mutual promises, covenants, and conditions related here, the Parties agree as follows:

SECTION II - DEFINITION

Full-time Dual Enrollment is a mechanism through which an eligible secondary student may enroll on a full-time basis in university courses that are creditable toward the high school diploma and an Associate or Baccalaureate degree. A student eligible for Dual Enrollment shall have completed the equivalent of four semesters of high school curriculum. Admission to FGCU for Dual Enrollment will take place in the fall semester exclusively.

SECTION III - TESTING REQUIREMENTS

At the time of application, a student must present one of the following set of test scores:

ACT

Composite Score: 23 or above AND:

English subtest: 20 or above

Reading subtest: 20 or above

Math subtest: 20 or above

Or

rSAT

Total Score (EBRW plus Math): 1140 or above AND;

Evidence-based Reading and Writing: 500 or above

Math: 500 or above

Math Test: 24 or above

Writing and Language Test: 25 or above

Reading Test: 24 or above

SECTION IV - PROGRAM REQUIREMENTS AND ENROLLMENT PROCESS

1. A student who has expressed an interest in applying for full-time Dual Enrollment shall meet the following application criteria:
 - a. by the time of admission, have completed the equivalent of 4 semesters of high school curriculum;
 - b. have a 3.0 unweighted grade point average;
 - c. have not completed sufficient units to qualify for high school graduation, and must apply all credits earned to meeting high school graduation requirements and University criteria;
 - d. have achieved minimum test scores on the ACT or SAT;
 - e. have the approval and verification from the home school parent as to eligibility.
2. Application and enrollment procedures are as follows:
 - a. The student shall submit the complete ACE application package by the admission deadline as advertised on the Accelerated Collegiate Experience website (note: international students will have additional documentation requirements and should

meet the deadlines for international students to allow for additional processing). The application package includes the following:

- i. Submitted online ACE Application;
 - ii. Completed Program Authorization Form;
 - iii. Completed High School Course Equivalency Checklist;
 - iv. Completed Memo of Understanding;
 - v. Completed Third Party Authorization Form;
 - vi. Student Resume;
 - vii. Official qualifying test scores;
 - viii. Notarized home-school high school transcript; and
 - ix. Proof of registration as a home schooled student
- b. A student admitted to the ACE program will participate in the FGCU intake and class registration process.
 - c. A student admitted to ACE will attend an ACE orientation session with a parent, guardian or responsible adult.
 - d. Final approval for admission will be made by the FGCU Director of Undergraduate Admissions.
 - e. A student participating in Dual Enrollment who will meet qualifications to graduate from high school must discontinue participation in Dual Enrollment after the official graduation date.
 - f. Limited capacity of the program may disallow admission to the program. Priority will be given to a student who exceeds academic requirements and demonstrates readiness for college as evidenced by (but not exclusively): rigor of high school courses, written essays, attendance in school, high school GPA and participation in appropriate extracurricular activities.

SECTION V – Designation of Academic Courses and Course Load

1. Designation of College-Level Courses

- a. Courses offered under this Agreement shall be selected from the Statewide Course Numbering System for which credit may be applied toward the Associate of Arts degree and toward high school graduation requirements in accordance with state dual enrollment guidelines. Current law allows for any course in the Statewide Course Numbering System to be offered as a Dual Enrollment course with the exception of remedial and physical education skills courses.

- b. An ACE Dual Enrollment student shall enroll in IDH 1930 – ACE Honors (1 credit) during the initial fall semester after admission.
 - c. A student may not participate in Florida Virtual School or any other online educational program while enrolled in Dual Enrollment unless the course is not offered at FGCU and the ACE director or FGCU academic advisor has approved enrollment in the course.
2. Maximum Course Load
- a. There will be a minimum course load of 12 credit hours and a maximum of 16 credit hours during fall and spring terms.
 - b. With prior approval from both the parent and the ACE Director, a student in the Dual Enrollment program may take additional courses that are less than three credits when those courses are required in accordance with the degree program tracking. The student, however, must be enrolled in a core of at least 12 credits in which courses are at least 3 credits each. Courses less than 3 credits will be listed on the FGCU transcript and may be applied to the home school transcript.
3. Academic Advising and Course Registration
- a. The parent shall advise the student on progression of coursework and shall maintain the High School Course Equivalency Checklist.
 - b. The Undergraduate Studies academic advising staff at the University shall advise a student regarding University coursework and degree track. FGCU advisors shall schedule and register the student at the earliest priority registration date pending the completion and submission of registration documents by the student.
 - c. The student's schedule will be sent to the parent from the academic advisor for final approval. The parent will notify the academic advisor prior to the end of the first week of classes if a change needs to occur.
 - d. Program enrollment occurs during the fall and spring semesters only.
4. Expectations of Students
- a. A Dual Enrollment student will adhere to the rules, guidelines and expectations that are outlined in the FGCU Student Code of Conduct.
 - b. A Student found responsible for academic dishonesty by the FGCU Academic Integrity Committee will be dismissed from the ACE Program at the end of the then current semester. All course grades will be recorded and the decision of responsibility and sanction will be reported to both the student and home school parent.

- c. A student shall submit the completed High School Course Equivalency Checklist and Registration Request Form prior to each registration period.

5. Withdrawal and Repeating of Courses

- a. A student who has enrolled in courses may withdraw after the first week of classes only due to extenuating circumstances that have been approved by both the Director of the Accelerated Collegiate Experience and the parent.
- b. If approved for course withdrawal, a Dual Enrollment student will adhere to the FGCU registration policies and timelines for withdrawal from courses. If the student is approved after the posted deadline for academic withdrawal without academic penalty, a grade will be issued for the course and the student must petition the respective FGCU college for a retroactive course withdrawal. For any course in which a withdrawal is approved, a “W” will be noted for the course and an updated college transcript will be sent to the parent.
- c. Withdrawal from a Dual Enrollment course will count toward the FGCU 3/2 Withdrawal Rule: A student enrolled at FGCU will be allowed to withdraw from a maximum of three (3) lower-level courses (numbered 1000 – 2999) and two (2) upper level courses (numbered 3000 – 4999) without academic penalty after the drop/add dates. A withdrawal for approved extenuating circumstances such as medical reasons and active duty military service will not count toward this limit.
- d. A course may not be repeated at FGCU while the student is enrolled as an ACE student.
- e. Incomplete “I” grades will not be issued.
- f. A student may lose the opportunity to participate in Dual Enrollment if the student is disruptive to the learning process as determined by the Dean of Students and/or the Dean of Undergraduate Studies.

6. Transferability of Credits

- a. A student who has taken courses under this Agreement must forward to FGCU a final notarized home-school transcript indicating graduation from high school in order for credits to be valid. FGCU shall award the Associates of Arts degree to a qualified student who has subsequently applied for the degree and has enrolled for the fall term at the University after high school graduation.
- b. 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 a student does not attend the same college or university where the Dual Enrollment credit is earned, 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 college courses taken during high school. A student interested in transferring to another college or university should refer to the appropriate catalog for the institution to determine which credits may be transferable.

- c. A student will receive final grades via the FGCU web-based information system, Gulfline. If requested, the parent whose name is authorized for release of records may receive a copy of the student's transcript at the end of a term after grades have been officially recorded.

7. Communication with Students and Parents

- a. It shall be the primary responsibility of the home school parent to inform their student of opportunities under this Agreement and the requirements for participation.
- b. An explanation of the Accelerated Collegiate Experience program is provided on the ACE website, through program brochures and is published in the FGCU catalog.
- c. The Director of the ACE program will serve as University and program liaison to the parent. Communication and/or concerns shall be directed to the ACE director who will assist with referrals, if necessary.
- d. FGCU staff in the Office of Undergraduate Studies Academic Advising will provide academic advising, registration and general academic guidance to each Dual Enrollment student. Communication regarding courses and registration may be directed to the FGCU Office of Undergraduate Studies Academic Advising.
- e. Once a student is enrolled at FGCU, their student records become subject to the Family Educational Rights and Privacy Act (FERPA). The University Registrar's office can provide guidance on FERPA regulations.

8. Administrative and Procedural Relationships

Specific administrative and procedural relationships shall include, but not be limited to:

- a. Procedures relating to orientation and registration will be conducted by University staff prior to initial enrollment. College academic advising and registration shall be conducted by University staff each semester.
- b. Procedures relating to the provision of student textbooks shall be the responsibility of the student.
- c. Procedures relating to the reporting of the progress of the student and final grades earned will be the responsibility of the University.

9. Quality of Instruction

- a. Dual Enrollment instructors shall meet the teaching credentials established by the Southern Association of Colleges and Schools Commission on Colleges as implemented by FGCU.
- b. The instructor's performance in each University course will be monitored by the appropriate University administrator. In addition, a student will be able to participate in student perception of instruction using the approved University process.
- c. The quality assessment of Dual Enrollment courses and programs shall include, but not be limited to, these criteria:
 - i. Follow the appropriate approved course content outline for the specific course title and number in the common course numbering system;
 - ii. Follow the appropriate approved course content outline identifying course objectives, outcomes, requirements and grading system.

10. Counseling Services, Admissions Counseling, and Monitoring of Academic Progress

- a. An enrolled student under the terms of this Agreement shall be entitled to all University services. Students seeking participation in services and activities at the University that have age restrictions must notify the Director of the ACE program and submit proof of parental permission to participate in the service or activity.
- b. Pursuant to s. 1007.271 a Student with a special challenge or unique ability may participate in the ACE Program and will have any resource/s available and deemed appropriate for the Student. A Student disclosing a special challenge or unique ability shall be encouraged to register with the FGCU Office of Adaptive Services. Information regarding services may be obtained by contacting that office at 239-590-7956, video phone for deaf/hard hearing at 239-243-9453 or adaptive@fgcu.edu.
- c. A student's performance in each Dual Enrollment course shall be monitored by the University professor for each course on a regular basis via testing and performance on other assignments.
- d. Upon request by the parent, the ACE director may provide assessment of a student's progress.
- e. A student must achieve a minimum FGCU term GPA of 2.0 for each semester and a cumulative FGCU GPA of 2.5 in order to remain in the program.

11. Costs and Funding

- a. A student enrolled in Dual Enrollment shall be exempt from payment of all application, registration, matriculation, and laboratory fees.

- b. Costs of student books and instructional materials required for Dual Enrollment courses will be the responsibility of the student.
- c. The student will be responsible for orientation fees, and, if applicable, math placement fees.
- d. A student is responsible for transportation to and from the University.

12. Indemnification

The University assumes no liability for personal injury and damages of the student, further, that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the University or the State of Florida or their agents and agencies to be sued; or (3) a waiver of sovereign immunity of the University, the County, or of the State of Florida beyond the waiver provided in section 768.28 Florida Statutes.

13. Non-Discrimination Policy

The Parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, age, religion, color, gender, national origin, marital status, veteran status, disability, or sexual orientation.

14. Prior Negotiations

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and, the Parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the Parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. This Agreement supersedes all previous agreements between the Parties providing for an articulation plan for college-level instruction for high school students.

15. Amendment

All amendments to and modifications of this Agreement must be in writing and signed with the same formalities.

SECTION VI – CONTACTS

All notices, forms and other communications hereunder shall be mailed or delivered as follows:

A. If to the Home School address to:

B. If to the University, address to:

Dean of Undergraduate Studies
Florida Gulf Coast University
10501 FGCU Boulevard South
Ft. Myers, FL 33965-6565

SECTION VII - TERMS OF THE AGREEMENT

The term of this Agreement shall commence on the date of the last signature and is subject to annual review. This Agreement shall continue until the home school student completes his or her high school graduation requirements or until the student fails to maintain continuous enrollment at FGCU. Either party shall have the right to terminate this agreement by delivery of written notice not less than sixty (60) days prior to the effective date of said cancellation. Any student currently enrolled under the terms of this Agreement at the time of cancellation shall be permitted to complete the current semester of study.

HOME SCHOOL PARENT

PRINTED NAME

Signature

Date

FLORIDA GULF COAST UNIVERSITY BOARD OF TRUSTEES

Steve Magiera, Vice President
Administrative Services and Finance

Date

Dr. James Llorens
Provost and Vice President of Academic Affairs

Date

Approved as to Form and Legality

Office of the University General Counsel

Date