

## Home Education Early College Articulation Agreement

*This agreement is made in accordance with 1007.271, F.S. (Dual enrollment programs); 1007.27, F.S. (Articulated acceleration mechanisms); 1002.41, F. S. (Home education programs)*

### I. Definitions

Early College 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. College-preparatory instruction and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity are ineligible for inclusion in the dual enrollment program.

### II. Program

#### ***A. Home Education Program Student Eligibility***

A student interested in dual enrollment at SCF must meet the following criteria:

1. SCF Early College Deadlines:
  - a. Fall SUMMER Deadline: May 15<sup>th</sup>
  - b. Spring Deadline: December 1<sup>st</sup>

*All paperwork and course registration must be completed by the deadline. After the deadline, holds will be placed on student accounts. If the deadline falls on a non-school day, the deadline will be the following day.*

2. The student should be enrolled in a secondary curriculum program. Written verification from the county office is required.
3. The student must demonstrate placement test scores (ACT, SAT, CPT, PERT) for entrance into college courses. SCF defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading. Students who wish to enroll in dual enrollment will be required to place into college-level English **and** Reading **and/or** Mathematics in order to be eligible for the dual enrollment program.

#### **SCF Placement Test Retake Policy**

Dual Enrollment students may take the SCF Placement Test only one time per semester.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

### College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 24+

### College Level Math

ACT: 20+

PERT: 123+

SAT scores: 27-28.5+

***\*Please note math scores above meet the minimum college-level math requirement—higher scores are required for upper level math courses***

### College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

Students must satisfy the college preparatory testing requirements of 1008.30 (4) (a), F.S. and Rule 6A-10.0315, F.A.C.

Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or developmental (remedial) courses, private music lessons and physical education courses. If a student chooses to take courses below college level (remedial) this will not qualify them for entrance into the dual enrollment program. Students will be required to retest and successfully place into college level courses by meeting SCF qualifying scores as reflected on the ACT, SAT or PERT.

Students must demonstrate readiness for college-level coursework if the student is to be enrolled in college courses. Students must demonstrate readiness for career-level coursework if the student is to be enrolled in career courses.

### ***B. Dual Enrollment Student Eligibility***

Home education students who meet the dual enrollment criteria are eligible to take two courses per semester. Students must enroll in courses at SCF that are creditable toward a degree or certificate program.

### ***C. Early Admission Eligibility***

Home education students who meet the dual enrollment criteria are eligible to participate the SCF Early Admission Program to complete their senior year (two-semesters) at the State College of Florida. Through this program, home school students must maintain full-time status, which is a minimum of 12 credit hours up to a maximum of 15 credit hours Fall and Spring terms only. Students must enroll in courses at SCF that are creditable toward a degree or certificate program.

#### ***D. Length of Dual Enrollment***

Home Education students must be at a 10<sup>th</sup> grade level to participate in the Early College program at the State College of Florida. Students may participate in Dual Enrollment/Early Admissions for up to 3 academic years. The original Early College admissions application graduation date cannot be adjusted on the student's record. The graduation date is final with SCF even if the student changes the graduation date with the county.

GRADE-LEVEL EXCEPTION FOR STUDENT IN THE 9<sup>TH</sup> GRADE OR BELOW: Approval for students in grades 6-9 to dual enroll in a specific SCF course may be made only with the approval of the Executive Vice President and Provost or his/her designee. Students must qualify by achieving a qualifying score in Reading AND Writing AND Math of the ACT, SAT or PERT by the published deadlines. The applicant and parent of the applicant must submit a written request including the reasons for wishing to participate in Dual Enrollment and specify the college level course the student wishes to enroll in. The applicant must also include evidence of ability to master the postsecondary courses.

#### ***E. Maintaining Program Eligibility***

Students must earn a "C" or better in each college course taken in the Dual Enrollment Program. Students who earn *less* than a "C" in a dual enrollment course or withdraw or are withdrawn from a course after the add/drop period **will not be eligible** to participate in dual enrollment the following semester. After one (1) semester, students may again participate in the program with the Early College office approval. If a student is registered for courses for the upcoming semester, the classes will automatically be dropped from the student's schedule by SCF personnel.

### **III. Procedures for Provision of College-Level Instruction**

A preliminary meeting should be scheduled between the Dual Enrollment Official, the Home Education Program Official (parent or legal guardian), and the student to obtain the appropriate forms necessary for participation in dual enrollment.

### **IV. Designation of College-Level Courses**

Courses offered under this agreement will include those offered at SCF for which credit may be applied toward a declared associate degree in accordance with section 1007.271, F.S. and Rule 6A-14.064, F.A.C.

### **V. Transfer of Credits**

Credits earned during dual enrollment or early admission will apply toward the completion of an associate degree or career certificate program at SCF. Students transferring to other colleges and universities prior to earning a degree at SCF should confer with the school they are entering as to how their SCF credits will transfer.

The following standards apply to college credit dual enrollment:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the

requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their college transcript.

2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/ or maturity.
4. The student is responsible for making sure that courses taken satisfy high school degree requirements. Students should seek college academic advising for the selection of courses to meet college degree or career certificate requirements.

#### **VI. Communication with the Home Education Program Official (parent or legal guardian)**

- The student must provide proof of enrollment in a home education program pursuant to 1002.41, F.S.
- Approval for enrollment shall be reflected by the signature of the Home Education Program Official and the appropriate public school district official on district letterhead.
- The Home Education Program Official as identified in this document and by their signature, along with the Dual Enrollment Official, will certify that the student is meeting the requirements of the Home Education Program.

#### **VII. Communication between SCF and the Student**

- Once the student is enrolled in classes at SCF, all communications will be addressed directly to the student through his/her SCF e-account.
- SCF staff members will continue to provide programs and services including, but not limited to, the areas of admission, placement testing, orientation, college course advising, financial aid, and career development.
- It is the student's responsibility to understand the college's withdrawal policy and its potential effect on the student's academic transcript. Withdrawal dates are posted on the college's website at [www.scf.edu](http://www.scf.edu). Withdrawal dates are generally at the semester midpoint. Withdrawals are not permitted after this date, so students who do not completed the course will receive an "F" on their permanent record.
- As a dual enrollment participant, the student will not be allowed to attempt a course for a second or third time.

#### **VIII. Dual Enrollment and FERPA**

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment,

is a federal law that protects the students' rights to privacy regarding their student records. FERPA governs (1) the release of education records maintained by an educational institution and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it contains personally identifiable information about the student.

A signed Permission to Release Form must be on file in Educational Records for someone other than the student to gain access to the student's record. Only the specific individual designated by the student may request access to student information. The student must submit the form in person with a photo id to Bradenton Campus, Building 1 or Venice Campus, Building 100. The student may terminate consent at any time.

## **IX. Tuition and Fees, Books and Materials, and Transportation**

As a dual enrollment participant, the student is:

- Responsible for his/her own transportation to and from the SCF campus
- Exempt from payment of tuition, fees and textbooks.
  1. All homeschool students must receive an email approval for instructional materials from the Early College office.
  2. The email will only be used to pay for the "Required" or "Alternate" not "Optional" texts. The purchase of lab supplies (protective equipment) and/or hardware (graphing calculators) are the responsibility of the students.
  3. Approval for the next term will **NOT** be issued until all items are returned or paid for in full.
  4. Students must submit the following paperwork to [earlycollege@scf.edu](mailto:earlycollege@scf.edu) *Please no walk ins or phone calls*
    - a copy of their Dual Enrollment Approval Form signed by SCF with approved courses listed
    - Signed articulation for 2018-2019
    - Signed Textbook Procedures for 2018-2018
    - County letter for 2018-2019
    - the printed SCF detailed student schedule to obtain books at the SCF bookstore.
    - State which campus (Bradenton or Venice) for book pick up
  5. After the textbook deadline and/or course approval changes, the State College of Florida **will not pay** for any additions.
  6. Books are not to be opened, or online access codes used until students confirm continued enrollment in the course. Unopened/unused materials should be returned to the SCF store immediately should a student drop the course.
  7. All textbooks and materials must be returned to the SCF Bookstore by the student's last final exam or upon a student's withdrawal from a course.

## **X. Additional Considerations**

- Before enrolling in the Dual Enrollment program, parents and students are encouraged to discuss the student's academic and career goals and how those goals affect the classes the student takes at SCF.
- It is the Home Education Program Official's (parent or legal guardian) responsibility to make sure that the student is in compliance with the county in reference to his/her home education curriculum.
- SCF does not advise on classes needed for high school completion or Florida Bright Futures eligibility. The Home Education Program Official should work directly with the county office and the Bright Futures to determine the student's eligibility. The link to high school completion information and Florida Bright Futures is available at [www.flvc.org](http://www.flvc.org).
- Academic advising is offered to students after 30 hours are completed or the student is enrolled in the Early Admissions program.

## **XI. Assurance of Transfer of Credit Policies**

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended to transfer in the State University System.

**Please email form to [earlycollege@scf.edu](mailto:earlycollege@scf.edu)**

This agreement is made by and between State College of Florida, Manatee-Sarasota (SCF) and the Home Education Program Official (parent or legal guardian name) \_\_\_\_\_ on behalf of the \_\_\_\_\_ (student's name).

Further, the purpose of this agreement is to provide opportunities for students which will increase the depth of their study, broaden their educational experiences, and enable students to proceed with their educational goals as rapidly as possible. This agreement shall provide for delineation of responsibility for costs of the dual enrollment program. In the event that amendments are necessary, the responsible Home Education Program Official and the Dual Enrollment Official for State College of Florida, Manatee-Sarasota may approve such changes.

**Please Print legibly:**

Student Name (First, Middle, Last): \_\_\_\_\_

Address: \_\_\_\_\_

State College of Florida Student ID number: G00# \_\_\_\_\_ Date of Birth: \_\_\_\_ \_\_\_\_ \_\_\_\_

MM/DD/YYYY

Parent/Guardian Full Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

County letter submitted: Yes \_\_\_\_\_ No \_\_\_\_\_