

DUAL ENROLLMENT ARTICULATION AGREEMENT FOR THE HOME EDUCATION PROGRAM

This Dual Enrollment Agreement hereinafter referred to as “Agreement” is entered by and between the University of Central Florida Board of Trustees, hereinafter referred to as the “University” or “UCF”, ___[insert name of student], and ___[insert Parent’s name] (the “Parent”), at [insert address], on behalf and for the benefit of [insert name of student], collectively (the “Home School”). The purpose of the agreement is to provide learning opportunities through Dual Enrollment for _____ [insert student name], pursuant to Section(s) 1007.27(4) and 1007.271(13)(b), Florida Statutes. _____ [Student] is attending the home education program at _____ [insert address].

I. Student Eligibility for Dual Enrollment (s. 1007.271, Florida Statutes)

A. Initial Eligibility

1. UCF agrees to consider eligible secondary (6th-12th grade) students participating in a home education program, as defined in Section 1002.01, and 1002.41 F. S., and who meet the criteria of Sections 1007.271(3) and (13)(a), F. S., to participate in dual enrollment at UCF.
2. Additional initial eligibility criteria: Present SAT or ACT scores of at least: (i) Old SAT (test administered prior to Feb 2016) – 1200 (Critical Reading + Math); or (ii) Redesigned SAT (test administered March 2016 and later) – 1270 (Evidenced-based Reading and Writing + Math); or (iii) ACT – 26 (composite).
3. An eligible home education student must provide proof of enrollment in a home education program. The home education program will provide a written determination of the home education student’s grade level in the home education program and the declared high school graduation date for the home education student.
4. No student shall be enrolled in a college credit mathematics or English course on a dual enrollment basis unless the student has demonstrated adequate pre-collegiate preparation on the basic computation and communication skills assessment of the entry level placement test pursuant to s. 1008.30, F.S. and 6A-10.0315, F.A.C. (minimum Redesigned SAT scores [test administered March 2016 and later] of 24 in Reading Test, 25 in Writing and Language Test, and 24 in Math Test 24; minimum SAT score [test administered January 2016 and earlier] of 440 in Math, and 440 in Critical Reading; or ACT scores of 19 in Reading, 17 in English, and 19 in Math).

B. Continued Eligibility

A student participating in the UCF Dual Enrollment must maintain a 3.0 UCF GPA in order to enroll in future semesters and must contact the Office of Undergraduate Admissions prior to each semester student wishes to enroll for dual enrollment. Dual Enrollment students are also responsible for following UCF’s Student Rules of Conduct that outline acceptable and unacceptable academic or behavioral misconduct for UCF students, such behavior includes cheating and plagiarism, etc. The UCF Student Rules of Conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate the UCF Student Rules of Conduct or other UCF regulations, and/or Home School Rules; or violate federal, state, or local laws.

C. Dual enrollment is the enrollment of an eligible secondary student in a postsecondary

institution on at least a part-time basis in courses that are creditable toward a vocational, certificate, an associate, or baccalaureate degree. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dually enrolled. Students are permitted to enroll in these programs during school hours, after school hours, via distance education, and during the summer term. Dual enrollment on the university campus is for students who are enrolled in any of grades 6 through 12 and wish to dual enroll on a part-time basis while still completing a minimum of one course per semester at the high school. Dual enrollment is not admission of the student to the University. Eligibility for dual enrollment will expire on the declared high school graduation date

D. Early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (12 -15 credits hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

E. Students must submit an application for dual enrollment admission by the University's published deadline.

II. Dual Enrollment Program Courses (s. 1007.271, F.S.)

A. Eligible Courses. A course may be eligible for the Dual Enrollment Program, subject to course availability, if it meets the following criteria:

1. applies toward the student's high school diploma and replaces high school courses in the same discipline that otherwise would have been taken [The High School Subject Equivalency List is located online at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>;
2. is contained within the state common course description and numbering system;
3. fulfills the requirements of an associate or baccalaureate degree; and
4. is approved by the Home School parent/guardian and University as an acceptable dual enrollment course.

B. Students' educational plans should be closely evaluated when utilizing specialty courses for the Dual Enrollment Program to ensure transferability of credits.

C. Ineligible Courses. College preparatory instruction and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill, rather than the intellectual attributes of the activity, are not eligible for inclusion in the dual enrollment program. Dual enrollment students are not regularly admitted students of the University and cannot declare a major with the University. Courses that are not at least three credit hours (either alone or in combination with corresponding lab course) are not eligible for inclusion in the dual enrollment program. Dual enrolled students may not enroll in courses graded pass/fail or satisfactory/unsatisfactory, in courses that are limited to students in the major, in courses that are in limited access programs, in directed independent study courses, in study abroad courses, in graduate level courses, or in courses for which prerequisites have not been met.

III. Transfer Guarantees

A. The Florida Department of Education developed the following italicized statement on transfer guarantees pursuant to Section 1007.271(15), F.S.. The purpose of the statement is to inform students and parents of the potential for the dual enrollment course to articulate as an elective or general education course into a postsecondary education certificate of degree program.

For those home education students who may seek a public school diploma, dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, Dual Enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions. Florida 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 students do not attend the same college or university where they earned the Dual Enrollment credit, 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 courses taken through Dual Enrollment.

IV. Fees and Instructional Materials (s. 1007.271(16), (17), and (21)(n), F.S.)

A. Fees

1. Students enrolled in dual enrollment/early admission instruction shall be exempt from the payment of registration, matriculation, and laboratory fees by the Board and the University.
2. Students shall be responsible for any and all fees that are separate from matriculation, tuition, and laboratory fees, including but not limited to the following:
 - a. Late Registration
 - b. Library Fines
 - c. Parking fees, including fines
 - d. Identification card (including any replacement card fees)

B. Transportation Costs.

Home education students will be responsible for their own and transportation costs.

V. Responsibilities

A. Home School. It shall be the responsibility of the Home School to:

1. Ensure that courses are coordinated with the high school curriculum and credit is awarded.
2. Verify the student is eligible for Dual Enrollment in accordance with Section 1007.271, Florida Statutes, and provide proof of enrollment in a home education program pursuant to Section 1002.41, F.S. Failure to provide this information makes the student ineligible for dual enrollment.
3. Follow all registration procedures and deadlines of the University. All Dual Enrollment students are responsible for officially withdrawing from classes they are no longer attending in accordance with published University requirements and deadlines. Students who do not officially withdraw from a class may receive a failing grade, which becomes part of the permanent transcript records and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid. The Home School is responsible for advising the student in all aspects relating to dual enrollment.
4. Not utilize UCF's name, logos, trademarks or images, or the images or names of any UCF employee or official in any fundraising, publicity, advertising or media release without the prior written consent of UCF on each occasion, which may be given only

by the UCF Dean of Undergraduate Studies or her designee.

B. Both Parties

1. Public Records: Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be responsible for compliance with any public records request served upon it pursuant to Chapter 119, Florida Statutes. Each party acknowledges that this Agreement and all attachments thereto are public records.
2. Student Records: Notwithstanding any provision to the contrary within this Agreement, both Parties to this Agreement shall fully comply with the requirements of FERPA, and any other state or federal law or regulation regarding the confidentiality of student records.

C. University

1. The Home School student and the Home School should consult with the University's Office of First Year Advising and Exploration regarding course applicability to the State University System graduation requirements. Student standardized academic records are available to the University Admissions, FYAE, the College of Undergraduate Studies, and academic departments for the evaluation of pre-collegiate preparation in math and English (refer to II. A (3)).
2. At the end of each term, the student must request that the University Registrar provide the Home School with a copy of the student's University transcript.

VI. Agreement Term and Notice

A. The term of this Agreement shall be effective as of _____, is subject to annual review, and shall continue until _____, unless terminated by either party or extended by amendment to this Agreement. Modification or termination of this Agreement shall take effect upon sixty (60) days advance written notice to the other party. Such termination shall not affect the rights and duties of the Parties under this Agreement with respect to the Dual Enrollment students enrolled in the then current UCF academic semester.

B. Notices with respect to rights and obligations of each party hereto shall be provided as follows

University of Central Florida

Elizabeth A. Dooley, Interim Provost and Vice Provost for Teaching and Learning and Dean of the College of Undergraduate Studies.

Keisha Hoerrner, Interim AVP, Division of Teaching and Learning, Associate Dean, College of Undergraduate Studies. 150 Millican Hall, 4365 Andromeda Loop North, Orlando Florida, 32816. Telephone Number: 407-823-3193

Home School

[Insert full name of parent/guardian, address, and phone number]

C. Modifications, additions, or deletions from this Agreement must be in writing and signed by both parties. The designated representatives for the University of Central Florida and Home School are listed under Approvals. 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.

D. This Agreement may not be assigned by either Party.

APPROVALS

All pertinent and appropriate state and federal laws regarding the conduct of educational programs are specifically incorporated in this agreement. This agreement shall be construed in accordance with the laws of the State of Florida.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first set forth above.

For the University of Central Florida:

For Home School:

Elizabeth Dooley, Interim Provost **Date,**

[Insert Name of Parent] **Date**

For Home School Student:

[Insert Name of Student]