

# VALENCIA COLLEGE

## DUAL ENROLLMENT HOMESCHOOL ARTICULATION AGREEMENT

**Initial by each section to indicate that you have read and understand this agreement.**

\_\_\_\_\_ **1. Parties entering into this agreement:**

The District Board of Trustees of **Valencia College**, Orlando, FL and \_\_\_\_\_, residing in \_\_\_\_\_, FL are entering into this agreement to enable \_\_\_\_\_ born \_\_\_\_\_ to participate in Dual Enrollment pursuant to Florida Statute 1003.43

\_\_\_\_\_ **2. Process for approving, renewing, or terminating this agreement:**

The agreement shall be developed through discussion with the Dual Enrollment Office at Valencia College and Parent identified in section one. Dr. Joyce Romano, Vice President of Educational Partnerships shall approve the agreement on behalf of the Valencia District Board of Trustees, and the parent/guardian \_\_\_\_\_ shall approve for the high school program. The terms of this agreement shall begin at the first term of enrollment and end when high school graduation requirements are met. Either party shall have the right to terminate this agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

\_\_\_\_\_ **3. Courses and programs available to students eligible to participate in dual enrollment:**

Students may enroll in any postsecondary credit course that appears on the regular schedule of classes. Except for (1) physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity; (2) college preparatory course or any form of pre-collegiate instruction; (3) flex start; (4) any course less than three credits; or (5) any advanced level course that is specific to a major. Course pre-requisites as stated in the College catalog must be met before enrolling in a course. Dual enrollment students may not enroll in upper division courses creditable to a Bachelor's degree. Students may only complete and earn an Associates of Arts degree in General Studies while enrolled in the Dual Enrollment program. The Valencia course schedule is published electronically each term and can be found at <http://valenciacollege.edu/schedule>.

Students are eligible to participate in Student Development activities offered by Valencia College. Students may participate in the following educational enhancements offered through Valencia College such as Career Development Services, CLEP, Honors Program, LinC, and Student Success. Students may not participate in the following educational enhancements offered by Valencia College such as Internship Program, Study Abroad and Global Experiences, Private Lessons offered through the Music department, and the Service Learning Program.

\_\_\_\_\_ **4. Guidance services:**

All high school dual enrollment students will be introduced to Valencia's automated advisement system (Atlas) and the State of Florida's on-line advisement system (facts.org), which provide the students with the opportunity to identify educational objectives and develop an educational plan to complete an associate degree and/or bachelor's degree. Parents of dual enrolled students will identify courses that can be used to meet Florida high school graduation requirements.

Dual enrollment students may register for up to 13 college credit hours in the fall and spring terms as that is a full-time college course load. Summer term dual enrollment is only for previously enrolled dual enrollment students and is limited to 7 credit hours. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog <http://valenciacollege.edu/catalog>.

Students obtain their dual enrollment grades by looking at their Valencia academic transcript in Atlas <https://atlas.valenciacollege.edu/>. Dual enrollment grades are also listed on the student's high school transcript.

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#### **5. Student and parent participation process:**

The parent identified in section one of this document shall be responsible for validating that the student demonstrates social maturity, motivation, and academic readiness to enroll in college. In order to apply for dual enrollment, the student will be required to complete a Valencia Dual Enrollment Application, available at <http://www.valenciacollege.edu/dual>. This application requires approval by the student and parent. (The instructions for the enrollment process are available at the website.)

Students who enroll in college courses through dual enrollment must have a 3.0 unweighted grade point average. Students will be required to complete the PERT/ACT/SAT standardized assessment or approved alternative and must place into College Level English (ENC1101) and College Level Math (MAT1033C), and must meet the course pre-requisites for each college course in which they plan to enroll. Required assessment scores are listed on the Valencia College Dual Enrollment <http://valenciacollege.edu/dual> and Assessment Services websites <http://valenciacollege.edu/assessments/PlacementChart.cfm>. Combinations of assessment tests may be used to establish dual enrollment eligibility.

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#### **6. Eligibility criteria for student participation in dual enrollment courses and programs:**

- a. To participate in dual enrollment, the student shall:
- 1) Be in grades 6-12; the student is not permitted to participate in the program after their 19<sup>th</sup> birthday. (Consideration for an exception to the age requirement must go through a review process, which includes submitting relevant documents and a meeting with the Director of Dual Enrollment.)
  - 2) Have not already met the academic requirements to graduate from high school.
  - 3) Have a 3.0 unweighted cumulative high school grade point average on a 4.0 grading scale.
  - 4) Provide standardized test scores that meet the pre-requisite requirements for enrollment in the course(s).
  - 5) Students must meet established minimum scores on the Reading, Writing and Math sections of a postsecondary readiness assessment.

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#### **7. Student screening prior to enrollment and monitoring enrolled students:**

- a. Screening for dual enrollment eligibility prior to enrolling in a dual enrollment course includes the following:
- 1) Submit a completed Valencia Dual Enrollment Application, a transcript that contains grades along with the cumulative grade point average, and documentation of enrollment as a home school student from appropriate county.
  - 2) Submit any available standardized tests scores
  - 3) The parent identified in section one of this document will contact the appropriate county school office and request that documentation of enrollment as a home school student.

- 4) The parent identified in section one of this document will complete approval and verification of CGPA.
  - 5) If needed, students may take the PERT in the Assessment Office of any Valencia campus after the Dual Enrollment Application and verification of home school enrollment have been received and entered into the Valencia system.
- b. Student progress will be monitored as follows:
- 1) Both the parent identified in section one of this document and Valencia will monitor the student's grade point average for continued eligibility. (Parent/Guardian) must notify the Dual Enrollment Office immediately if the high school CGPA falls below a 3.0 at the end of any final grading period.
  - 2) Grades for dual enrollment courses will be assigned according to Valencia's grading policies. A parent cannot change any grade once assigned by Valencia. All dual enrollment courses must be posted by a parent to the student's high school transcript and applied towards high school graduation. Courses will be posted by Valencia to a Valencia transcript and applied towards completion of a post-secondary certificate or diploma.
  - 3) Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate and International Certificate of Education courses when calculating the student's weighted high school grade point average.
  - 4) Students enrolled in dual enrollment courses will be subject to the student conduct codes, procedures and policies of Valencia as outlined in the Valencia Student Handbook.
  - 5) Students must maintain good academic standing at Valencia, in keeping with the College catalog, and maintain a high school 3.0 GPA at the end of each final grading period in order to continue in dual enrollment courses.
  - 6) If a dual enrollment student earns a grade of "W" in two dual enrollment courses, s/he will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extreme extenuating circumstances, which must be requested in writing with supporting documentation and submitted through the high school counselor to Valencia's Dual Enrollment Director.

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**8. The timeframe for participation in the Dual Enrollment Program:**

This Agreement will be automatically terminated when all high school graduation requirements have been met or by the student's 19th birthday, whichever comes first.

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**9. Cost of dual enrollment courses and programs:**

Tuition and fees will be waived for dual enrollment students. Valencia will cover up to \$300 each semester, for textbooks purchases only. The parent identified in section one of this document is responsible for the cost of academic tools (such as calculators, pens, notebooks and other electronics).

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**10. Student transportation:**

Student and/or parent will be responsible for providing their own transportation.

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**11. Additional information:**

This agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004 and all regulations, rules and guidelines promulgated there under. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of the

agreement may constitute a breach of this agreement. Under determination of such violation, the agreement may be terminated. Indemnification: It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

**IN WITNESS WHEREOF**, the parties hereto have caused this agreement to be executed by their duly authorized representatives for the 2018-2019 academic year.

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Dr. Joyce Romano  
Vice President of Educational Partnerships  
Valencia College

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(Parent Signature)

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Parent's Email