Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: Chipola College

District(s) the Agreement(s) include

<table>
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<th>Holmes County Schools</th>
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<td>Jackson County Schools</td>
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<td>Liberty County Schools</td>
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<td>Calhoun County Schools</td>
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Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.

This agreement is entered into by and between the District Board of Trustees of Chipola College, 3094 Indian Circle, Marianna, FL 32446, herein referred to as the “College,” and the Jackson County School Board, 2903 Jefferson Street, Marianna, FL 32446, herein referred to as the “Board.”

The State Board of Education adopted Rule 6A-10.024, F.A.C., specifying that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district. The College and the Board desire to implement this rule by creating opportunities for high school students to pursue college-level instruction and/or job preparatory training through articulated acceleration programs. These programs include the college-credit dual enrollment program, the college-credit early admissions program, the workforce dual enrollment program, the workforce early admissions program, and the technical preparation programs (1007.27 and 1007.271, Florida Statutes).

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
The process by which students are notified of the option to participate in the Dual Enrollment Program is as follows: Each party will provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to students (handbooks, classroom visits, newsletters, school-based activities, college mailings and brochures).

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements as specified in the Dual Enrollment Course Equivalency List. All high schools shall accept these postsecondary courses toward meeting the requirements of section 1003.436, Florida Statutes. Physical education/recreation courses and courses that carry less than three (3) semester credit hours are excluded from this agreement unless the class is a co-requisite lab required for the academic class. The courses offered each academic year shall be contained within the common course designation and numbering system approved by the College and the State Course Numbering System (SCNS). Courses offered will be determined by mutual agreement between the College President and the County Superintendent.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The College registrar shall be responsible for the registration and enrollment of students. Class size limits are set by the College.

A student is responsible for submitting each of the following documents to the College registrar before enrolling for any Program course:

a. A completed Chipola College application for admission.
b. An official copy of his/her high school transcript. Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College prior to admission and registration.
c. An official entry-level examination score as required in Section B (Student Eligibility Criteria for Initial Enrollment) of this agreement.
d. A completed Program Eligibility form (provides information regarding the student’s examination scores and eligibility as a potential dual enrollment student).
e. A completed Course Approval Form
f. A completed Principles of Participation Form (informs student and parent of college-level course expectations)
g. A completed Private School, Home Education/Virtual School agreement, if required

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
Students must meet the following to be eligible for participation in the college-credit Dual Enrollment Program: (Please note there are no exceptions to the required grade point averages on an individual basis.)

a. Have a minimum unweighted cumulative high school grade point average of 3.0
b. Have test scores on all sections of the American College Test (ACT), or the Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT), with a passing Reading score. Official results must be on file with the College registrar before the initial registration period. Scores can be no more than two years old.
c. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students, as described in section 1008(3), Florida Statutes.
d. Have written approval of the high school principal.
e. Must be an eligible student enrolled in grades 6 through 12 in a Florida public school or in a Florida private school – in compliance with section 1002.42(2), Florida Statutes, with a secondary curriculum pursuant to section 1003.4282. Eligible students can participate in the program for a maximum of three years.
f. A student may pursue up to a total of eleven semester hours of college work during fall, spring, and summer semesters.

Students must meet the following to be eligible for participation in the college credit Early Admissions Program:

a. A student must have completed the eleventh grade.
b. A student must have a minimum unweighted cumulative high school grade point average of 3.0
c. Passing scores on each subtest of the American College Test (ACT), or Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than two years old.
d. A student must have written approval of the high school principal and the Board.
e. A student can participate in the program for a maximum of one year (equivalent of 12th grade).
f. A student must maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
g. The student is limited to eighteen hours per semester for two semesters.
h. Students in early admission programs are eligible under the Florida High School Athletic Association (FHSAA) to participate in high school athletics. Students may not participate in any other high school activities during the instructional day.

Students must meet the following to be eligible for participation in the workforce dual enrollment program:

a. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and test scores on all sections (with a passing reading score) on the American College Test (ACT), or Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than two years old, or
b. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and TABE scores within the first six weeks of entrance in a workforce program and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes Rule 6A-10.0315. Scores can be no more than two years old.
c. A student must meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students as described in section 1008(3), Florida Statutes.
d. A student must have written approval of the high school principal.
e. A student can participate in the program for a maximum of three years.
f. A student may take up to 330 clock hours during the fall and spring semesters, and a total of 180 clock hours during the summer.

In order to be eligible for participation in the workforce early admissions program:

a. A student must have completed the eleventh grade.
b. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and scores on all sections, with a passing reading score, on the American College Test (ACT), or Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than two years old, or
c. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and TABE scores within the first six weeks for workforce program entrance and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes Rule 6A-10.0315. Scores can be no more than two years old.
d. A student must have written approval of the high school principal and the Board.
e. A student can participate in the program for a maximum of one year (equivalent of 12th grade).
f. A student must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
g. A student may take up to 540 clock hours per semester for two semesters.
h. Students in early admission programs are eligible under the Florida High School Athletic Association (FHSAA) to participate in high school athletics. Students may not participate in any other high school activities during the instructional day.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Student course selections must be approved by both the high school guidance counselor and a Chipola College academic advisor. The high school guidance counselor will ensure that high school graduation requirements are met, as well as requirements to receive Bright Futures Scholarships. Academic advisors at Chipola College will ensure that students are taking courses that lead to the desired major.

7. A description of the process for informing students and their parents of college-level course expectations.
While appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses, which some parents may object to for minors. Course topics are not adjusted to accommodate variations in student age and/or maturity.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

There are no exceptions to the required grade point averages on an individual basis.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Registration policies, deadlines, and procedures for dual enrollment students are the same as the registration policies, deadlines, and procedures for all students. Students register during early registration based on hours completed. Students who have completed the most hours get to register first for the upcoming semester. Example: Day one of early registration, students who have completed 45 hours or more get to register on day one. On day two of early registration, students who have completed 30 hours or more get to register; thereafter, all currently-enrolled students can register for classes. This process is posted on the Chipola College academic calendar found on the College website. Online registration is not open to students participating in the Dual Enrollment/Early Admission Program.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

All Program faculty will be provided with a copy of the current Dual Enrollment Adjunct Faculty Handbook and are expected to adhere to the professional guidelines, rules, and expectations therein. All Program faculty will be provided with a current student handbook that details add/drop and withdrawal policies, student code of conduct, grading policies, critical dates, etc. and are expected to adhere to the guidelines, rules and expectations therein.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

Students admitted to Chipola College through the Dual Enrollment/Early Admission Program are subject to the jurisdiction of the College. As members of the College community, students are expected to act responsibly in all areas of personal and social conduct. Each student, by registering, pledges to accept and obey the rules and regulations of the College including the Academic Honor Code. Students are responsible for the observance of all policies and procedures published in the College Catalog, Student Handbook, and other College information bulletins.

12. The responsibilities of the school district 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.

Student eligibility criteria for initial enrollment for public schools in Holmes County

a. The College shall determine student eligibility for participation in the Program. Students must demonstrate academic capabilities to pursue college-level instruction or job training programs.

b. According to section 1007.271, Florida Statutes, school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

In accordance to section 1007.271(20), Florida Statutes, the College which is granting postsecondary credit, will assign a letter grade to each student in the dual enrollment course. School districts are prohibited from changing any grade (once assigned by the College) when posting grades to the high school transcript. At the end of each semester, Chipola College will provide a report to each high school that lists dual enrollment student names and the grade earned for online courses and/or the grade earned on the Chipola College campus. The list of student names and grades earned is separated by schools and sent to the appropriate high school principal and guidance counselor so the grade can be entered on the high school transcript. The College departmental grading policy shall be utilized for all dual enrollment courses. The grading policy is outlined in the course syllabus. The letter grade earned by a dual enrollment student in the college-credit course must be the same letter grade earned in the high school course. Dual enrollment courses taught at high school sites are college courses that earn college credit; therefore, the assigned grades must conform to college grading policy.

14. A funding provision that delineates costs incurred by each entity.
In accordance with section 1007.271(21)(n)1, Florida Statutes, for dual enrollment courses offered online and on the Chipola College campus during the fall or spring terms, the Board shall pay the College the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program (FEFP). The standard tuition rate for 2022-2023 is expected to be $71.98 per credit hour or credit hour equivalent but is subject to change depending on legislation. The College will provide the Board with an invoice on or before November 30 for the fall term and on or before April 30 for the spring term.

Chipola College will handle all legitimate administrative services needed in operating the Dual Enrollment Program; thus, the College will not reimburse any funds to Holmes County School Board.

The Board does not receive funding from FEFP during the summer and will not be responsible for paying dual enrollment tuition during the summer terms. In accordance with section 1007.271(21)(n)2, Florida Statutes, subject to annual appropriation in the General Appropriations Act, the College will seek reimbursement from the State for dual enrollment courses taken during the summer terms.

For dual enrollment courses offered on the high school campus by a College-approved high school teacher, the Board is responsible for the costs associated with dual enrollment.

15. Any institutional responsibilities for student transportation, if provided.

The student shall be responsible for providing transportation if the instruction is conducted at a facility other than the high school campus.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

Students who have disabilities are requested to contact the College Office of Disability services. Students must identify themselves and provide appropriate documentation, which will be used to determine eligibility for reasonable accommodations. Chipola College will provide a dedicated academic advisor for students with disabilities to assist with related accommodations. The Board will cover all costs associated with accommodations for dual enrollment students enrolled in eleven hours or less. The College will cover all costs associated with reasonable accommodations for early admittance students enrolled in twelve hours or more.