Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: Santa Fe College

District(s) the Agreement(s) include
UF Lab School

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.

29. Term and Termination. This Agreement shall become effective on August 1, 2021, and shall be automatically renewed for successive one (1) year terms unless either party provides the other party with written notice of termination no later than 60 days before the expiration of the academic year (in which case the termination will be effective for the following academic year). Notwithstanding the foregoing, either party may terminate this Agreement for just cause upon 30 days' written notice to the other party. Just cause is defined as a material breach of the Agreement or a substantive change in state laws that materially and detrimentally alter the rights, obligations, and benefits of this contract to either party. Termination will not affect any obligations incurred under this Agreement prior to termination.

30. Entire Agreement. This Agreement sets forth the entire agreement with respect to the subject matter hereof and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. All continuing covenants, duties and obligations herein shall survive the expiration or earlier termination of this Agreement.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

4. The College will present information on the program, including the requirements for participation in both academic and career dual enrollment, the benefits to joining the program, and how to apply, in January in a mutually agreed upon manner between the parties. School will take any additional steps necessary under F.S. 1007.271(8) to inform all secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

24. Dual Enrollment counselor(s) will utilize the state’s Dual Enrollment Course Equivalency list and the wide array of college courses to provide high school students access to postsecondary curriculum. In addressing the courses and programs available to students, the Dual Enrollment Course Equivalency list is a starting point and is not viewed as limiting Dual Enrollment course offerings. Section 1007.271(14), F.S., states that the Department of Education shall approve any course for inclusion in the Dual Enrollment Program that is contained within the statewide course numbering system with the exception of developmental education and physical education and other courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, which must be evaluated individually for potential inclusion in the dual enrollment program. The College has had relatively few restrictions on college courses available to high school students. Generally, restrictions include the core curriculum of the highly competitive health sciences programs and other programs that are considered limited access programs. The College reserves the right to limit Dual Enrollment participation in these areas. Course offerings may be added, revised, or deleted at any time. A delineation of the courses and programs available to students can be found on the College’s website.

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

2. The selection of Early Admission or Dual Enrollment students will be determined by the College’s Director of the High School Dual Enrollment Program or a designee. Academic history, attendance, and discipline will all be considered for selection of applicants to the program.

3. The College will administer a college placement test at no charge to prospective Dual Enrollment students when needed, as well as additional placement testing required to verify that students meet admission standards for specific programs. Students seeking to enroll in college credit coursework must meet the same placement test score requirements as all postsecondary students.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

N/A

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

24. Dual Enrollment counselor(s) will utilize the state’s Dual Enrollment Course Equivalency list and the wide array of college courses to provide high school students access to postsecondary curriculum. In addressing the courses and programs available to students, the Dual Enrollment Course Equivalency list is a starting point and is not viewed as limiting Dual Enrollment course offerings. Section 1007.271(14), F.S., states that the Department of Education shall approve any course for inclusion in the Dual Enrollment Program that is contained within the statewide course numbering system with the exception of developmental education and physical education and other courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity, which must be evaluated individually for potential inclusion in the dual enrollment program. The College has had relatively few restrictions on college courses available to high school students. Generally, restrictions include the core curriculum of the highly competitive health sciences programs and other programs that are considered limited access programs. The College reserves the right to limit Dual Enrollment participation in these areas. Course offerings may be added, revised, or deleted at any time. A delineation of the courses and programs available to students can be found on the College’s website.

26. Dual Enrollment Transfer Guarantees

The School agrees to accept all college credit earned at the College and to weight college courses for GPA purposes as specified in Section 1009.531(3), F.S. 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 when grade point averages are calculated. 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 college 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.

7. A description of the process for informing students and their parents of college-level course expectations.
21. Students and parents should recognize the expertise and experience of the College's Dual Enrollment counselors regarding appropriate course selection and maximum semester hours. The Dual Enrollment student is establishing a permanent college transcript which could negatively impact future postsecondary education admissions and financial aid eligibility.

6. Dual Enrollment programs are designed for students who have a level of maturity and responsibility appropriate for a college campus. Dual Enrollment students will be enrolled in classes with the general student body population, which includes people of diverse ages and backgrounds, and they should have social skills sufficient to interact with classmates and professors. Students who have not demonstrated such maturity based on conduct and disciplinary history, attendance records, and other available information may be denied admission or be removed from the program.

Students should understand that the amount of work necessary to succeed in Dual Enrollment courses may be greater than in high school courses. Grades from Dual Enrollment courses become part of a student’s permanent academic record and are calculated into the student’s permanent postsecondary GPA. This academic record can have long-lasting consequences including admission to a university, academic standing, and financial aid eligibility.

Regardless of academic performance, the College may remove a student from the Dual Enrollment Program if the Director of the High School Dual Enrollment Program determines that the student exhibits immature behaviors, is inappropriate, or is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. The decision of the Director of the High School Dual Enrollment Program may be appealed to the Provost of the College; the Provost's decision will be final.

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

b. Academic Dual Enrollment is the part-time or full-time enrollment of eligible 11th and 12th grade students who have a 3.0 unweighted cumulative GPA and college level scores on the PERT, ACT, or SAT in at least one area. Students must have passed any state-mandated assessments required for high school graduation that are relevant to their grade level at the time of acceptance. Course selection is limited when not scoring at college level in all areas. Students whose scores are at college level in all areas have access to a broader range of courses. These students may be either full-time or part-time registered in college courses that are creditable toward a high school diploma and an associate or baccalaureate degree and are eligible for enrollment in the high school classes offered by the College. Students are eligible to take the high school classes offered at the College only with the approval of both the School and the College.

Additionally, per Florida statute, exceptions can be made to the 3.0 unweighted GPA requirement for acceptance into the Academic Dual Enrollment Program. The admissions policy for Academic Dual Enrollment is based on a variety of factors that look at an individual’s needs and abilities, as well as, conduct, attendance, state required assessments, college entrance test scores, and GPA. Frequently, conferences are conducted with parents and students to determine whether a student with a marginal GPA should be admitted. GPA is not the sole determinant for admission to Dual Enrollment at the College. There are multiple factors that determine student success. Strict adherence to GPA requirements for entrance overlooks the unique programmatic offerings that the College and School have developed to meet the educational needs of the school as well as students applying to Dual Enrollment. Flexibility allows students to excel in their areas of strength. On a case-by-case basis the 3.0 GPA exception allowed by Florida statute will be used for students interested in pursuing Academic Dual Enrollment. Without this exception the joint program would serve only high achieving students who already have numerous opportunities to excel academically. Since many of the policies relating to Dual Enrollment are not specified in statute or rule, this locally driven Agreement is the vehicle used for program specificity.

Santa Fe College's Dual Enrollment options offer students who may not have as high a GPA an opportunity to earn college credit. Providing these students with an authentic college experience which allows them to accelerate in the areas where they show promise sets this Agreement apart. Offering educational opportunities to a wide range of students allows the College and the School to meet student needs and provides an educational program for students to gain access to postsecondary education. This is an essential component of the College’s High School Dual Enrollment Program. An important objective of the program is to serve students in the middle GPA range so they may have an authentic college experience under the watchful and caring eye of the high school faculty, counselors, and staff in the Dual Enrollment Program.

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

21. Students and parents should recognize the expertise and experience of the College’s Dual Enrollment counselors regarding appropriate course selection and maximum semester hours. The Dual Enrollment student is establishing a permanent college transcript which could negatively impact future postsecondary education admissions and financial aid eligibility.

3. The College will administer a college placement test at no charge to prospective Dual Enrollment students when needed, as well as additional placement testing required to verify that students meet admission standards for specific programs. Students seeking to enroll in college credit coursework must meet the same placement test score requirements as all postsecondary students.
10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

N/A

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

N/A

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.

13. College’s Dual Enrollment counselors or their designees will monitor academic progress and student attendance. However, the Dual Enrollment Program is dependent on College faculty to submit information on the College’s academic monitoring system. College counselors or designees will provide support services and contact parents and the school of record if performance is unsatisfactory, ensure each student is on track regarding meeting high school graduation requirements, and disseminate information about financial aid, scholarships, and college applications. College’s Dual Enrollment counselors will be familiar with Florida high school graduation requirements as well as AA, AS, baccalaureate, postsecondary vocational certificates, and general education requirements for the college system.

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

20. The College will ensure that the College’s Dual Enrollment Program will maintain student records, purchase and distribute all instructional materials, as well as collect and warehouse all non-consumable textbooks and instructional materials. In addition, the College will provide a comprehensive guidance and counseling component, certify high school graduation for each full-time senior, and transmit grades and credit data as well as FTE to the School’s Information Resources Department.

14. A funding provision that delineates costs incurred by each entity.

8. In accordance with Section 1007.271(16), F.S., and Section 6A-14.054(11), F.A.C., Dual Enrollment students are exempt from the payment of registration fees, including but not limited to tuition, activity and service, capital improvement, laboratory, application, and all other fees collected during the registration process.

9. The School will reimburse the College, within 45 days of receipt of an invoice, for instructional materials assigned for use within courses provided to the School’s Dual Enrollment students. Instructional materials are defined in Section 1006.29(2), F.S., and shall include, but not be limited to, textbooks, electronic content, consumables, learning laboratories, manipulatives, electronic media, and computer courseware or software. Pursuant to Section 1007.271(17), F.S., instructional materials shall be made available to Dual Enrollment students from Florida public high schools free of charge and shall remain the property of the School against which the purchase is charged.

10. The School shall reimburse to the College, within 45 days from receipt of invoice, an amount equal to 60% of the School’s FTE revenue generated by the Florida Education Finance Program, for courses taken by Dual Enrollment students at a College facility or online during fall and spring terms. This provision does not apply to courses taken during the summer. Subject to the annual appropriation in the General Appropriations Act, College shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a School student during the summer term. The parties do not anticipate any courses to be delivered outside of the two delivery methods (at College facility or online), but in the unlikely event that an alternate course delivery is considered, cost-sharing and reimbursement terms will be negotiated and agreed to in writing in accordance with Florida law prior to the commencement of said delivery; nothing herein requires the parties to consider alternate course delivery.

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

25. Students shall be responsible for their own transportation.

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.
22. Students with IEP or 504 Plans who wish to request accommodations may submit the appropriate paperwork, such as an accommodation plan, psychological evaluation, or 504 eligibility plan, along with their application so that accommodations can be arranged through the College’s Disabilities Resource Center (DRC) in accordance with the laws governing students with disabilities at postsecondary institutions. School will provide IEP or 504 Plan information to the College at the student’s request. Accommodations will not be granted retroactively, so it benefits the student to submit appropriate paperwork as early as possible.