Submitter:
Agreement Effective Date: 8/1/2022

Representing:
State University: University of North Florida

District(s) the Agreement(s) include
- Clay County Schools
- Duval County Schools
- St. Johns County Schools

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 replaces any existing agreements between the District and the University dealing with Dual Enrollment and/or articulation matters.

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 District shall inform all eligible secondary students and their parents of Dual Enrollment (as defined below) as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school’s curriculum guide, programs of study, student progression plan, and/or course catalog. The University shall work with Dual Enrollment high school contacts to provide information for their curriculum guides/progression plans/course catalogs.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
“Dual Enrollment” is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a Dual Enrollment student. s. 1007.271(1), F.S.

Course Offerings: Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The Dual Enrollment Course – High School Subject Area Equivalency List states the relationship between high school and college course subject areas and dictates the awarding of credit for said courses. This list is not a limit to the total number of Dual Enrollment courses that may be available at the University. Courses and programs may be added, revised, or deleted at any time by the University. All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. Physical education, college preparatory, and non-credit courses in addition to courses within selected specialized admission programs are excluded from this Agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Students will be administratively registered on the space-available registration day and only into the courses identified on the application, so long as seats are available in those courses. The Dual Enrollment Student may not be permitted to pay to take any college courses.

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

Application procedure: To participate in the University / District Dual Enrollment program, eligible students are required to first meet with their school’s guidance counselor or school contact to confirm appropriate class standing; CPT, PERT, ACT, or SAT test scores; and GPA required for Dual Enrollment participation. Students will then apply online and required application materials must be provided. Materials include test scores, an official transcript, and completed application signature page with all necessary signatures. A complete application and materials are due to the University by published due dates and no less than 2 weeks before the beginning of the intended term at the University. Students are responsible for monitoring and complying with missing material request communications from the University. Application and registration deadlines will be strictly enforced.

Withdrawing from a Course: In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their high school guidance counselor. The high school guidance counselor will then submit the necessary paperwork on the student’s behalf to the University’s Dual Enrollment Office for processing. All withdrawals must be completed by the University’s withdrawal deadline. Dual Enrollment students who earn a “W” by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. Withdrawal deadlines will be strictly enforced.

Weighting of Dual Enrollment: The District and the University will “weigh” Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated” (Section 1007.271, F.S.). UNF will weight accordingly for admissions purposes as well.

Grade Forgiveness: Students may not repeat Dual Enrollment courses that they earned a grade of “W,” “D,” or “F” in. All grades including “W” for withdrawal will become part of the student’s permanent record.

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

An eligible public school student must: (1) be enrolled in a Florida public school, pursuant to s. 1007.271(2) F.S.; and (2) sign the public school Dual Enrollment application.

Students eligible for Dual Enrollment must have completed the sixth (6th) grade, have a 3.0 unweighted high school GPA, and have CPT, SAT, ACT, or PERT scores that meet state mandated minimums as follows:
- CPT: 72 Elementary Algebra, 83 Reading Comprehension, and 83 Sentence Skills
- SAT: 24 Math, 24 Reading, and 25 Writing
- ACT: 19 Math, 19 Reading, and 18 English
- PERT: 114 Math, 106 Reading, and 103 Writing

Continued Eligibility: To maintain eligibility for continued enrollment in college credit Dual Enrollment courses, students must maintain a 3.0 unweighted high school grade point average and a 2.0 college grade point average and must have continued approval by the District Dual Enrollment contact or designee. Students who meet initial and subsequent eligibility criteria may become ineligible to participate in the Dual Enrollment program if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. Additional requirements included in the Agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in Dual Enrollment courses. Dual Enrollment applications are valid on a semester-to-semester basis. Students must reapply for Dual Enrollment every semester. Prior acceptance into the program does not guarantee future acceptance.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.
Course Credit: Students enrolled in Dual Enrollment courses shall earn both high school credit from the District and college credit from the University if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at the University with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit.

7. A description of the process for informing students and their parents of college-level course expectations.

During the application process, the District will inform students of expectations including the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

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

Section 1007.271(3), F.S. allows exceptions to the required GPA on an individual student basis if both parties agree. Students must submit a petition and letter that must be approved by the District Dual Enrollment contact and University personnel. Student’s coursework, college readiness, and other factors will be reviewed to determine if the student has the potential to be successful in the Dual Enrollment program. If a student is approved, the student will be placed on probationary status and may be limited in credit hours and course selection.

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

After acceptance into the Dual Enrollment program, the Dual Enrollment Coordinator at the University will register public school students in specified Dual Enrollment courses. Students will be administratively registered on the space-available registration day and only into the courses identified on the application, so long as seats are available in those courses. A completed application for each student is due to the University no later than 2 weeks before the beginning of the starting term per the University calendar. Application and registration deadlines will be strictly enforced.

Maximum Course Load: Dual Enrollment students may take a maximum of six (6) Dual Enrollment credit hours per term. The University offers Dual Enrollment courses only in the fall and spring terms.

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

Faculty assigned to teach a University of North Florida Dual Enrollment course must meet the faculty credential requirements stipulated in the University of North Florida Faculty Employment policy (2.0310P) before being assigned as the instructor of record. The University will provide guidance on how to use the online portal, myWings, for timely submission of student grades.

Non-Discrimination: The University shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity / expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers.

Faculty evaluation: The appropriate University deans or their designee(s) will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the University.

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

Dual Enrollment courses are college courses with comparable content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers without exception s.1007.271(6) F.S. The appropriate University Dean (or designee) and the District representatives will jointly craft and review a protocol for assessing and reporting the extent or degree of student learning on each of the individual learning outcomes / objectives. This protocol should distinguish between what students do in order to earn an overall grade and what students must achieve with respect to each individual learning outcome / objective in order to earn a certain score or rating on each learning outcome / objective.

Student Policies, Procedures, and Behavioral Expectations: Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both the District and the University. Should a conflict be identified as a result of either institution’s policies or procedures, the District and the University will notify each other of any infractions and will jointly resolve the conflict while providing due process for students.

Non-Discrimination: The University shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity / expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers.

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.
Dual Enrollment Articulation Agreement Submission Site

High School Guidance Services: The School Board’s guidance staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the first priority. In addition, each high school’s Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm that GPA qualifications are met.

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

Student grades: Dual Enrollment instructors are expected to submit student grades via myWings by term deadlines posted on the UNF Academic Calendar.

Student Records: The University and the District agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement, measure program effectiveness and facilitate ongoing research. Each organization agrees to treat such shared student information as confidential and agrees not to release personally identifiable information to third parties, except as permitted by law.

FERPA: The parties acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act ("FERPA"), and that student permission must be obtained before releasing specific student data to anyone other than the District and the University. The District agrees to provide guidance to its representatives with respect to complying with FERPA. Both parties agree to maintain strict confidentiality of students’ activities and their records in accordance to both parties’ policies and procedures and applicable state and federal laws and regulations.

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

Full-Time equivalency funding: The District shall be eligible for the FTE funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the University campus and online, the District shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). The District will compensate District personnel acting as Dual Enrollment adjunct faculty for the University as part of their regular teaching load at the high school campus. The District will compensate the University for the costs of University instructional personnel, per the current cost for part-time or full-time faculty instruction, who teach at the high school campus at the District’s request.

Add/Drop and Withdrawal Policy: Students may add or drop a course during the Add/Drop window denoted on the UNF Academic Calendar. The District will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course at any time prior to the University’s withdrawal deadline published in the academic calendar. A grade of “W” will appear on the student’s college transcript. Withdrawing from a course will not negatively impact the student’s college academic standing; however, students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. The District will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

Student Fees: Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, registration, tuition, and laboratory fees. Students are responsible for other University fees (e.g. activity fees, parking fees, etc.) as applicable.

Instructional Materials: In accordance with s. 1007.271 F.S., instructional materials, including digital integrated course materials, for Dual Enrollment courses shall be made available to public high school students free of charge. Payment for required textbooks for classes conducted on the high school campuses or at the University will be through the District. All instructional materials, including tangible and digital, shall be the property of the governing board of the purchaser.

Payment of tuition: The University will send the District an invoice, in accordance with s.1007.271 F.S., of the student’s standard tuition rate the business day following the University’s final day of Add/Drop. The District will submit payment to the University no later than the week midterm grades post, according to the UNF Academic Calendar.

Payment of instructor salary: The University will send the District an invoice, in accordance with s. 1007.271 F.S., of the instructor’s salary the business day following the University’s final day of Add/Drop. The District will submit payment to the University no later than the week midterm grades post, according to the UNF Academic Calendar.

University address to send payment of invoice:

University of North Florida
Attention: University Controller
1 UNF Drive, Hicks Hall
Jacksonville, FL 32224

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

Students will be responsible for providing their own transportation to and from Dual Enrollment courses taken at the University. The District is responsible for providing transportation for students taking Dual Enrollment courses at the high school site in accordance with current transportation guidelines of the District. The student is responsible for any fees or fines related to parking.
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.

The University does not discriminate on the basis of disability in admission or access to its programs or activities. The University’s Student Accessibility Services (SAS) ensures that all students with disabilities have equal access to educational opportunities at the University of North Florida. Visit the SAS webpage for more information.