Submitter:
Agreement Effective Date: 1/7/2022

Representing:

State University: University of West Florida

District(s) the Agreement(s) include
Holmes 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.
   The initial term of this Agreement shall be for on (1) year. Either party shall have the right to terminate this Agreement for any reason by providing ninety (90) days written notice prior to the expiration of a current term. The parties to this Agreement agree to revise or modify it only by written amendment signed by both parties.

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 School District shall provide a mechanism for communicating the educational and economical benefits, as well as the requirements for participation and enrollment procedures, to parents and students in accordance with state statute 1007.271(8)F.S. The University shall provide a syllabus for each course.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
Approved Courses – Postsecondary instruction approved for Dual Enrollment must be creditable toward the high school diploma and the baccalaureate degree in a manner consistent with the Dual Enrollment Course-High School Subject Area Equivalency List approved by the Florida Board of Education as posted at https://dlss.flvc.org/c/document_library/get_file?uuid=8e147e5f-857c-490e-be68-1145b084fc12#page=56. Eligible students shall be permitted to enrol in such creditable courses conducted during school hours, after school hours, and during summer terms. Suggested courses are listed at https://uwf.edu/academicaffairs/departments/strategic-enrollment-initiatives/dual-enrollment/. Dual Enrollment students may not take:

a. Courses that are not creditable to both the high school diploma and the college degree
b. Any courses for which the student already has credit or may earn AP/IB credit
c. Courses graded on an S/U basis, P/F basis, or not graded at all such as an audit
d. Recreation, Physical Skills, or Leisure courses, such as dance, yoga, karate, tennis, or weightlifting
e. Courses with unmet prerequisites
f. Courses designated as limited access or restricted to specific cohorts, programs, or student types, including Kugelman Honors-designated sections
g. Graduate-level courses (5000-8000 level)
h. Internships, capstones, independent/directed study, study abroad courses or 990 courses

The University shall assume responsibility for the maintenance of the instruction in quality in accordance with the requirements of §1007.271(5) F.S.

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

Students eligible for Dual Enrollment courses shall:

(1) Obtain and complete the following forms, which are available on the UWF web page:
   (a) UWF Dual Enrollment Application; and
   (b) UWF Dual Enrollment Approval Form (required for each semester of dual enrollment).
(2) Return the completed forms, with required signatures, to the guidance counselor as soon as they are completed, but no later than the first day of classes;
(3) Before registration, complete the online Mandatory Immunization Health History Form, and, if necessary, submit supporting documentation to:
    University of West Florida
    Student Health Services Building 960
    11000 University Pkwy.
    Pensacola, FL 32514
    Phone: 474-2172
    FAX: 857-6100
    healthcenter@uwf.edu

The Mandatory Immunization Health History Form and supporting documentation is required for registration. Exceptions may be granted in the event of medical contraindications or for religious reasons;

(4) Communicate with the guidance counselor to complete the course registration process;
(5) Purchase a UWF Nautilus Card and, if necessary, a UWF parking decal; and
(6) Refer to the Office of the Registrar web page for registration dates and deadlines.

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

The Dual Enrollment Program provides postsecondary learning opportunities for qualified eligible students through the effective use of the University’s courses, services, and resources.

a. Students are eligible to participate in Dual Enrollment if they have met the requirements of §1007.271, F.S., including any alternative methods, as identified in Florida Department of Education rules, for demonstrating achievement in college-level communication and computation skills, and are approved by their School representative(s) to have:
   (1) Attained a grade level of at least sixth through twelfth;
   (2) Earned a minimum of no less than three high school core academic credits;
   (3) Achieved and maintained a minimum high school unweighted core academic grade point average (GPA) of 3.00 each semester;
   (4) Have a minimum test score of:
      • 510 on the rSAT Evidence-Based Reading & Writing and 500 on the rSAT Mathematics
      OR
      • 18 on the ACT-E, 19 on the ACT-R, and 20 on the ACT-M
      OR
      • 106 on the PERT Reading, 115 on the PERT Math, and 103 on the PERT English;
   (5) Enrolled in the School for one full semester prior to participating in Dual Enrollment. A transfer student that has successfully completed a Dual Enrollment course (as indicated on the student’s transcript from the sending school) and otherwise meets the requirements of the Dual Enrollment Program may be allowed to participate in the Dual Enrollment Program upon initial enrollment with the School;
   (6) Consulted with their guidance counselor about taking Dual Enrollment course(s) at UWF.
6. A delineation of the high school credit earned for the passage of each dual enrollment course.

   UWF Shall assign letter grades to each student enrolled in a Dual Enrollment course and transmit same to the School District. The letter grade assigned by UWF shall be posted to the students school transcript by the School District.

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

   Eligible Students who wish to participate in the Dual Enrollment Program shall comply with the regular registration procedures of the University. Students shall obtain appropriate advisement from the school District for selected courses prior to registration. Students enrolled in the Dual Enrollment Program are subject to all University policies and procedures while on any UWF campus or at any UWF sponsored programs off-campus.

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

   N/A

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

   Students eligible for Dual Enrollment courses shall:
   (1) Obtain and complete the following forms, which are available on the UWF web page:
   (a) UWF Dual Enrollment Application; and
   (b) UWF Dual Enrollment Approval Form (required for each semester of dual enrollment).
   (2) Return the completed forms, with required signatures, to the guidance counselor as soon as they are completed, but no later than the first day of classes;
   (3) Before registration, complete the online Mandatory Immunization Health History Form, and, if necessary, submit supporting documentation to:
   University of West Florida
   Student Health Services Building 960
   11000 University Pkwy.
   Pensacola, FL 32514
   Phone: 474-2172
   FAX: 857-6100
   healthcenter@uwf.edu
   The Mandatory Immunization Health History Form and supporting documentation is required for registration. Exceptions may be granted in the event of medical contraindications or for religious reasons;
   (4) Communicate with the guidance counselor to complete the course registration process;
   (5) Purchase a UWF Nautilus Card and, if necessary, a UWF parking decal; and
   (6) Refer to the Office of the Registrar web page for registration dates and deadlines.

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.

    The School District shall provide a mechanism for communicating the educational and economical benefits, as well as the requirements for participation and enrollment procedures, to parents and students in accordance with state statute 1007.271(8)F.S. The University shall provide a syllabus for each course.

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

    UWF Shall assign letter grades to each student enrolled in a Dual Enrollment course and transmit same to the School District. The letter grade assigned by UWF shall be posted to the students school transcript by the School District.

14. A funding provision that delineates costs incurred by each entity.
The School District shall pay to the University the standard tuition rate per credit hour for courses provided in the Florida Education Finance Program when Dual Enrollment instruction is provided by UWF and the course is taken during the Fall or Spring term. If instruction is provided on School District’s site by School District faculty, the School District is not responsible for payment to UWF. Following verification of enrollment and after the University’s drop/add date, the University shall invoice the School District for the students participating in the Dual Enrollment program. The invoice shall be submitted to the district office, attention to the Instructional Administration, no later than two weeks after the drop/add deadline. Payment shall be made by the School District to the University within (30) days of the date of the invoice.

For purposes of determining payment due, the University, online or hybrid classes offered by the University are considered to be on the University Campus.

When instruction is provided on the University campus during a summer semester, as prescribed in the Dual Enrollment Scholarship Program 1009.30, F.S., the University will reimburse the School Board for cost associated with instructional materials of Dual Enrollment students enrolled as of the first day of instruction after the drop/add period for each session within the summer semester. The University may be invoiced by the School District for instructional materials cost of dual enrollment students enrolled in a summer semester. The School District will submit the following information: first name, last name, and middle name; date of birth; gender; ethnicity; district where student attends school; school name and Master School Identification Number, as provided in Rule 6A-1.0016, FAC, where student attends school; postsecondary institution where the student is enrolled in dual enrollment; postsecondary course name, course number, and credit value for each dual enrollment course for which reimbursement is sought; and amount of requested reimbursement for instructional material will be in accordance with the amount the University received from the Dual Enrollment Scholarship program less 10% for facilitation of administrative cost.

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

Transportation for any student receiving Dual Enrollment Instruction shall not be the responsibility of the University, but rather is the responsibility of the student or the student's parents.

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.

Services and resources are available to students with disabilities who register in a Dual Enrollment or Early Admissions course. Information on Student Accessibility Resources can be found at: https://uwf.edu/academic-engagement-and-studentaffairs/departments/student-accessibility-resources/.