



## SECTION 1 – COURSES AND PROGRAMS

All of the credits earned by high school students under this Articulated Acceleration Plan for College-Level Instruction for High School Students shall be defined as Accelerated Credit(s). Following validation of high school graduation, such credits may be applied to an associate degree or vocational certificate at the College, or transferred to another accredited college.

The statewide list is a **minimum** list of dual enrollment courses that must be accepted for high school credits. The list provides a guarantee that certain dual enrollment courses will meet high school graduation requirements in specific subject areas; all other dual enrollment courses on the list are guaranteed high school elective credit.

<http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>

## SECTION 2 – DUAL ENROLLMENT ADMISSIONS, REGISTRATION AND ORIENTATION

The School is responsible for initial certification of student eligibility as outlined herein. Students and their parents are encouraged to develop the student's educational plan through the use of FLVC.org automated advisement system. Please note that non-public schools must provide the College Registrar a written statement of legal compliance with Florida Statutes.

In order to seek admission for Dual Enrollment the students shall:

- A. Application – The high school student should submit an online application for admission and test scores to the College Admissions and Registration Office no later than two weeks prior to the beginning of the college term. As part of the application the student must certify an intent to seek an Associate Degree or Technical Certificate.
- B. Testing – The student should present current (no more than 2 years old) test scores on the ACT, SAT, or PERT. The PERT is scheduled and taken through Florida SouthWestern State College, either on the College campus or at the high school, and administered by the testing specialist or designee.

Students who apply to enter degree or certificate programs are tested using the ACT-E, SAT-Reasoning, or the Post Secondary Education Readiness test (hereafter referred to as PERT) assessment process. Placement in a course may occur when one minimum score in appropriate area has been met. Please refer to the College Catalog for specific placement score requirements and/or pre-requisite requirements.

1. All Dual Enrollment (Early College) and Early Admission applicants who do not present minimum passing scores for all parts of the ACT/SAT test must take the PERT test. Specific program requirements (Dual Enrollment and Early Admission) are listed in the College Catalog.
  2. Prospective Dual Enrollment students have a maximum of three (3) attempts on the PERT.
  3. A dual enrollment student may retest once per academic term, for a maximum of three (3) attempts in each subtest. Exceptions may be granted if mutually agreed upon by both the college and school designees.
  4. Pursuant to Rule 6A-10.0315, prior to administering a retest, the test administrator must require documentation from the student that verifies alternative remediation has occurred since the prior test attempt. If a student produces acceptable SAT or ACT scores, these scores may be used for admission.
  5. All high school students are eligible to again take the PERT or present more recent ACT or SAT scores after high school graduation if it is in their best interest to do so. Testing required pursuant to § 1008.30(3), F.S., shall be exempted from the maximum number of attempts under this subsection.
  6. Students must satisfy the college preparatory testing requirements of Section 1008.30(3)(a), F.S. and Rule 6A-10.0315, F.A.C.
- C. Registration - Any student who has completed eligibility requirements and who seeks admission to any Dual Enrollment course shall require permission of the high school principal (or equivalent) or School designee.

Registration and Registration Policies – For Dual Enrollment classes held on the high school campus, all registration will occur at the high school and will be the responsibility of the high school principal (or equivalent) or School designee. All completed applications, test scores, and registrations for Dual Enrollment courses must be received by the Registrar, or designee, at the College Campus no later than two weeks prior to the first day of class at the College Campus. The Admissions and Registration Office on the College Campus will be responsible for registration of students taking Dual Enrollment courses held on the college campus. Admissions materials, verification of unweighted GPA, test scores, and the approved High School Acceleration Programs Form will be required of each student. These materials must have the approval and signature of the high school principal (or equivalent) or School designee two weeks prior to the beginning of the College term.

Course selection – Since accelerated high school students are meeting high school graduation requirements while taking college courses, it is imperative that these students work with high school counselors to ensure that their requirements are met. The college will accept the signature of the high school principal (or equivalent) or School designee as decisive regarding suitability of courses and/or their applicability towards high school graduation.

The counseling staff at the high school shall advise students according to their high school graduation requirements and have them complete the appropriate College forms (Accelerated High School Registration Approval Form). Final approval for enrollment shall be reflected by the affixed signature of the School designee on the appropriate College forms. The College shall accept the signature of the School designee as decisive regarding acceptability of the credits in applying to high school graduation requirements.

- D. Withdrawal - A student with permission from his/her high school who drops out of a Dual Enrollment course must return to the high school for class assignment by the high school principal (or equivalent) or School designee. All drop or withdrawal requests must be submitted to the College's Registration Office by the deadlines indicated in the College's Academic Calendar.

An Early Admissions student with permission from his/her high school, who drops or withdraws from a Dual Enrollment course and falls below 12 credit hours, must return to the high school for class assignment by the high school principal (or equivalent) or School designee and will lose his/her Early Admissions full-time status.

- E. Orientation - Complete new student orientation and advisement at the College if the student is to be classified as a Dual Enrollment/Early Admissions student.

### SECTION 3 – DUAL ENROLLMENT ELIGIBILITY REQUIREMENTS

Pursuant to Florida Statutes 1007.271 an eligible secondary student is a student who is enrolled in any grades 6-12 in a Florida public school or in a Florida private school that is in compliance with Florida Statutes 1002.42(2). Procedural requirements that apply to public high school and charter high school students apply to non-public high school and home school students as well.

Eligible secondary students who have identified an interest in taking these courses shall meet the following criteria:

- A. Students designated as Seniors in their high school shall:

1. Have attained not less than unweighted, cumulative 3.0 high school grade point average (or equivalent) in high school. Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School Designee agree to the specific exception.
2. Be permitted to enroll on an individual case basis, as authorized specifically by the high school principal (or equivalent) or School designee.
3. Have achieved minimum passing scores on the ACT-E, SAT-R, or PERT, earning a score appropriate for College-level instruction, prior to enrollment (see matrix on page 5).
4. Immediately upon completing their junior year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for seniors.
5. If a student is projected to graduate from high school before the completion of the postsecondary course, the student may not take that course as a Dual Enrollment or Early Admissions student.

B. Students designated as juniors in their high school shall:

1. Have attained not less than a 3.0 unweighted, cumulative high school grade point average (or equivalent). Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School Designee mutually agree to the specific exception.
2. Meet all other criteria stated above which apply to seniors.
3. Be permitted to enroll on an individual case basis, as authorized specifically by the high school principal (or equivalent) or School designee.
4. Immediately upon completing their sophomore year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for juniors.

C. Students designated as sophomores in their high school shall:

1. Have attained not less than a **3.5 unweighted\*** (or equivalent), cumulative high school grade point average (GPA). Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School designee mutually agree to the specific exception.
2. Meet all other criteria stated above which apply to seniors.
3. Be permitted to enroll on an individual case basis, as authorized specifically by the high school principal (or equivalent) or School designee.

4. Immediately upon completing their freshman year requirements, students shall be permitted to enroll, providing they meet the entrance criteria for sophomores.

D. Students designated as grades 6-9 shall:

1. Have attained not less than a **3.5 unweighted\*** (or equivalent), cumulative high school grade point average (GPA). Per FS 1007.271 (3) exceptions to the required GPA may be granted if both the College Dean and the School designee mutually agree to the specific exception.
2. Meet all other criteria stated above which apply to seniors.
3. Be permitted to enroll on an individual case basis, as authorized specifically by the high school principal (or equivalent) or School designee.
4. Immediately upon completing their **fall semester** requirements, students shall be permitted to enroll, providing the following:
  - PERT entrance requirements\*
  - 3.5 *high school* GPA\* (or equivalent)
  - At least *two* teacher recommendations submitted to the College District Dual Enrollment office\*

*\*additional eligibility requirements established to ensure student readiness for post-secondary education.*

E. Students continuing in the program must meet the following:

1. Florida SouthWestern State College students must maintain the required minimum high school GPA for continued participation in Dual Enrollment. The School shall be responsible for monitoring continued high school GPA eligibility, confirmed each semester at the point of student registration. Exceptions to the required GPA may be granted if both the College Dean and the School designee mutually agree to the specific exception.
2. Students must maintain at least a cumulative 2.0 College grade point average to continue Dual Enrollment. The standard Florida SouthWestern State College Academic Warning procedures will apply to Dual Enrollment students who fall below the required 2.0 College GPA. Students placed on Academic Warning/Probation are given one semester to raise their cumulative, college GPA to a 2.0. Students who do not meet the minimum GPA after the semester of Academic Warning/Probation will no longer be eligible to continue in the Dual Enrollment program.

3. Per FS 1007.271 (3) regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the process of other students or the efficient administration of the course is hindered.
4. Apply all credits earned through Dual Enrollment as subject area or elective credits toward high school graduation requirements.
5. All courses must be at least three (3) credits and be taken for a letter grade, not pass/fail unless required by the college, not including required laboratory experiences which may be less than three credits.
6. Students are ineligible to repeat a college course until after high school graduation.
7. Schools shall be advised by the College of final grades via the official grade report at the conclusion of the semester.
8. A student with permission from his/her high school who drops out of a Dual Enrollment course must return to the high school for class assignment by the high school principal (or equivalent) or School designee.
9. An Early Admissions student with permission from his/her high school, who drops or withdraws from a Dual Enrollment course and falls below 12 credit hours, must return to the high school for class assignment by the high school principal (or equivalent) or School designee and will lose his/her Early Admissions full-time status.
10. A student who enrolls as high school Dual Enrollment must present minimum passing scores on all sections of placement testing to continue enrollment beyond 12 credit hours. For example, if a student passes the Reading and Writing portions of the placement test, but does not pass the Math portion, he or she may take non-math courses for up to 12 credit hours. Before beginning the 13<sup>th</sup> hour, the student must have passed the math portion of the exam. All students must be on College Level Reading to enroll in any course as a dual enrollment student.
11. All pre-requisites for courses must be met prior to student registration. Neither the high school principal (or equivalent) nor the professor of record shall override a pre-requisite or allow a student who lacks a pre-requisite to "sit in" on a college class taught at the high school. The College shall not be held

responsible in cases in which students are allowed to participate in a Dual Enrollment class when they lack the admissions requirement or have not been properly registered.

F. Course Loads - Dual Enrolled student credit courses are limited as follows:

1. Junior and Senior Dual Enrollment students are limited to a maximum of fifteen (15) credit hours per semester.
2. Sophomore Dual Enrollment students are limited to nine (9) credit hours per semester.
3. Grades 6-9 course loads as approved by the School designee.

G. Course Expectations - All courses must be at least three (3) credits and be taken for a letter grade, not pass/fail unless required by the college, not including required laboratory experiences which may be less than three credits. Students are ineligible to repeat a course until after high school graduation.

#### SECTION 4 – GRADE WEIGHTS AND REPORTING

A. Grade Reporting – When a high school student completes a course on the College campus and a final grade has been assigned, the high school will be advised of the student’s grade in the course. This will be transmitted no later than two weeks after the completion of the Dual Enrollment course conducted at the College campus.

Grades for College classes completed on the high school campus will be recorded by the instructors into the Florida SouthWestern student Grading System at a date as determined in the Annual Dual Enrollment Academic Calendar approved by the College.

B. Transferability of Credits – College credit becomes valid when students who have taken courses under this agreement present evidence of high school graduation to the College. Such credit shall then be applicable to an Associate Degree at Florida SouthWestern State College, or shall be transferable to another regionally accredited college or university. As indicated in the Florida Department of Education’s statement on dual enrollment transfer guarantees, 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. The high school counselor will inform students orally and in writing, it is the student's responsibility to provide the College with all documentation relevant to this section.

- C. College Transcript – Dual Enrollment courses are part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Poor performance as a Dual Enrollment student can ultimately impact one's postsecondary career, including academic standing and financial aid eligibility.
- D. Per s. 1007.271(18) Florida Statutes, College Level Dual Enrollment/Early Admissions courses will be weighted the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

#### SECTION 5 – COLLEGE LEVEL EXPECTATIONS

- A. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C; however, all grades are calculated in a student's GPA and will appear on their college transcript.
- B. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
- C. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variation in student age and/or maturity.
- D. The selection of courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
- E. The inclusion of Dual Enrollment course plans in their personal career planner to minimize enrollment in a random selection of college courses.

## SECTION 6 – STUDENT SERVICES

All students who are completing courses under the terms of this Agreement shall be entitled to all appropriate student services available at the College, including academic advising, the Learning Resources Center, the open computer labs, tutorial services, etc., are available to all Dual Enrollment, Early Admission, and CI students on the same basis as for other college students.

Guidance Services and Academic Advising – These services are provided to accelerated students through both the College and the high school. Services may be offered in small groups or individually. Information in these services includes the use of the automated advisement system (FLVC.org), as well as course and program requirements leading to an Associate Degree or Career Certificate. The College provides guidance services to home-educated, private and public school students and personnel to inform students and parents about the articulation accelerated programs and to assist them in the educational planning process.

Florida SouthWestern State College offers students with documented disabilities programs to equalize access to the educational process. For those students attending classes on a Florida SouthWestern Campus, the College will provide services under the Individuals with Disabilities Education Act (IDEA). For said students attending classes located on high school sites, the School will provide academic accommodations.

- A. College Adaptive Services provides services in the provision of educational accommodations to self-identifying students. For information regarding services available, please refer to the Office of Adaptive Services at <http://www.fsw.edu/adaptiveservices> or 239-432-7354.
- B. It is the obligation of the individual with a disability to request a reasonable accommodation. Enrolled students must submit any request for accommodations to the Program Office for Students with Disabilities on the appropriate campus for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that speaks to the specific disability and the requested accommodation. Requests for accommodations must be specific to the documented needs. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester that he or she is enrolled.
- C. Individual Education Plans (IEPs) ARE NOT acceptable forms of primary documentation. IEPs are plans which were structured and agreed to with that particular school at the time they were written. They are not binding agreements with Florida SouthWestern State College. On the other hand, IEPs may be helpful in determining the level of support and types of accommodations which were provided to a student in the past, and they may provide insight regarding successful support.
- D. Transportation to and from the College campus shall be the responsibility of the student.

## SECTION 7 – OVERSIGHT OF DUAL ENROLLMENT COURSES & FACULTY

- A. The College is responsible for ensuring that the curriculum and assessment procedures in Dual Enrollment courses meet College and Southern Association standards regardless of whether the Dual Enrollment courses are taught on the College or the high school campus.
- B. Procedures for provision of college-level instruction.
  - 1. In preparation for scheduling classes for the Fall and Spring semesters at Florida SouthWestern State College, the District Director of Dual Enrollment, or his/her designees shall contact the School designee to determine the courses which are to be offered on site within the School. Dual Enrollment courses shall be offered at high schools only during the Fall and Spring semesters.
  - 2. The School designee shall determine, with input from the District Director of Dual Enrollment of Florida SouthWestern State College or designee, and in accordance with College deadlines, an appropriate time for offering any courses located on a high school campus. All high school-based classes to be offered as Dual Enrollment sections must be printed and published in the College's upcoming semester's class schedule according to the college scheduling deadlines. Classes that do not appear in the class schedule will not be offered.
  - 3. A proposed syllabus for each Dual Enrollment section must be submitted by every professor, to the District Director of Dual Enrollment and to the appropriate College department chair for review and approval. As the College and School Academic Calendar start dates may be different, any syllabi distributed to students prior to this approval must be designated as "Draft" until approved by the appropriate College Dean and faculty department chair.
- C. The high school-based faculty member's performance in each College course will be monitored by the appropriate College administrator. This monitoring will only reflect on the faculty member's ability to teach Florida SouthWestern State College Courses and will have no bearing on the individual's status as a teacher of high school courses. In addition, students will participate in Student Evaluation of Instruction surveys each semester using the appropriate College form.
- D. As Dual Enrollment students are expected to do college level work and to demonstrate competency equivalent to that of students in other sections of the same course. The quality assessment of high school-based Dual Enrollment courses, programs, and instruction shall include, but not limited to, these criteria:

1. Follow the State of Florida approved course content outline designated for the specific course title and number according to the post-secondary Common Course Numbering System.
  2. A college-approved course syllabus in the format supplied. This syllabus must be issued to students at the first class meeting each semester.
  3. An Adjunct Faculty Portfolio, in the timeline established by the College, by the Dual Enrollment Faculty. The portfolio shall include:
    - a. A short reflective statement on teaching philosophy and accomplishments.
    - b. A self-evaluation based on student reports of instruction.
    - c. Copies of the syllabi used for the current semester.
    - d. A copy of the final exam used in the last semester.
    - e. A copy of one assignment that demonstrates how the faculty member addresses a general education outcome.
  4. Performance evaluation of students in sequential courses.
  5. College's Student Evaluation of Instruction surveys in an environment similar to that afforded to students in other college classes (this evaluation will only reflect on the faculty member's ability to teach Florida SouthWestern Courses and will have no bearing on the individual's status as a teacher of high school courses).
  6. Tests and assessments in the course on the level of and covering material equivalent to that of other college classes. This will include, but is not limited to:
    - a. The use and administration of a common course assessment for each Dual Enrollment course offered on-site in the high schools, which will constitute a major component of the overall grade issued for that course.
    - b. Submitting a copy of the final exam, if not the common course assessment, for each course taught in each semester offered.
- E. Instructional quality shall be monitored by the appropriate College Dean or designee in the College and by the high school principal (or equivalent) or School designee in the high school. Student Evaluation of Instruction surveys shall be provided to the College administrator by the faculty member each semester.

F. Courses offered on a high school campus site must be comprised of Dual Enrollment students only. Enrollment for classes designated as writing intensive must be capped at 25 students per section.

G. Appointment of Faculty:

1. For Dual Enrollment courses offered on the high school site, the College, in conjunction with designated School personnel, will identify qualified applicants from the full-time high school faculty for selection by the principal (or equivalent). Under terms of this agreement, such applicants if qualified under regional accreditation standards shall be given first preference for instruction of courses to be offered at the high school site.
2. High school faculty who wish to teach courses offered under this agreement must meet the same qualifications as all other faculty employed by the College for similar instruction.
3. Potential instructors must apply to the Dual Enrollment adjunct pool through the College's job board. Credentials for any high school personnel being proposed as faculty for Dual Enrollment courses must be submitted to the College Director of Dual Enrollment or designee. This submission must occur no later than four weeks prior to the first day of classes at the high school campus.
4. For all designated courses, the College Dean will qualify Dual Enrollment faculty to ensure college-level instruction.
5. The College Dean is responsible for the final determination of the applicant's credentials.

H. Dual Enrollment In-Service Training and Mentoring:

1. Each semester, high school faculty who teach dual enrollment courses will be required to participate in an in-service experience hosted by the College.
2. To ensure course consistency and equivalency, high school faculty and college faculty in the same discipline will schedule at least one meeting per semester for the purpose of exchanging information, establishing peer relations, and reviewing course entry and exit competencies. These meetings will be scheduled through the offices of the College Director of Dual Enrollment or designee and the School designee.
3. Students are expected to do college-level work and to demonstrate competency equivalent to that of students in other college sections of the same course.

SECTION 8 – INSTITUTIONAL RESPONSIBILITIES FOR THE COST FOR DUAL ENROLLMENT COURSES AND PROGRAMS

A. Tuition and Fees:

1. Students enrolled in the Dual Enrollment/Early Admissions program shall be exempt from payment of all registration, matriculation, and laboratory fees.
2. Students enrolled in non-public school will be liable for the cost of instructional materials, special course fees, and any other fees.

B. Distribution of Financial Resources:

1. The College shall count students enrolled in courses under the terms of this Agreement as full-time equivalent students for purposes of generating FTE for College Program Funding, as provided by the current General Appropriations Act.
2. For dual enrollment courses offered on the College campus, the School pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2016-2017, the standard tuition at a Florida College System institution is \$71.98 per credit hour. These costs will not be passed along to the student. The School will be invoiced each term two weeks after the last day of drop and add. Payment will be due 45 days from date of invoice.
3. For dual enrollment courses offered on the high school campus by college faculty, the school must reimburse the college for costs associated with the proportion of salary and benefits of the instructor and other actual costs associated with Dual Enrollment to be determined during the 2016-2017 academic year with billing to occur between April 1 and May 1 2017.
4. Notwithstanding the provisions of Paragraph B(2) above, for the 2016 – 2017 academic year only, the School shall not be required to pay tuition for dual enrollment courses offered on the College campus for the attendance of students who meet the following criteria:
  - a. The student participates, on a full-time basis, in a non-traditional private school supporting a home-directed learning environment;
  - b. The payments received by the School on behalf of each student are less than \$3000.00 per year per student ; and
  - c. The services provided by the School to each such student is limited to instruction incident to the instruction received in a home-directed learning

environment and support services such as guidance counselling and curriculum guidance and report cards and diplomas.

- C. Courses which are taught under the provisions of this Agreement shall be provided in the facilities of the high school, on the College Campus, or in the appropriate off-campus center. High school facilities for purpose of this Agreement shall be available at no cost to the College.
- D. Regular School personnel may teach a Dual Enrollment course as part of their regular class load.
- E. Dual Enrollment teachers may be employed by the College to teach a class outside of the high school work day. For purposes of College faculty load calculations, they are subject to College adjunct faculty load procedures and limitations. Adjunct faculty members' maximum loads are twelve (12) contact hours per semester (Fall and Spring semesters). Anything beyond twelve (12) contact hours must be approved by the Provost and Vice President of Academic Affairs. The high school adjunct faculty member will satisfy the course teaching needs of the high school prior to being offered adjunct teaching responsibilities at the college outside of Dual Enrollment.
- F. The College and School shall coordinate services to secure books and other instructional materials for use by students enrolled in Dual Enrollment courses on the high school campus.

Textbook and other relevant coursework materials currency and compliance, as required by relevant State Rule and College requirements, will commence with the 2016-2017 Dual Enrollment Articulation Agreement. Dual Enrollment courses and instructors will use textbooks and other relevant coursework materials as adopted by the College for use in all sections of a course.

Classical Christian Academy

Name of Non-Public/Private School

Amy J Davis

Principal/Head of School - Amy J DAVIS

6/7/16

Date

[Signature]

President, Florida South Western State College

6/22/16

Date

Approved as to Form

[Signature]

General Counsel, Florida South Western State College

6/16/16

Date