

**2023-2024
DUAL ENROLLMENT ARTICULATION AGREEMENT**

BETWEEN

THE CHIPOLA COLLEGE BOARD OF TRUSTEES

AND

Dayspring Christian Academy

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 Dayspring Christian Academy, herein referred to as the "School."

The intent of this agreement is to provide maximum access while guiding students toward a well-thought-out program of study. It is not advisable for students to take excessive college courses that will meet neither general education nor common prerequisite course requirements. All students participating in the Dual Enrollment Program should work closely with advisors at Chipola College to make appropriate course selections

Each party will provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to parents and students (handbooks, classroom visits, newsletters, school based activities and college mailings, brochures).

According to s.1007.271, FS., the private School may not deny dual enrollment participation to students who meet both the statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

In consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, implementation, and maintenance of dual-enrollment programs, herein referred to as the "Program," the "College" and the "School." Any changes to this agreement, required because of Legislative action, shall be addressed and amended as needed. To establish and implement the Program, the parties agree to the following general principles:

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

- A. F.S. 1007.271 (2) defines an eligible secondary student is a student who is enrolled in any of grades 6 through 12 in a Florida public school or in a Florida private school. The College and the School will provide a mechanism

enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certification of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

- F. Student course selections must be approved by both the School guidance counselor and a Chipola College academic advisor. The School guidance counselor will ensure that high school graduation requirements are met as well as requirements to receive Bright Future's Scholarship. Academic advisors at Chipola College will ensure that students are taking courses that lead to the desired major.
- G. Eligible School students may enroll in classes conducted on the Chipola College campus. Pursuant to s 1007.271, F.S. students shall be permitted to enroll in classes on the college campus before and after school hours.
- H. All dual-enrollment students are Chipola College students and have the same library services and privileges as on-campus students.
- I. Florida Statute 1007.271(7), F.S. requires that career dual enrollment be provided for secondary students to pursue in order to earn industry certifications adopted pursuant to s. 1008.44, which count as credits toward high school diploma. Courses in most of the AS Programs at Chipola College lead toward industry certifications such as Cape Industry Certifications in CompTIA A+ and Network Plus. A.A. degree seeking students may also enroll in elective courses that lead to industry certifications.
- J. 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 board policies and procedures published in the College Catalog, Student Handbook, and other college information bulletins.
- K. The Dual Enrollment Course-High School Subject Area Equivalency List is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education as a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements. The current lists are available online by accessing the following links.

- Academic List

<https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>

- Career/Technical List:

<http://www.fldoe.org/core/fileparse.php/5421/urlt/CareerTechList.pdf>

registration is not open to students participating in the Dual Enrollment/Early Admission Program.

2. Guidance Services will be provided by academic advisors at Chipola College, namely the Dual Enrollment academic advisor. The College will provide an orientation for new dual-enrollment students. Each student, preferably through the use of FLVC.org, should develop a plan that includes a list of courses that will result in an Associate in Science degree, or an Associate in Arts degree. Dual-enrolled students should choose a major as part of the admissions process. This will facilitate academic advising and should prevent students from earning excess hours and taking courses unrelated to their major. The College will assist students, parents, and School counselors by providing up-to-date information about appropriate courses which should satisfy requirements for the student's major at Chipola and at the chosen transfer institution, if that institution is a public university in Florida or a participating member of the association of Independent Colleges and Universities in Florida (ICUF). Academic advising plans that list all required courses for the freshman and sophomore years are available on campus and online for all Associate in Science degree majors and for most Associate in Arts degree majors. The Florida Virtual Campus (FLVC) is available to all dual-enrollment students to access program specific requirements for all majors within the state public university system. Students are required to meet with a college academic advisor prior to each term. **Additionally, registration dates and times are listed in the College Catalog, Student Handbook/Planner, and on the College website.**
3. Students will meet with their School guidance counselor to decide on courses and to complete a Course Voucher.
4. Students will then meet with the Dual Enrollment Academic Advisor to register for courses. While the Academic Advisor provides counseling and guidance, students are responsible for their course schedules.
5. Student will submit Course Voucher to the Business Office
6. Student will obtain completed Book Voucher from the high school counselor and submit to the College Bookstore for instructional materials.
7. Students who will graduate prior to the completion of a dual enrollment course may not register as a dual enrollment student. An eligible student may enroll and pay tuition and fees.

C. In Order to be eligible for participation in the workforce development dual enrollment program a student must:

1. Have a minimum un-weighted cumulative high school grade point average of 2.0 and test scores on all sections, with a passing reading score, of the American College Test (ACT), or Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than 2 years old, or
2. Have a minimum un-weighted cumulative high school grade point average of 2.0 and TABE scores for workforce program entrance and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes. Scores can be no more than two years old.
3. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students as described in FS 1008 (3).
4. Have written approval of the high school principal.
5. A student can participate in the program for a maximum of three years.
6. 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.

D. In order to be eligible for participation in the workforce development early admissions program a student must:

1. Have completed the eleventh grade
2. Have a minimum un-weighted 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
3. Have a minimum un-weighted cumulative high school grade point average of 2.0 and TABE scores for workforce program entrance and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes. Scores can be no more than two years old.
4. Have written approval of the high school principal and the Board.
5. A student can participate in the program for a maximum of one year (equivalent of 12th grade.)
6. Must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
7. A student may take up to 450 clock hours per semester for two semesters.
8. 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.

prohibited.

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

- A. Students and parents must sign a Principles of Participation Agreement which outlines college-level course expectations. See Appendix A.
- B. Students and parents will attend a new DE-student Orientation in which they will be informed of the college-level course expectations.
- C. Each student, by registering, pledges to accept and obey the rules and regulations of the college including the Academic Honor Code
- D. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrolment postsecondary institution, including those offered on the private school campus.
- E. 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”. Courses are not “brought down” to high school level to accommodate variations in student age and/or maturity.
- F. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses.
- G. Dual enrollment courses become a part of the student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.
- H. Program students must meet College established deadlines for withdrawal and/or resignation from class(es). The college calendar, dates and deadlines are available in the college schedule of classes, the College Catalog, the Student Handbook/Planner and online at www.chipola.edu .

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

- A. There are no exceptions to the required grade point averages as outlined in Section IV.A.3 of this Agreement.

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

- A. 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 Future’s Scholarship. Academic advisors at Chipola College will ensure that students are taking courses that lead to the desired major.
- B. The student will choose the course(s). The guidance counselor will complete a course voucher with student signature.
- C. The student will meet with the Academic Advisor at the College who will register the student.
- D. The student will submit a copy of his/her schedule to the guidance counselor.

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 policies of the college including the Academic Honor Code. Students are responsible for the observance of all board policies and procedures published in the College Catalog, Student Handbook, and other college information bulletins.

- F. Student behavior which is disruptive to the learning environment may result in that student's loss of program eligibility.

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

- A. S.1007.271(20), F.S., requires the postsecondary institution to assign a letter grade to each student in the dual enrollment course. This letter grade shall be posted to the high school transcript.
- B. This letter grade becomes part of the student's high school transcript and college transcripts.
- C. The college granting postsecondary credit for a dual enrollment course is responsible for assigning grades for those courses. 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 on-line courses and 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 which earn college credit and therefore, must conform to college grading policy.
- D. Students must have approval from the private high school to withdraw from college coursework. Upon receiving an email approving the withdrawal and completion of the online request to withdraw, the registrar will officially withdraw the student from the College course.
- E. Program students must meet College established deadlines for withdrawal and/or resignation from class(es). The college calendar, dates and deadlines are available in the college schedule of classes, the College Catalog, the Student Handbook/Planner and online at www.chipola.edu .

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

- A. All students (public and private and home education) are exempt from the payment of tuition and fees.
- B. In accordance with established rule and law (SB 52, 2021) and to the extent that funds are available; the college will seek reimbursement for the tuition and instructional materials costs for participating private school students.

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

A. It is the responsibility of the student to provide his or her own transportation to the College.

XV. Section 1007.271.(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

- A. Students requesting disability accommodations will self-identify with the College Office of Disability Services. Students must provide the required documentation for reasonable accommodations. Chipola College will provide a dedicated academic advisor for students with disabilities to assist with related accommodations.
- B. The Private School will cover all costs associated with accommodations for dual enrollment students enrolled in 11 hours or less. The College will cover all costs associated with reasonable accommodations for dual enrollment students enrolled in 12 hours or more.

TERMS of AGREEMENT

This agreement shall be reviewed on an annually. Any changes shall be negotiated and placed in the agreement for the following academic year.

Approved:



Principal

5/25/23

Date

Approved:



Dr. Sarah Clemmons
Chipola College

5/31/23

Date

Appendix A

Principles of Participation

We are pleased that you have made this academic choice and encourage your full participation in this educational experience. To assure understanding of policies and procedures regarding conduct, curriculum, and communication you are asked to read and abide by the following:

I understand that I will be enrolled in college courses. The depth, breadth, rigor and pace of college courses will be at the college level. 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." Courses are not "brought down" to high school level to accommodate variations in student age and/or maturity. I understand that as a dually enrolled high school student in college courses I am subject to the same standards, policies, and responsibilities as other college students unless otherwise restricted by federal, state or local requirements. I understand that the curriculum content, evaluation, and selection of appropriate instructional materials are the prerogative of the college instructor and will not differ for dually enrolled students from that presented for traditional college students.

I understand that Chipola is an open campus and that I could be attending classes with non-high school aged students and that I may encounter students of a variety of ages and backgrounds while on the Chipola Campus.

I understand that I must agree to abide by all Chipola policies and procedures including but not limited to the Student Handbook, attendance policies and discipline policies as published. The only excused absences are those sanctioned by Chipola College. High school activities are not excused for students enrolled in classes at Chipola.

I understand that college credits earned under this program will be entered on my Chipola College transcript as well as on my high school transcript. The college grading policy will be used for all dual enrollment courses.

I understand that I can participate in the Dual Enrollment Program for a maximum of three years. Classes must be satisfactorily completed prior to high school graduation in order to count as high school credit and be covered by the agreement. Provisional college credit will be granted for work satisfactorily completed and final credit granted after I earn a high school diploma or equivalent.

I understand that if enrolled as an Early Admission student I must enroll and maintain fulltime status and cannot be concurrently enrolled in virtual high school or another college. I can participate in the Early Admission Program for a maximum of one year (equivalent of 12th grade).

I understand that as a Dual Enrollment Student I am responsible for completing the appropriate college forms and meeting college established deadlines for withdrawal and/or resignation from class(es). The college calendar, dates, and deadlines are available in the college catalog, student handbook/planner, and online at www.chipola.edu.