

**2026-2027****Personal Education Plan (PEP) Dual Enrollment
Articulation Agreement**

The PEP Dual Enrollment Articulation Agreement, pursuant to section (s.) 1007.271(13)(b), Florida Statutes (F.S.), requires each postsecondary institution to enter into an agreement with each PEP student seeking enrollment in a dual enrollment course and the student's parents.

THIS AGREEMENT is entered into by and between Chipola College, 3094 Indian Circle, Marianna, FL 32446, here in referred to as the "College and

_____, hereinafter referred to as "Student" and

_____, hereinafter referred to as "Parent.

Students participating in PEP are eligible to participate in dual enrollment. Students participating in PEP are not Home Education Students and have severed their ties with their home county or school district. The student/parent will be required to upload a copy of the Scholarship Letter to include the student's name and academic year to their initial Registration Request Form. The Parent will serve as the counselor and provide all required information such as the Cumulative, Unweighted High School GPA (3.0 minimum) and Minimum Placement Scores in Reading, Writing/Grammar, and Math.

I. Delineation of Courses and Programs.

- A. Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements as specified in the *Dual Enrollment Course Equivalency List*. Physical education/recreation courses and courses that carry less than three (3) semesters of college credit are excluded from this Agreement unless the class is a co-requisite lab required for the academic class. The courses offered each academic year shall be contained within the common course designation and numbering system approved by the College and the State Course Numbering System (SCNS).
- B. 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.
- C. Program students will be expected to meet firm assignment deadlines and should expect 2-3 hours of homework for each hour spent in class.

- D. 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.

II. Initial and Continued Eligibility Requirements

A Student whose Parent chooses to teach and direct the education of the child at home under a home education or PEP program as defined by 1002.01(1), F.S. and who meets all requirements for home education and PEP programs set forth in 1002.41, F.S., shall be permitted to enroll in dual enrollment coursework at College as permitted under 1007.271(13), F.S. **To meet eligibility requirements for participation in the Dual Enrollment Program, a home education student shall meet the following criteria:**

A. Initial Eligibility Requirements

1. An eligible home education Student must provide proof of official enrollment in a home education program pursuant to s. 1002.41, F.S.
2. Student and Parent must sign the Home Education Dual Enrollment Articulation Agreement
3. For Dual Enrollment students pursuing college credit students, must have a minimum un-weighted cumulative grade point average of 3.0 in at least five high school courses, passing reading scores and examination scores on all sections of the American College Test (ACT), or Scholastic Aptitude Test (SAT), Classic Learning Test (CLT), or Postsecondary Education Readiness Test (PERT). Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.
4. For Dual Enrolled students pursuing a workforce program students must have a minimum un-weighted cumulative high school grade point average of 2.0 in at least five high school credits and passing reading scores on the American College Test (ACT), or Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT), Classic Learning Test (CLT), **or** 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.
5. For Early Admission Program a student taking college credit courses must have completed the eleventh grade, have a minimum un-weighted cumulative grade point average of 3.0 in at least five high school courses and have passing scores on each subtest of the American College Test (ACT), Scholastic Aptitude Test (SAT),

Classic Learning Test (CLT), or Postsecondary Education Readiness Test (PERT). Official results must be on file with the College Registrar before the initial registration period. Scores can be no more than two years old.

6. In order to be eligible for participation in the **workforce development early admissions program** a student must:
 - a. Have completed the eleventh grade
 - b. Have a minimum un-weighted cumulative high school grade point average of 2.0 in at least five high school credits 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**
- c. Have a minimum un-weighted cumulative high school grade point average of 2.0 in at least 5 high school credits 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.
7. Prior to entry into the Dual Enrollment program, students must demonstrate a grade level of 6th grade. Prior to entry in the Early Admissions program, students must demonstrate completion of the 11th grade.

B. Continued Eligibility Requirements

1. Eligible dual enrollment and early admissions students must maintain a minimum cumulative College grade point average of 2.0. Students who fail to meet this requirement, in order to reestablish eligibility, will have the one-time option to enroll in 1-2 courses during the following **Summer Term**. The course(s) must be approved by the administration of the college and the district. If an ineligible student does not choose this option or fails to meet the minimum cumulative 2.0 GPA after the Summer Term, student will be placed on academic suspension until after high school graduation.
2. Program students cannot re-take classes in which a grade of “C” or higher has been earned.
3. Any letter grade below a “C” will not count as credit as satisfaction of the General Education requirement for the Gordon Rule requirement; however, all grades are calculated in a student’s GPA and will appear on their college transcript.
4. Dual enrollment and early admissions students may not repeat college credit or workforce development courses in which they have earned grades of W, D, or F

until after high school graduation. All grades including “W” for withdrawal, become part of the student’s permanent college transcript and may affect subsequent postsecondary admission. Dual Enrollment and Early Admissions students are not allowed to audit classes.

5. **Dual Enrollment:** Dual Enrolled students may pursue up to a total of 11 semester hours of college work during the fall, spring and summer. Workforce Dual Enrolled students may pursue up to a total of 330 clock hours during the fall and spring and 180 clock hours during the summer.
6. **Early Admissions:** Students can only Early Admit during their 12th High School Grade level and can only participate in Early Admit for 1 year (equivalent of 12th grade). **Early Admit students must enroll in a full-time status at the college and cannot be concurrently enrolled in homeschool or virtual school.** An Early-Admissions student is limited to 18 college credit hours per semester for two semesters. Workforce students may take up to 450 clock hours per semester for two semesters.
7. F.S. 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 progress of other students or the efficient administration of the course is hindered
8. Program students must adhere to college policies, attendance policies, and academic calendar as published in the annual Chipola College catalog and student planner. The only excused absences are those sanctioned by Chipola College.
9. Students who are no longer registered as a Home Education Student must notify the College immediately.

III. Cost

- A. Home education students are exempt from the payment of tuition, fees and instructional materials.
- B. Students must complete and submit a Course Voucher to the Business Office.
- C. Students must obtain a completed Book Voucher from the Dual Enrollment Advisor and submit to the College Bookstore.

IV. Transportation

Transportation is the responsibility of the individual student.

V. Student with Disabilities

- A. Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities.
- B. Students requesting disability accommodations will self-identify with the College Office of Disability Services. Students must self-identify themselves and provide appropriate documentation. Chipola College will provide a dedicated academic advisor for students with disabilities to assist with related accommodations.

VI. Principles of Participation and Expectations

- A. 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
- B. **See Appendix A—Principles of Participation**

VII. Transfer Guarantees Developed by the Department of Education

- A. The Florida Department of Education “Statement on Dual Enrollment Transfer Guarantees” is available at www.fldoe.org/policy/articulation Or <http://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml>

VIII. Enrollment Procedures

- A. Students are responsible for submitting each of the following documents to the College Registrar before enrolling for any Program course:
 - 1. A completed, online Chipola College Application for Admission
 - 2. A copy of his/her official high school transcript
 - 3. Official, college entry-level exam scores as required in Section III. A (**Initial Eligibility Requirements**)
 - 4. Completed PEP Dual Enrollment Articulation Agreement
 - 5. Completed Principles of Participation Form (Appendix A).

6. PEP Students must submit a copy of their Scholarship Award Letter annually. This form must be uploaded in the Course Request Form. **PLEASE NOTE: A NEW SCHOLARSHIP AWARD LETTER WILL BE REQUIRED EACH ACADEMIC YEAR**
7. Completed Home Education DE/EA Program Eligibility Form
8. Completed Course Voucher

IX. Registration Policies and Procedures

- A. 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 prerequisites course requirements. All students participating in the Dual Enrollment Program should work closely with advisors at Chipola College to make appropriate course selections.
- B. Registration policies for dual enrollment students are the same as registration process for all students. Students register during the early registration based on hours completed. Students who have completed the most hours get to register first for the upcoming semester. This process is posted on the Chipola College yearly academic calendar. Online registration is not open to students participating in the Dual Enrollment/Early Admission Program.
- C. 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 high 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.**

- D. Students and/or parents will meet the Dual Enrollment Academic Advisor to decide and register for courses. While the Academic Advisor provides counseling and guidance, students are responsible for their course schedules.
- E. Academic Advisor will register student for course(s)
- F. Student will submit Course Voucher to the Business Office
- G. Student will obtain completed Book Voucher from the Dual Enrollment Advisor and submit to the College Bookstore for instructional materials
- H. 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.

X. Withdrawal Policies and Procedures

- A. Students who withdraw from a course must complete the official Chipola College online form for *Withdrawal from Class* on or before the withdrawal date specified in the college catalog and submit to the Registrar.
- B. Withdrawals, “W”, count as a course attempt and become part of the student’s college transcript. Students may not repeat a course with a “W” until after high school graduation.

This agreement is entered into the _____ day of _____, 20____ by and
between **Chipola College** and _____;
on behalf of _____ Home education parent/guardian
_____ Home education student

Director of Enrollment Services Signature

Date

Parent/Guardian of Home Education Student Signature

Date

Home Education Student Signature

Date



Appendix A

Principles of Participation

INSTRUCTIONS: Both the student and a parent must read and sign.

Student's Name

First: _____ MI: _____ Last: _____

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:

1. 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.
2. 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.
3. 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.
4. 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.
5. I understand 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.

6. 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).
7. 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.
8. I understand that if I wish to withdraw or resign from a class I must submit an online withdrawal form. The withdrawal must be approved by the high school Guidance Counselor via an email to the Admissions and Records Office by the published deadline. Students are not allowed to audit classes. **NOTE: Jackson County does not allow withdrawals or audits.**
9. I understand that I may not repeat college credit or workforce development courses in which I have earned a grade of W, D, or F until after high school graduation. All grades including "W" for withdrawal, become part of the student's permanent college transcript and may affect subsequent postsecondary admission.
10. I understand I cannot re-take classes in which a grade of "C" or higher has been earned.
11. I understand the Gordon Rule (6A10.030) requires all Florida college students to make at least a "C" in each Math, English, and Writing course; however, all grades are calculated in a student's GPA and will appear on his/her transcript.
12. I understand that I must maintain a minimum cumulative College grade point average of 2.0. Failure to meet this requirement will result in academic suspension until after high school graduation.
13. I understand that if I resign from a public high school or receive a GED during the time I am enrolled in this program I will be liable for all fees and cost for that term.
14. I understand that I am responsible for requesting a final official high school transcript to be sent to the Admissions and Records Office denoting graduation and for submitting official college transcripts from any colleges I have attended.
15. I understand that I must complete a Residency Declaration for Tuition Purposes after high school graduation. Failure to submit will result in being classified as out-of-state for tuition purposes, which may impact eligibility for Florida Scholarships and a higher tuition rate.
16. I understand that students who have disabilities are required to contact the College Office of Disability Services. Students must identify themselves and provide appropriate documentation, which will be used to determine eligibility for reasonable accommodations.

My parent/guardian and I have read and understand this student agreement.

Student Signature

Date

Parent/Guardian Signature

Date

Chipola College does not discriminate against any persons, employees, students, applicants or others affiliated with the college with regard to race, color, religion, ethnicity, national origin, age, veteran's status, disability, sex, genetic information, marital status, pregnancy or any other protected class under applicable federal and state laws, in any college program, activity or employment.

For information about compliance with Title IX or compliance regarding harassment or discrimination, including sexual harassment and sexual violence, contact the College's Civil Rights Compliance Officer and Title IX Coordinator: Wendy Pippen, Associate Vice President of Human Resources, Civil Rights Compliance Officer and Title IX Coordinator, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 183C, 850-718-2269, pippenw@chipola.edu

Students with disabilities concerning reasonable accommodations should contact Student Disability Services, Ugreenal Ivey, 3094 Indian Circle, Marianna, FL 32446, Building A, Room 117, 850-718-2290, iveyu@chipola.edu