

2017-2018
DUAL ENROLLMENT ARTICULATION AGREEMENT

BETWEEN

THE CHIPOLA COLLEGE BOARD OF TRUSTEES

AND

THE JACKSON COUNTY SCHOOL BOARD

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 Jackson County School Board, 2903 Jefferson Street, Marianna, FL 32446, herein referred to as the "Board."

The State Board of Education adopted Rule 6A-10.024, F.A.C., specifying that articulation agreements shall be executed between community college boards of trustees and district school boards within each community college district. The College and the Board desire to implement this rule by creating opportunities for high school students to pursue college-level instruction and/or job preparatory training through articulated acceleration programs. These programs include the college-credit dual-enrollment program, the college-credit early admissions program, the workforce development dual-enrollment program, the workforce development early admissions program, and technical preparation programs (1007.27 and 1007.271 Florida Statutes).

In accordance with s. 1007.271(5) (16) district school boards shall annually assess the demand for dual enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet the demand and include access to dual enrollment on the high school campus where possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against dual enrollment courses is prohibited.

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. The Dual Enrollment Course Equivalency List can be found in Appendix I of the agreement.

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).

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 "Board." 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:

A. Course/Program Offerings

1. 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*. All high schools shall accept these postsecondary courses toward meeting the requirements of s. 1003.436, F.S. 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).
2. Courses offered will be determined by mutual agreement between the College President and the County Superintendent.
3. Courses and programs for the upcoming academic year must be submitted to the College on the Course and Instructor Approval Form by July 1. All courses must be mutually approved by the County Superintendent and the College President.
4. 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.
5. Program courses taught on a high school campus must be in a supervised class and are expected to maintain a college-like atmosphere with minimal interruptions of instructional time. Student behavior which is disruptive to the learning environment may result in that student's loss of program eligibility.
6. Each course taught on a high school campus as part of the Dual Enrollment Program must maintain a minimum of ten (10) and a maximum of twenty-five (25) students.
7. The college-level course work offered in the Program shall not duplicate high school curriculum. Only students who have been certified as dual-enrollment students according to the criteria in Section B of the agreement will be allowed to attend dual-enrollment classes on the high school campus.
8. The Board shall be responsible for incorporating all dual-enrollment course work within the district pupil progression plan.
9. Beginning with students entering grade 9 in the 2006-2007 school year, the revised language for Section 1007.271, F.S., requires the board to weigh dual 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.

10. 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.
11. The College shall determine course content in accordance with Southern Association of Colleges and Schools criteria, will develop the syllabi, and will select the instructional materials for all courses.
12. Eligible Jackson County students may enroll in classes conducted on the Chipola College campus. Dual Enrollment Courses offered at the high school are in-eligible courses for enrollment at the College during school hours. However, pursuant to s 1007.271, F.S. students shall be permitted to enroll in classes on the college campus before and after school hours.
13. All dual-enrollment students are Chipola College students and have the same library services and privileges as on-campus students. Computer access to LINCC (Library Information Network for Community Colleges) is available in high school libraries or from home computers; courier services are provided as available.
14. Florida Statue 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.

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. Student Eligibility Criteria for Initial Enrollment for Public Schools in Jackson County
 1. The College Board shall identify students qualified for participation in the Program. Students must demonstrate academic capabilities to pursue college-level instruction or job training programs.
 2. According to s. 1007.271, F.S. school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

3. Students must meet the following to be eligible for participation in the college credit dual-enrollment program: (Please note there are no exceptions to the required grade point averages on an individual basis)
 - a. Have a minimum un-weighted cumulative high school grade point average of 3.0 and passing reading scores 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.
 - b. Have test scores on all sections of the American College Test (ACT), or the Scholastic Aptitude Test (SAT), 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.
 - c. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students as described in FS 1008(3).
 - d. Have written approval of the high school principal.
 - e. Must be an eligible student enrolled in grades 6 through 12 in a Florida public school or in a Florida private school - in compliance with s. 1002.42(2) with a secondary curriculum pursuant to s. 1003.4282. Eligible students can participate in the program for a maximum of three years.
 - f. **A student may pursue up to a total of 11 semester hours of college work during the summer** and up to 11 semester hours during the fall and spring semester.

4. In order to be eligible for participation in the college credit 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 3.0 and passing scores on each subtest of 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.
 - c. Have written approval of the high school principal and the board.
 - d. A student can participate in the program for a maximum of one year (equivalent of 12th grade).
 - e. Must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
 - f. A student is limited to 18 hours per semester for two semesters.
 - g. 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.

5. In order to be eligible for participation in the workforce development dual-enrollment program a student must:
- a. Have a minimum un-weighted cumulative high school grade point average of 2.0 and passing reading scores 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.
 - b. Meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students as described in FS 1008 (3).
 - c. Have written approval of the high school principal.
 - d. A student can participate in the program for a maximum of three years.
 - e. 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.**

6. In order to be eligible for participation in the workforce development early admissions program a student must:
- a. Have completed the eleventh grade
Have a minimum un-weighted cumulative high school grade point average of 2.0 and passing scores on all subtest of the American College Test (ACT), or Scholastic Aptitude Test (SAT), 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.
 - b. Have written approval of the high school principal and the Board.
 - c. A student can participate in the program for a maximum of one year (equivalent of 12th grade.)
 - d. Must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
 - e. A student may take up to 540 clock hours per semester for two semesters.
 - f. 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.

C. Student Eligibility Criteria for Initial Enrollment in the Dual Enrollment/Early Admission Program for Private Schools, Home School Education, and Virtual High School students in Jackson County

1. Be officially enrolled in a private school, home school program, or Virtual High School Program (if enrolled simultaneously with public school system – student must meet public school eligibility criteria)
2. Be registered with school board in a county served by Chipola.
3. Pass all subtests of a State approved college placement test (ACT, SAT, or PERT,). Scores can be no more than two

- years old.
4. Submit a copy of Pupil Progression Plan and Home Education/Virtual High School Education Agreement (proof of enrollment in a home school or virtual high school program).
 5. Enrollment is limited to no more than 11 hours per fall and spring semester and **a total of 11 semester hours during the summer for students in the college credit Dual Enrollment Program** and 330 clock hours per semester for students in the Workforce Development Dual Enrollment Program.
 6. Enrollment is limited to no more than 18 hours per semester for students in the college credit Early Admission Program and no more than 540 clock hours per semester for Workforce Development students in the Early Admission Program.
 7. Enrollment is limited to 2 semesters (equivalent to senior year).

D. Student Eligibility Criteria for Continued Enrollment for All Dual Enrollment Students

1. Eligible dual enrollment and early admissions students must maintain a minimum term and cumulative College grade point average of 2.0. Students who fail to meet this requirement 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 toward 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 work force 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 post secondary admission. Dual enrollment and early admission students are not allowed to audit classes.

E. Faculty Eligibility Criteria

1. Criteria are the same for all faculty teaching postsecondary courses regardless of the location of the class (i.e., college campus, high school campus, or satellite site). There are no exceptions to the professional rules, guidelines, or expectations stated in the student handbook which applies to faculty members. There are no exceptions to the professional rules, guidelines, or expectations stated in the faculty or adjunct faculty handbook. The college is responsible for ensuring that all Dual Enrollment courses are taught by qualified faculty. Faculty teaching dual enrollment courses must

have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold a minimum of a master's degree. Chipola College shall approve all instructors.

2. All Program faculty will submit official college transcripts to the Chipola College Human Resource Office and complete the Chipola Dual Enrollment Faculty Agreement form and other College forms as requested.
3. All Program faculty will be provided with a copy of the current Dual Enrollment Adjunct Faculty Handbook, and are expected to adhere to the professional guidelines, rules, and expectations therein. All Program faculty will be provided with a current student handbook detailing add/drop and withdrawal policies, student code of conduct, grading policies, critical dates etc., and are expected to adhere to the guidelines, rules, and expectations therein.
4. All Program faculty will participate in an orientation, scheduled at a mutually agreed upon time and place. Orientation will include the following: Course & student learning outcomes, instructional requirements for teaching the course, and navigating the Learning Management System Canvas.
5. The College shall supervise Program faculty.
6. **The College Vice President of Instructional Affairs** or designee shall evaluate Program faculty during the academic term using the same criteria as for all other adjunct faculty. **The Vice President of Instructional Affairs** or designee will make a classroom visit, after which feedback will be provided to the Program faculty member.
7. The College shall also evaluate Program faculty via a student questionnaire each academic term. The questionnaire will be administered at or near the end of the term. The classroom visitation and questionnaire will be used by the College to monitor instructional quality in the Program.
8. At the end of the term, Program faculty will submit final grade rolls to both the high school and the College. All student folders for students enrolled in ENC 1101 and ENC 1102 must be submitted to the College **Vice President of Instructional Affairs** at the end of each term.
9. **The Director of Student Services** shall represent Chipola College in all matters pertaining to the operation of dual enrollment and shall serve as a liaison between Jackson County School Board and Chipola College.

F. Cost

1. Public school students participating in the Program will not be assessed matriculation fees, laboratory fees, or textbook costs. Students who apply late are responsible for any late registration fees.
2. Public school students participating in the Program may not register for Distance Learning Courses that require additional fees.

3. The College and the Board will claim FTE earned by enrolled students through the appropriate state procedures.
4. The Board shall provide and maintain appropriate educational and support facilities for the delivery of services to the enrolled students at no cost to the College.
5. The Board will provide qualified instructors who teach dual enrollment classes on the high school campus at no cost to the College.
6. The Board will provide appropriate instructional materials. These materials will be considered as Board property from the date of issuance. The Board or its designee will be responsible for the monitoring, reissuing/reusing, and accounting of instructional materials used by public school students pursuant to Sections 1006.29 and 1007.271, F.S.
7. The College will select textbooks used in all dual enrollment courses. Instruction materials used in program classes must be the same as those used with other postsecondary courses at the college with the same course prefix and number. The College will advise the school district of instructional material requirements as soon as that information becomes available, but no later than one term prior to a course being offered.
8. Private school, virtual high school and home school students will be responsible for textbook costs.
9. Any student who withdraws from a public high school or receives a GED during the time he/she is enrolled in this program will be liable for all fees for term in which GED was earned.
10. For dual enrollment academic courses offered on-line and on the Chipola College Campus, the Board will pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2017-2018, the standard tuition rate per credit hour is \$71.98 per credit hour. For programs leading to a career certificate or an applied technology diploma, (clock hour programs) the Board will pay the standard tuition rate of \$2.33 per clock-hour. The College will provide the Board with an invoice on or before November 1, for fall semester and on or before April 1, for spring semester. Payment of the invoice received in November is due by December 10th and payment of the invoice received in April is due by May 1.
11. Chipola College will handle all legitimate administrative services needed in operating the Dual Enrollment Program and thus will not reimburse any funds to Jackson County School Board.

12. The Board does not receive funding from FEFP during the summer and will not be responsible for paying dual enrollment tuition during the summer terms. The College will waive tuition for both summer terms.
13. For dual enrollment courses offered on the high school campus by a high school teacher, the Board is responsible for the costs associated with dual enrollment.

G. Enrollment Procedures

1. The College Registrar shall be responsible for the registration/enrollment of students. Class size limits are set by the College.
2. Students are responsible for submitting each of the following documents to the College Registrar before enrolling for any Program course:
 - a. A completed Chipola College application for admission.
 - b. An official copy of his/her high school transcript. Students who are attending or have attended other colleges must have official college transcripts sent to Chipola College prior to admission and registration.
 - c. An official entry-level examination score as required in Section B (Student Eligibility Criteria for Initial Enrollment) of this agreement.
 - d. A completed Program Eligibility Form. (Provides information regarding the student's examination scores and eligibility as a potential dual enrollment student.)
 - e. A completed Course Approval Form.
 - f. A completed Principles of Participation Form. (Informs student and parent of college level course expectations)
 - g. A completed Private School, Home Education/Virtual School agreement (if required).
3. Registration policies for dual enrollment students are the same as registration process for all students. Students register during early registration based on hours completed. Students who have completed the most hours, get to register first for the upcoming semester. Example: Day one of early registration, students who have completed 45 hours or more get to register on day one. On day two of early registration, students who have completed 30 hours or more get to register, thereafter all currently enrolled students can register for classes. This process is posted on the Chipola College Yearly calendar. On-line registration is not open to students participating in the Dual Enrollment/Early Admission Program.
4. Guidance Services will be provided by academic advisors at Chipola College. 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 Applied Technology Diploma, 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 in Jackson County 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. Registration dates and times are provided to high school guidance counselors via the Partner Program at Chipola College. Additionally, registration dates and times are listed in the College Catalog, Student Handbook/Planner and on the College web-site. Students who have disabilities are requested 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. Chipola College will provide a dedicated academic advisor for students with disabilities to assist with related accommodations. The Board 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. Students who have disabilities must report to Office of Students with Disabilities and identify themselves and provide appropriate documentation which will be used to determine eligibility for reasonable accommodations.

5. The process by which students are notified of the option to participate in the Dual Enrollment Program is as follows: Each party will provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to students (handbooks, classroom visits, newsletters, school based activities and college mailings, brochures).
6. Students who withdraw from a course taught on the high school campus must complete the official Chipola College form for Withdrawal from Class. Students must have approval from high school to withdraw from college coursework. The form and the textbook(s) must be delivered to the high school faculty member or designee. The high school faculty member or designee must then forward the completed form to the high school counselor, who will then send the form to the College Registrar on or before the final withdrawal date specified in the College catalog. The Registrar will officially withdraw the student from the College course. Students who withdraw from a

course taught on the College campus must complete the same form and turn it in to the College Registrar to be officially withdrawn from the College course. The Registrar will send a copy of the form to the high school counselor and remind students to turn in textbook(s) to the high school.

7. 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.
8. 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.
9. Program students must adhere to college attendance policies rather than high school attendance policies. The only excused absences are those sanctioned by Chipola College – high school activities are not excused for students enrolled in classes on the Chipola College campus.
10. Program students will be expected to meet firm assignment deadlines and should expect 2-3 hours of homework for each hour spent in class.
11. Students changing high schools during dual enrollment must notify the college.
12. Students withdrawing from a public high school and changing to home, virtual or private school must complete a Home School Agreement prior to the change.
13. Students who will graduate prior to completion of a dual enrollment course may not register as a dual enrollment student. An eligible student may enroll and pay tuition and fees

- H. The College Foundation offers tuition only scholarships (for a total of 60 college credit hours) to one valedictorian recipient from each public high school in the district. The College also provides information annually to each high school on their graduates who attend Chipola and participate in the honors program, receive scholarship awards, enroll in tech-prep programs, etc.
- I. The student shall be responsible for providing transportation if the instruction is conducted at a facility other than the high school campus.

This agreement shall be reviewed by the Jackson County Articulation Coordinating Committee on an annual basis. Any changes shall be negotiated and the agreement for the following academic year signed and in effect prior to high school registration for that academic year.

JACKSON COUNTY ARTICULATION COORDINATING COMMITTEE

Membership Roster

CHIEF INSTITUTIONAL OFFICERS

Mr. Larry Moore, Superintendent, Jackson County Public Schools
Dr. Sarah Clemmons, President, Chipola College

CHIEF ACADEMIC AFFAIRS OFFICERS

Ms. Jennifer See, Director of Middle School Education, Secondary Education and MIS,
Jackson County Public Schools
Dr. Pam Rentz, Vice President of Instructional Affairs

CHIEF STUDENT AFFAIRS OFFICERS

Ms. Shirl Williams, Director of Student Services, Jackson County Public Schools
Melissa Cauley, Director Student Services, Chipola College

CHIEF STUDENT RECORDS OFFICERS

Ms. Shirl Williams, Director of Student Services, Jackson County Public Schools
Ms. Stacey Hinson, Director of Enrollment Services, Chipola College

The undersigned agree to support the Inter-Institutional Articulation Agreement and to continually seek ways to improve articulation and better serve the residents of Jackson County.

Mr. Larry Moore, Superintendent
Jackson County School Board
Date

Chairman
Jackson County School Board
Date

Sarah Clemmons, Ph.D. President
Chipola College
Date

Chairman
District Board of Trustees
Chipola College
Date