

**2023-2024**

**DUAL ENROLLMENT ARTICULATION AGREEMENT**

BETWEEN

**THE CHIPOLA COLLEGE BOARD OF TRUSTEES**

AND

**THE WASHINGTON 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 Washington County School Board, 652 3<sup>rd</sup> Street, Chipley, FL 32428, 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 dual enrollment program, the workforce early admissions program, and the technical preparation programs (1007.27 and 1007.271, Florida Statutes).

In accordance with section 1007.271(5) (16), Florida Statutes (2021), 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 that discriminate against dual enrollment courses are 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. Therefore, all students participating in the Dual Enrollment Program should work closely with advisors at Chipola College to make appropriate course selections. A list of the state-approved college courses for dual enrollment can be found online at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>

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, college mailings and 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 section 1003.436, Florida Statutes. Physical education/recreation courses and courses that carry less than three (3) semester credit hours 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. Requests to offer Dual Enrollment courses on the high school campus for the upcoming academic year must be submitted to the College (using the Course and Instructor Approval Form) by June 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. Course topics are not adjusted 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. On either college or high school campuses, student behavior that is disruptive to the learning environment may result in that student's loss of program eligibility.
6. Dual enrollment courses taught synchronously by Chipola College faculty will meet virtually at a regularly scheduled time with faculty and students in

attendance. To offer college courses synchronously on the high school campus, a content certified high school instructor must be assigned to the class and the teacher should be in attendance for all classes.

7. To offer a dual enrollment course on a high school campus, the class must have a minimum enrollment of ten (10) and maximum of twenty-five (25) students. Any request for an exception to class enrollment must be sent to the **Vice President of Instructional Affairs** for consideration.
8. The college-level coursework 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.
9. The Board shall be responsible for incorporating all dual enrollment coursework within the district pupil progression plan.
10. Pursuant to section 1007.271, Florida Statutes, school districts and Florida College System institutions must 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 systems, alternative grade weighting systems, and information regarding student education options that discriminate against dual enrollment courses are prohibited.
11. 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 Futures Scholarships. Academic advisors at Chipola College will ensure that students are taking courses that lead to the desired major.
12. The College shall determine course content in accordance with SACSCOC criteria, will develop the syllabi, and will select the instructional materials for all courses.
13. Eligible Washington County students may enroll in classes conducted on the Chipola College campus or in dual enrollment courses offered at the high school. Pursuant to section 1007.271, Florida Statutes, students shall be permitted to enroll in classes conducted during school hours, after school hours, and during the summer term.

14. All dual enrollment students are Chipola College students and have the same library services and privileges as on-campus students.
15. Section 1007.271(7), Florida Statutes, requires that career dual enrollment be provided for secondary students in order to pursue industry certifications adopted pursuant to section 1008.44, Florida Statutes, which count as credits toward a high school diploma. Courses in most of the A.S. 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 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 Washington County
  1. The College shall determine student eligibility for participation in the Program. Students must demonstrate academic capabilities to pursue college-level instruction or job training programs. It is recommended that a dual enrolled student's first experience with college level course-work be in the traditional face-to-face classroom environment when available.
  2. According to section 1007.271, Florida Statutes, 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 unweighted cumulative high school grade point average of 3.0 in at least 5 high school credits.
    - 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), with a passing Reading score. 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 section 1008(3), Florida Statutes.
  - 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 section 1002.42(2), Florida Statutes, with a secondary curriculum pursuant to section 1003.4282.
  - f. A student may pursue up to a total of eleven semester hours of college work during fall, spring, and summer semesters.
4. Students must meet the following to be eligible for participation in the college credit Early Admissions Program:
- a. A student must have completed the eleventh grade.
  - b. A student must have a minimum unweighted cumulative high school grade point average of 3.0
  - c. 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.
  - d. A student must have written approval of the high school principal and the Board.
  - e. A student can participate in the program for a maximum of one year (equivalent of 12<sup>th</sup> grade).
  - f. A student must maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
  - g. The student is limited to eighteen hours per semester for two semesters.
  - h. 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. Students must meet the following to be eligible for participation in the workforce dual enrollment program:
- a. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and test 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 2 years old, or
  - b. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and TABE scores within the first six weeks of entrance in

a workforce program and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes Rule 6A-10.0315. Scores can be no more than two years old.

- c. A student must meet same placement test score requirements in applicable areas and chosen program of study as all postsecondary students as described in section 1008(3), Florida Statutes.
  - d. A student must have written approval of the high school principal.
  - e. A student can participate in the program for a maximum of three years.
  - f. 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 early admissions program:
- a. A student must have completed the eleventh grade.
  - b. A student must have a minimum unweighted 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
  - c. A student must have a minimum unweighted cumulative high school grade point average of 2.0 and TABE scores within the first six weeks for workforce program entrance and passing TABE scores for workforce program exit, unless otherwise exempt by Florida Statutes Rule 6A-10.0315. Scores can be no more than two years old.
  - d. A student must have written approval of the high school principal and the Board.
  - e. A student can participate in the program for a maximum of one year (equivalent of 12<sup>th</sup> grade).
  - f. A student must enroll and maintain full-time status at Chipola and cannot be concurrently enrolled in high school, virtual school, or another college.
  - g. A student may take up to 450 clock hours per semester for two semesters.
  - h. 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 Continued Enrollment for All Dual Enrollment Students

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 will be placed on academic suspension until after high school graduation.

2. Program students cannot retake 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 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 admission students are not allowed to audit classes.

#### D. 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, online, or satellite site). 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 Resources 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 Faculty Handbook and are expected to adhere to the professional guidelines, rules, and expectations therein. All Program faculty will be provided with a current catalog that details 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 annual curriculum session as needed. New program faculty will participate in an orientation that will include the following: course and student learning outcomes, instructional requirements for teaching the course, and navigating the Learning Management System: Canvas.

5. The College shall evaluate Program faculty.
  - a. During the academic term, the **Vice President of Instructional Affairs** or designee will conduct a classroom observation, after which feedback will be provided to the Program faculty member.
  - b. 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.
6. Program faculty will utilize Canvas through the College system for instructional and grading purposes. All student essays for students enrolled in ENC 1101 and ENC 1102 must be submitted through Turn It In within Canvas by the College's deadline for grade submission. Program faculty will submit final grades to the College registrar.
7. The Associate Vice President of Student Affairs shall represent Chipola College in all matters pertaining to the operation of dual enrollment and shall serve as a liaison between Washington County School Board and Chipola College.

#### E. 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 Independent 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 credentialed instructors to teach dual enrollment classes on the high school campus at no cost to the College.



6. The Board will provide appropriate college-selected instructional materials for Fall and Spring terms. 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, Florida Statutes.
7. The College will select textbooks used in all dual enrollment courses. Instructional 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. 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 the term in which the GED was earned.
9. In accordance with section 1007.271(21)(n)1, Florida Statutes, for dual enrollment courses offered online and on the Chipola College campus during the fall or spring terms, the Board shall pay the College the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program (FEFP). The standard tuition rate for 2023-2024 is expected to be \$71.98 per credit hour or credit hour equivalent but is subject to change depending on legislation. The College will provide the Board with an invoice on or before November 30 for the fall term and on or before April 30 for the spring term.
10. Chipola College will handle all legitimate administrative services needed in operating the Dual Enrollment Program; thus, the College will not reimburse any funds to Washington County School Board.
11. 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. In accordance with section 1007.271(21)(n)2, Florida Statutes, subject to annual appropriation in the General Appropriations Act, the College will seek reimbursement from the State for dual enrollment courses taken during the summer terms.
12. For dual enrollment courses offered on the high school campus by a College-approved high school teacher, the Board is responsible for the costs associated with dual enrollment.

## F. Enrollment Procedures

1. The College registrar shall be responsible for the admission and enrollment of students. Class size limits are set by the College.
2. A student is 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, deadlines, and procedures for dual enrollment students are the same as the registration policies, deadlines, and procedures 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: Students who have completed 30 hours or more get to register on day one. Thereafter, all currently-enrolled students can register for classes. This process is posted on the Chipola College academic calendar found on the College website. Online registration is not open to students participating in the Dual Enrollment/Early Admission Program.
4. Advising 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 [www.FLVC.org](http://www.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 majors. The College will assist students, parents, and high school counselors in Washington County by providing up-to-date information about appropriate

courses that 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 pathways 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 College Dual Enrollment advisor and other Student Affairs Department staff at Chipola College. Additionally, registration dates and times are listed in the College Catalog, Student Handbook/Planner and on the College website. 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 eleven hours or less. The College will cover all costs associated with reasonable accommodations for early admittance students enrolled in twelve hours or more.

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, college mailings and brochures).
6. Students must have approval from the high school to withdraw from college coursework. Students who withdraw from a course taught on the high school campus must complete the official Chipola College online form for withdrawal from class. 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. Students who withdraw from a course taught on the College campus must complete the same online form and have approval from the high school to be officially withdrawn from the College course. Textbook(s) must be returned to the high school faculty member or designee.

7. Program students must meet College established deadlines for withdrawal and/or resignation from class(es). The College academic calendar, with dates and deadlines, are available in the College schedule of classes, the College catalog, the student handbook/planner and online at [www.chipola.edu](http://www.chipola.edu).
8. In accordance to section 1007.271(20), Florida Statutes, the College which is granting postsecondary credit, will assign a letter grade to each student in the dual enrollment course. 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 online courses and/or 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 that earn college credit; therefore, the assigned grades 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 two to three 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.

- G. 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. For their graduates who attend Chipola College, the high schools will receive from the College annual reports related to participation and success in various college programs and activities.
  
- H. 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 Washington 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.

## WASHINGTON COUNTY ARTICULATION COORDINATING COMMITTEE

### Membership Roster

#### CHIEF INSTITUTIONAL OFFICERS

Mr. Joseph Taylor, Superintendent, Washington County Public Schools

Dr. Sarah Clemmons, President, Chipola College

#### CHIEF ACADEMIC AFFAIRS OFFICERS

Ms. Susan Saunders, Director of Curriculum and Instruction, Washington County Public Schools

Dr. Pam Rentz, Vice President of Instructional Affairs, Chipola College

#### CHIEF STUDENT AFFAIRS OFFICERS

Ms. Susan Saunders, Director of Curriculum and Instruction, Washington County Public Schools

Ms. Bonnie Smith, Associate Vice President of Student Affairs, Chipola College

#### CHIEF STUDENT RECORDS OFFICERS

Ms. Becky Dickson, Director of Assessment and Accountability, Washington County Public Schools

Ms. Ashley Harvey, Director of Enrollment Services and Registrar, Chipola College


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

  
\_\_\_\_\_  
Mr. Joseph Taylor, Superintendent  
Washington County School Board

5/8/23  
Date

  
\_\_\_\_\_  
Chairman  
Washington County School Board

5/8/2023  
Date

  
\_\_\_\_\_  
Sarah Clemmons, Ph.D., President  
Chipola College

6/21/23  
Date

  
\_\_\_\_\_  
Chairman  
District Board of Trustees  
Chipola College

6/20/23  
Date