

# **DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN THE UNIVERSITY OF WEST FLORIDA AND THE SCHOOL BOARD OF SANTA ROSA COUNTY, FLORIDA**

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT is entered into between the University of West Florida, acting for and on behalf of the University of West Florida Board of Trustees, a public body corporate hereinafter referred to as the “University” and the School Board of Santa Rosa County, Florida, hereinafter referred to as the “School Board” and becomes effective as of the date last signed below.

WHEREAS, the Florida Legislature has promulgated Florida Statute, section 1007.271 providing for the adoption of articulation plans for university level instruction for high school students, and

WHEREAS, the parties hereto believe that the adoption of an articulation plan will provide enhanced learning opportunities for qualified students in the high schools of Santa Rosa County, Florida, during and after normal class hours through the effective use of the University’s programs and resources;

THEREFORE, the University and the School Board hereby agree as follows:

## **A. DUAL ENROLLMENT PROGRAM**

- 1. Student** – Student success in the Dual Enrollment Program is dependent upon the student’s academic readiness and social maturity.
- 2. Course Offerings** – University level courses determined by the high school to be creditable toward the student’s high school diploma may be offered by the University for high school students participating in the Dual Enrollment Program. Eligible secondary students shall be permitted to enroll in such creditable courses conducted during school hours, after school hours, and during summer terms. The University shall assume responsibility for the maintenance of the instructional quality in accordance with the requirements of section 1007.271(5) of the Florida Statutes.
- 3. Faculty** – Dual Enrollment instructors shall be regularly employed faculty of the University. As required by University policy, the faculty and course shall be evaluated by the approved student evaluation instrument and by the University academic department head.
- 4. Dual Enrollment Program** – The Dual Enrollment Program provides accelerated postsecondary learning opportunities for qualified high school students through the effective use of the University’s courses, services, and resources.
  - a. Students are eligible if they have met the requirements of Section 1007.271 Fla. Stat. and when approved by their high school representative(s) to have:
    - (1) Attained grade level of at least sixth through twelfth;
    - (2) Earned a minimum of no less than three high school core academic credits;
    - (3) Achieved a minimum high school un-weighted core academic grade point average (GPA) of 3.00; students must maintain the 3.00 GPA each semester to continue participation in Dual Enrollment

- (4) Have a minimum test score of:

510 on the rSAT Evidence-Based Reading & Writing and 500 on the SAT Mathematics

*(SAT tests prior to March 2016, 460 on the SAT CR and M, and 450 on SAT W)*

**OR**

18 on the ACT-E, 19 on the ACT-R, and 20 on the ACT-M

**OR**

106 on the PERT Reading, 115 on the PERT Math, and 103 on the PERT English

- (5) Enrolled in a Santa Rosa County High School or Santa Rosa Online Academy for one full semester prior to dual enrollment. A transfer student that has successfully completed a dual enrollment course (as indicated on the student's transcript from the sending school) and meets the requirements will be allowed with permission to dual enroll upon initial enrollment with the district.
- (6) Consulted with their high school guidance counselor about taking dual enrollment course(s) at the University of West Florida ("UWF").
- b. Home school students must be in compliance with section 1002.41, Fla. Stat. or section 1007.271(13) Fla. Stat.
- c. Students eligible for Dual Enrolled courses shall:
- (1) Obtain and complete the following forms:
- (a) UWF Dual Enrollment application, available on UWF web page;
- (b) UWF Dual Enrollment Approval Form, available on UWF web page.
- This form is required for each semester of dual enrollment.
- (2) Return the completed forms, with required signatures, to the Dual Enrollment Coordinator as soon as they are completed, but no later than the first day of classes;
- (3) Complete the online Mandatory Immunization Health History Form, and, if necessary, submit supporting documentation to:

Student Health Services, Building 960  
Phone: 474-2172  
FAX: 857-6100  
healthservices@uwf.edu

*The Mandatory Immunization Health History Form and supporting documentation is required for registration. Exceptions may be granted in the event of medical contraindications or for religious reasons.*

- (4) Communicate with the Dual Enrollment Coordinator to complete the course registration process ;
  - (5) Purchase a UWF Nautilus Card and , if necessary, a UWF parking decal for students taking courses offered on the UWF campus;
  - (6) Refer to the Office of the Registrar web page for registration dates and deadlines.
5. **Student Registration and Student Responsibilities** – Eligible students shall comply with the regular registration procedures of the University. Students shall obtain appropriate advisement from the respective high school for selected courses prior to registration. Students enrolled in the Dual Enrollment program are subject to all University policies and procedures while on any UWF campus or at any UWF sponsored programs off-campus.
  6. **Maximum number of credits per semester** – Full-time Dual Enrolled students may register for a maximum of fifteen (15) semester hours per semester or six (6) hours for a summer term (see early admissions program below). A student who enrolls as a part time Dual Enrollment student may take a maximum of six (6) hours per semester while maintaining four (4) classes on the high school campus. It shall be the responsibility of the high school to verify that the students have completed the necessary prerequisites for each course.
  7. **Maximum number of credits earned as a dual enrollment student** – The maximum number credit hours that can be earned cumulatively as a dual enrollment student shall not exceed sixty (60) semester hours.
  8. **Credits** – Postsecondary instruction approved for Dual Enrollment must be creditable toward the high school diploma and the baccalaureate degree in a manner consistent with the Dual Enrollment Course-High School Subject Area Equivalency List approved by the Florida Board of Education as posted on <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>
  9. **Posting Credits** – Postsecondary credits earned in Dual Enrollment shall be posted on the high school and University transcripts in a manner consistent with the Dual Enrollment Course List approved by the Florida Board of Education.
  10. **Weighting** – Pursuant to Section 1007.271 (18) Fla. Stat., the School Board and the University must weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.
  11. **Withdrawing from a course** – Student participating in Dual Enrollment courses will not be permitted to withdraw from a course unless it is mutually agreed upon by the University and the school principal or appointed designee. Students who withdraw from courses without the permission of the high school will forfeit the opportunity to participate in the Dual Enrollment program for the next full-time semester, which may include summer terms. Students receiving a grade of D or F will lose eligibility for Dual Enrollment for courses taken on the University campus for at least one semester, including summer semester.

- 12. Student Monitoring** – Monitoring of student performance subsequent to enrollment in Dual Enrollment courses shall be the responsibility of the high school. At the conclusion of each academic semester, the high school will review the academic progress of each participating student. In situations where a student has demonstrated academic difficulties, the student may be denied the opportunity to take additional dual enrollment courses at the University. Dual enrolled students must maintain a cumulative University GPA of 2.50.
- 13. Enrollment Limits** – The University may cancel a course based upon low enrollment, and the determination for what constitutes low enrollment is at the discretion of the academic department offering the course.
- 14. Transportation** – Transportation for any student receiving Dual Enrollment instruction shall not be the responsibility of the University, but rather is the responsibility of the student or the student's parents.
- 15. Fees and Textbooks** – Dual Enrollment students shall be exempt from the payment of registration, tuition, and laboratory fees. Instructional materials assigned for use within dual enrollment courses shall be made available to Dual Enrollment students free of charge by the School Board. Instructional materials purchased by the School Board on behalf of a Dual Enrollment student shall be the property of the School Board. Section 1007.271 (16) & (17) Fla. Stat. Students are required to return book(s) to the School Board after completion of a course. Students are responsible for the payment of library and/or parking fines, annual Nautilus Card (UWFID) fees, and parking decals.
- 16. Information** – The School Board shall provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to parents and students. Section 1007.271(8) Fla. Stat.
- 17. Screening and Academic Counseling** – Eligible students may exercise their option to participate in the Dual Enrollment Program by following the registration and guidance procedures outlined by the School Board and the University. Students are required to meet with their respective high school counselor to review eligibility criteria and to develop a graduation plan. Once the high school counselor has determined that the student is eligible for the Dual Enrollment Program and has developed a plan for the student, the student will complete the approval forms and contracts as appropriate.
- 18. Reporting** – Each party is responsible for reporting information required by the State in a timely manner.

**B. EARLY ADMISSIONS PROGRAM**

- 1. Student** – Student success in the Early Admissions Program is dependent upon the student's academic readiness and social maturity.

2. **Early Admissions Program** – The University provides an opportunity to outstanding high school students to enter the University as full-time, degree-seeking students upon completion of the eleventh grade through the Early Admissions Program. Section 1007.271 (10) Fla. Stat. Early Admission decisions are made as a result of a comprehensive review in the same manner as other “First Time in College” student admissions decisions.
3. **Application for Early Admission** – Students applying for the Early Admissions Program must complete the University’s application for undergraduate admission and provide all supporting documentation, including SAT and/or ACT test scores.
4. **Fees and Textbooks** – Early Admissions students shall be exempt from the payment of registration, tuition and laboratory fees. Section 1007.271(10) & (16) Fla. Stat. Instructional materials assigned for use within Dual Enrollment/Early Admission courses shall be made available to Dual Enrollment/Early Admission students free of charge by the School Board. Instructional materials purchased by the School Board on behalf of a Dual Enrollment/ early admission student shall be the property of the School Board. Section 1007.271 (17) Fla. Stat. Students are required to return book(s) to the School Board after completion of a course.
5. **Information** – The School Board shall provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures for this program to parents and students. Section 1007.271(8) Fla. Stat.
6. **Reporting** – Each party is responsible for reporting information required by the State in a timely manner.

#### C. FUNDING

**Funding for Dual Enrollment and Early Admissions students.** Payment or reimbursement to the University shall be in accordance with section 1007.271 (21) Florida Statutes. The School Board shall pay to the University the basic UWF, in-state undergraduate per credit hour tuition rate for each Dual Enrolled student. For the 2018-2019 school year, the amount is (\$105.07) per credit hour.

- a. Following verification of enrollment, after the University’s drop/add date, the University shall invoice the School Board for the Dual Enrolled students. The invoice shall be submitted to the School Board no later than one week after the drop/add deadline. Payment shall be made by the School Board to the University within thirty (30) days of the date of the invoice.
- b. For purposes of determining payment due the University, on-line or hybrid classes offered by the University are considered to be on the University campus.

#### D. GENERAL TERMS

1. **Term** – The initial term of this Agreement shall be for one year and shall automatically renew for additional one year terms. Either party shall have the right to terminate this Agreement for any reason by providing ninety (90) days written notice prior to the expiration of a current term. The parties to this Agreement agree to revise or modify it only by written amendment signed by both parties.

2. Neither party may assign any rights or obligations under this Agreement without the prior written consent of the other party.
3. This Agreement may be executed by electronic or facsimile means and in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
4. This document constitutes the entire agreement regarding the subject matter hereof between the parties and supersedes and replaces all prior agreements between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF the authorized representatives of the parties execute this Agreement below:

**THE UNIVERSITY OF WEST FLORIDA**

BY: \_\_\_\_\_  
Dr. George Ellenberg  
Provost & Senior Vice President

\_\_\_\_\_ DATE

By: \_\_\_\_\_  
Tom Jewell, Director  
UWF Enrollment Affairs

By: \_\_\_\_\_  
Kelley Brundage, University Registrar  
UWF Office of the Registrar

By: \_\_\_\_\_  
Katherine Condon, Director  
UWF Undergraduate Admissions

By: \_\_\_\_\_  
Eddie Rogers, Associate Director  
UWF Enrollment Affairs

**THE SCHOOL BOARD OF SANTA ROSA COUNTY**

BY: \_\_\_\_\_  
Diane Scott, Board Chair

\_\_\_\_\_ Date

ATTEST: \_\_\_\_\_  
Tim Wyrosdick, Superintendent

\_\_\_\_\_ Date