




EXHIBIT "C"

OFFICE OF THE PRESIDENT

Item 5.3.2

PRESENT TO BOARD: MAY 17, 2023

TO: SOUTH FLORIDA STATE COLLEGE
DISTRICT BOARD OF TRUSTEES

FROM: THOMAS C. LEITZEL 

SUBJECT: DUAL ENROLLMENT AGREEMENT – HOME EDUCATION STUDENTS AND PARENTS

Approval is requested to **renew** the dual enrollment agreement between Home Education Students and Parents and South Florida State College for the purpose of providing dual enrollment opportunities to Home Education Students. **This agreement renews in 2024.**

SUGGESTED MOTION:
Move to approve the agreement between Home Education Students and Parents and South Florida State College as presented.

**DUAL ENROLLMENT AGREEMENT
BETWEEN
HOME EDUCATION STUDENTS AND PARENTS
AND
SOUTH FLORIDA STATE COLLEGE**

2023-2024

Florida statute 1007.271 requires the annual development of dual enrollment agreements between the South Florida State College President and the home education student seeking enrollment in a dual enrollment course to provide an acceleration mechanism for dual-enrolled high school students. This agreement is to be completed and submitted to the Registrar's Office of South Florida State College during the first term of enrollment each year.

The term of this agreement shall commence **July 1, 2023**, and end **June 30, 2024**.

Program Definition

Section 1007.271, Florida Statute, defines dual enrollment as the enrollment of an eligible home education student in a postsecondary course that is creditable toward a career certificate, associate, or baccalaureate degree.

Notification of Students and Parents

The college will work with the home school students and their parents or guardian(s) to provide them with information regarding the dual enrollment program. This information shall be provided on the college's website, by the college Registrar, and by the college Advisor for Dual Enrollment.

Eligibility Requirements

Homeschooled students who wish to take college credit or technical dual enrollment courses must be eligible as defined by F.S. 1000.271(2), and/or meet the following criteria in preparation for enrollment:

- Provide proof of enrollment in a home education program under Florida Statute 1002.41
- Sign a home education articulation agreement before the registration
- Complete the college Admissions Application
- Meet with the college's academic advisor or counselor to establish their degree plan which includes course requirements
- Each student must complete assessment testing (see below)
- Students enrolled in college credit courses must pass required sections of the ACT, SAT, or PERT or submit scores less than two years old
- Students enrolled in technical credit courses must take the PERT or TABE examination
- Complete the registration process outlined in the *Dual Enrollment Parent and Student Handbook* (available on the college website <http://www.southflorida.edu/future-students/dual-enrollment> under the high school tab)
- Parents and students should review the *Dual Enrollment Parent and Student Handbook* before the first class.
- Complete GPS New Student Orientation

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Assessment Testing

The college will be responsible for administering the PERT to those eligible home-schooled students applying for dual enrollment. Students who are not successful on the first attempt must complete remediation before the second attempt.

- College credit dual-enrolled students will be required to complete the PERT, ACT, or SAT and submit scores that are less than two years old.
- Students may not take dual enrollment classes corresponding to any section not passed (i.e., math, writing, reading.)
- College credit students are limited to accumulating no more than 12 credit hours without passing all sections of PERT, ACT, or SAT.
- Technical dual enrollment students will take the PERT or TABE assessment within six weeks of entry to a technical program.

Availability of Programs and Courses

Dual enrolled home-schooled students should meet with a college advisor to establish their intended college major and establish a customized program of study that delineates the college courses that will best assist the student in meeting their educational goals. For the college transfer student, many of the courses needed are general education courses including humanities, communications, mathematics, science, and social sciences. If the student identifies a baccalaureate degree as the educational goal the plan must include courses that will meet the general education requirements and any prerequisite requirements available for entrance into a selected baccalaureate degree program. For technical education students, courses will be directly related to the certificate or associate degree programs in which they are enrolled.

Physical education and college preparatory courses are excluded from this agreement.

Full-time dual-enrolled students should take 12 hours but may not exceed 15 college credit hours per fall or spring term. All dual-enrolled students must limit courses taken to those required for their anticipated college program and meet the high school graduation requirements.

A list of courses available for dual enrollment is available on the dual enrollment website. 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 and published as the statewide *Dual Enrollment Equivalency List*.

Most postsecondary courses taken through dual enrollment that are part of a postsecondary career and technical program of study including college credit certificate, career certificate, and Associate in Science (A.S.) will be awarded 0.5 credits toward high school graduation. For technical dual enrollment, courses and programs must lead toward an approved industry certification. **Note: Students seeking to meet the requirements of a three-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through dual enrollment must carefully choose dual enrollment courses that meet the requirements for 3 sequential credits in one career education program.**

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The following college credit certificate programs are available for dual enrollment:

- Accounting Applications
- Business Management
- Computer Programming
- Graphic Design Support
- Landscape and Horticulture Professional
- Landscape and Horticulture Technician
- Medical Office Management
- Office Management

The following Career Certificate programs are available for dual enrollment:

- Administrative Office Specialist
- Heating, Ventilation, AC, Refrigeration (HVACR)
- Automotive Collision Technology Technician
- Automotive Service Technology
- Professional Culinary Arts and Hospitality
- Electrical Line Worker
- Medical Administrative Specialist
- Medical Assisting

Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term. Selective programs are not typically eligible for dual enrollment.

Transfer Guarantee

Section 1007.271(15), F.S., requires the Department of Education to develop a statement on transfer guarantees to inform students and their parents, before enrollment in a dual enrollment course, of the potential for the dual enrollment course to articulate as an elective or a general education course into a postsecondary education certificate or degree program.

The statement is at: http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=1000-1099/1007/Sections/1007.271.html

Accommodations

The college seeks to ensure that programs, services, and facilities are accessible to and usable by persons with disabilities. If you are a qualified student with a documented disability, the college will make every effort to provide reasonable accommodations. For more information, contact the disabilities specialist at disabilitiesspecialist@southflorida.edu or by calling (863) 784-7176.

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Institutional Responsibilities

Students enrolled in dual enrollment classes are subject to the student policies and procedures of the college.

The college will assign letter grades to each student enrolled in a dual enrollment course and these will be entered on the college transcript.

Student Responsibilities

Homeschooled students enrolled in dual enrollment classes and their parents or guardian should be aware of the following:

- a. The selection of courses must meet both high school and college degree requirements, including approved program prerequisite courses, to minimize student and state costs for excess hours. Students must take college courses that are a part of their college degree plan in order not to jeopardize future financial aid and/or scholarship opportunities.
- b. College-level course materials and class discussions may reflect topics not typically included in high school courses. Courses will not be modified to accommodate variations in dual enrollment student age and/or maturity.
- c. Students must maintain good academic standing at the college to continue in dual enrollment courses. Students must make a C or better in dual enrollment classes.
- d. All course grades are calculated in a student's college GPA and will appear on the permanent college transcript.
- e. Any letter grade below C will not count toward satisfaction of the requirements in State Board of Education Rule 6A-10.030.
- f. All grades, including W for withdrawal, become a part of the student's permanent college transcript and will affect subsequent postsecondary admission.
- g. Students below the required GPA, or who are unsuccessful in a college-level course (D, W, or F), must sit out one term before re-enrollment into a dual enrollment class.
- h. Students must follow the deadlines posted in the college academic calendar if they wish to drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through the college registrar's office or campus dual enrollment advisor.

Fees

Dual enrollment students are exempt from the payment of matriculation, tuition, and laboratory fees.

Homeschooled dual enrollment students are responsible for providing their transportation. (Exception: Students may be required to pay the laboratory fees in selected programs.)

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Textbooks and Instructional Materials

Following F.S. 1007.271, home school students will receive free textbooks and instructional materials while taking classes at South Florida State College. Specifically,

- Students and parents must have signed the formal home school agreement for the current academic year
- Textbooks and instructional materials must be obtained from the Advisor for Dual Enrollment
- The college will issue the student the most cost-effective textbook and instructional materials option for the institution (i.e., rental books, used books, etc.)
- When picking up textbooks, students must sign a Textbook Agreement Form to receive required textbooks and instructional materials
- Textbooks and instructional materials must be returned to the Advisor for Dual Enrollment at the specified return date. Students who fail to return textbooks and instructional materials will:
 - Have financial holds placed on their accounts
 - Have their registration canceled for the upcoming term
 - Be barred from further registration until financial holds are lifted

Transportation

Students are responsible for their transportation to and from dual-enrolled classes held at college locations.

Federal and State Laws and Regulations

The Family Educational Rights and Privacy Act (FERPA) protects students' rights to privacy regarding their student records. FERPA governs (1) the release of education records maintained by educational institutions and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the college and all records directly related to a student that are maintained by the institution. A signed consent to release records form must be on file in the Registrar's Office for someone other than the student to gain access to student records. Only the specific person designated by the student may request access to student information.

IN WITNESS THEREOF: The parties hereto set their respective hands and seals and cause this Agreement to be executed.

SOUTH FLORIDA STATE COLLEGE

STUDENT/PARENT/GUARDIAN

Michele Heston, Ph.D. Date
Vice President for Academic Affairs
and Student Services

Home Schooled Student Date

Parent/Guardian Date