



### MEMORANDUM

TO: All Trustees

FROM: Joe H. Pickens, J.D.

DATE: June 10, 2026

RE: June 17 Board Meeting

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The St. Johns River State College District Board of Trustees Meeting will be held on **Wednesday, June 17** at the **Orange Park Campus** in the Thrasher-Horne Center.

An Executive Session on Collective Bargaining will begin **at 2:00 pm** and will be held in Suite E. The regular Board Meeting will immediately follow in Suites C & D.

Please review the attached material and if you have any questions, do not hesitate to call me. If you are unable to attend, please call me before noon on that date.

Thank you.

JHP/sms

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES MEETING

Wednesday, June 17, 2026, 2:00 p.m.,

Orange Park Campus, Thrasher-Horne Center, Suites C & D

MISSION STATEMENT:

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community.

*\*Note: At the discretion of the Chair or any other Board member, items may be taken out of order for action and/or discussion.*

AGENDA

- I. Call to Order
- II. Public Comment
- III. Old Business
- IV. Consent Agenda – Chairperson Rich Komando – Action  
*The items on the consent agenda are routine business and are not expected to require discussion before action. Items will be enacted by one motion. Any Trustee can request a topic to be removed from the consent agenda and discussed further for separate action.*
  - A. Minutes
    - 1. Approval of Minutes of May 13, 2026, Budget Workshop and Board Meeting
  - B. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown *(If you have any questions, please call Dr. Brown’s direct #386-312-4202.)*
    - 1. Approval of Personnel Matters
    - 2. Approval of the 2026-2027 St. Johns River State College Salary Schedule
  - C. Vice President for Finance/CFO – VP Randy Peterson *(If you have any questions, please call VP Peterson’s direct #386-312-4022.)*
    - 1. Approval of Monthly Financial Report – May 2026
    - 2. Facilities Usage Report – May 2026
    - 3. Approval of Write-Offs of Tangible Personal Property
  - D. Vice President for Academic & Student Affairs – Dr. Ed Jordan *(If you have any questions, please call Dr. Jordan’s direct #386-312-4151.)*
    - 1. Approval of the SJR State 2026-2027 General Education Resubmission
    - 2. Approval of 2026-2027 Updates to the SJR State Library Access Policy

3. Approval of 2026-2027 Updates to the SJR State Library Collection Development Policy
4. Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the District School Board of Clay County
5. Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the Florida School for the Deaf and the Blind
6. Approval of the 2026-2027 Articulation Agreement Among Eligible Home Education Students and their Parents/Guardians and St. Johns River State College
7. Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the following private schools:
  - Ark Christian Academy\*
  - Beacon of Hope Christian Academy
  - Calvary Christian Academy
  - Center Academy
  - Christian Home Academy
  - Crescent City Christian Academy
  - Faith Christian Academy
  - Lighthouse Christian School
  - Matanzas Christian Academy
  - Peniel Baptist Academy
  - Putnam Banner School
  - Seamark Ranch
  - Seven Bridges
  - Springs Academy
  - St. Johns Classical Academy
  - St. Johns Country Day School
  - St. Joseph Academy
  - The Broach School
  - Turning Point Christian Academy
  - Victory Preparatory School
  - Washington Classical Christian School

*\*Please Note: As requested by the Board in previous years, the full agreement is included for Ark Christian Academy and the remaining private schools' signature pages only are included in the Board Packet as all private school agreements are identical.*

8. Approval of 2026-2027 Workforce Student Handbooks
  - Allied Health
  - Criminal Justice

- Medical Assisting
- Nursing (ASN/LPN-RN Bridge)
- Nursing (CNA)
- Nursing (PN)
- Nursing (RN to BSN)

E. VP / Chief Institutional Research Officer – Dr. Ros Humerick *(If you have any questions, please call VP Humerick’s direct #386-312-4212.)*

1. Approval of Strengthening Community Colleges Grant — U.S. Department of Labor
2. Approval of Adult General Education Grant — Florida Department of Education
3. Approval of Perkins Postsecondary Grant — Florida Department of Education

#### V. New Business

A. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown – Action and Informational Agenda Items *(If you have any questions, please call Dr. Brown’s direct #386-312-4202.)*

##### Board Rules:

1. Public Hearing on Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
2. Action to Approve Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
3. Public Hearing on Amendment to Rule 7.19 Policies Concerning the Library
4. Action to Approve Amendment to Rule 7.19 Policies Concerning the Library

##### Thrasher Horne Center:

5. Action to Approve the Thrasher Horne Center Rental/Usage Fees for fiscal year 2027-2028

##### Facilities:

6. Action to Approve the 2026-2031 Educational Plant Survey
7. Action to Approve the 2027-2028 Capital Improvement Plan
8. Action to Accept as Complete the Gymnasium, Exterior Painting Project, Palatka Campus, and Approve Final Pay Application for Work Completed
9. Action to Accept as Complete the Beach Volleyball Courts Project, Palatka Campus, and Approve Final Invoice for Work Completed
10. Action to Approve Change Order #003, Scherer Construction, Remodel and Additions to the FloArts Building, Palatka Campus

11. Information Only: Change Order #001, Thomas May Construction, Gymnasium, Exterior Painting Project, Palatka Campus

Human Resources:

12. Information Only: Please complete the President's Evaluation that you received via email from Chuck Romer before the end of June

B. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items *(If you have any questions, please call VP Peterson's direct #386-312-4022.)*

1. Action to Approve Disaster Recovery and Remediation Services Contract with Cotton Commercial USA, Inc.
2. Action to Approve Disaster Debris Removal and Management Services Contract with James W. Turner Construction, LTD
3. Action to Approve Accounts Receivable Write-Offs
4. Action to Approve 2026-2027 Student Tuition and Fees
5. Action to Approve 2026-2027 Operating Budget – Unrestricted Fund
6. Action to Approve 2026-2027 Plant Fund Capital Outlay Budget

C. Vice President for Academic & Student Affairs – Dr. Ed Jordan *(If you have any questions, please call Dr. Jordan's direct #386-312-4151.)*

1. Action to Approve the 2026-2027 SJR State Catalog/Handbook
2. Information:
  - Adult Education General Education Diploma (GED) Graduation  
Thursday, June 11, 2026, 6:00 pm  
Mt. Tabor First Baptist Church, Palatka
  - Practical Nursing (PN) Pinning Ceremony  
Thursday, June 18, 2026, 11:00 am  
Thrasher-Horne Center, Orange Park Campus
  - Florida School of the Arts Graduation  
Friday, June 19, 2026, 5:00 pm  
Thrasher-Horne Center, Orange Park Campus
  - Basic Law Enforcement Graduation  
Monday, June 22, 2026, 7:00 pm  
Thrasher-Horne Center, Orange Park Campus
  - Associate of Science in Nursing (ASN) Pinning Ceremony  
Thursday, August 8, 2026, 2:00 pm  
Thrasher-Horne Center, Orange Park Campus

VI. Designation of Board's Designee on the Student Housing DSO Board

VII. Designation of Board Liaison to the St. Johns River State College Foundation

VIII. President's Report

IX. Trustees' Comments

A. Board Endorsement of Association of Community College Trustees (ACCT) 2026 CEO  
Award Nomination

X. Adjournment

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES  
BOARD BUDGET WORKSHOP MINUTES  
May 13, 2026

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Nick Primrose, Vice Chair  
Mr. Wendell Davis  
Mr. Jud Sapp  
Ms. Chereese Stewart (via Zoom)  
Mr. Cyrus Zomorodian

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Charlie Douglas, J.D., Board Attorney

The workshop was held at the Palatka Campus in the Board Room. Chairperson Komando called the workshop to order at 1:00 p.m.

Vice President for Finance/CFO Randy Peterson began by overviewing the budget process and the FY 26-27 Budget Timeline.

Mr. Peterson discussed the Legislative budget impacts for SJR State College. President Pickens expounded on several items. Next, Mr. Peterson discussed the history of State operating support.

Mr. Peterson overviewed fundable FTE, tuition and fees revenue, and the history of operating revenues. He overviewed the history of operating expenses.

Mr. Peterson discussed major budget assumptions. Next, he discussed the proposed operating fund revenue and expense budgets, as well as the proposed operating fund budget.

Mr. Peterson overviewed the plant/capital funds revenue and expenditures.

The Workshop was adjourned at 1:55 p.m.

ST. JOHNS RIVER STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES MEETING MINUTES  
May 13, 2026

MEMBERS PRESENT:

Mr. Rich Komando, Chairperson  
Mr. Nick Primrose, Vice Chair  
Mr. Wendell Davis  
Mr. Jud Sapp  
Ms. Chereese Stewart (via Zoom)  
Mr. Cyrus Zomorodian

OTHERS PRESENT:

Joe H. Pickens, J.D., Executive Secretary  
Charlie Douglas, J.D., Board Attorney

I. Meeting Call to Order:

Chairperson Komando called the meeting to order at 2:15 pm.

II. Public Comment:

The floor was open to Public Comments. Hearing none, the floor was closed to Public Comments.

III. Old Business:

There was no Old Business.

IV. Consent Agenda Items:

Chairperson Komando requested approval of the Consent Agenda Items IV.A-D:

- A. 1. Minutes of April 15, 2026, Board Meeting
- B. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown: 1. Personnel Matters
- C. Vice President for Finance/CFO – Randy Peterson: 1. Monthly Financial Report – April 2026; 2. Facilities Usage Report – April 2026; and 3. Write-Offs of Tangible Personal Property.
- D. VP / Chief Institutional Research Officer – Dr. Ros Humerick: 1. CareerSource Northeast Florida (CSNEFL) Rural Initiative Grant

Mr. Primrose moved approval of Consent Agenda Items IV.A-D. Mr. Davis seconded the motion. Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

V. New Business:

- A. Chief Operating Officer/Senior Vice President – Dr. Melanie Brown – Action and Informational Agenda Items (*If you have any questions, please call Dr. Brown's direct #386-312-4202.*)

Chairperson Komando asked if there were any objections to having a group public hearing for all of the amendments to and repeals of board rules listed on the agenda. There being no objections, Chairperson Komando called a public hearing for the following Amendments to SJR Board Rules: 1.10 Board Minutes and Actions; 1.34 The College Catalog; 2.15 Contracting for Architectural and Other; repeal 3.03 Recognition of Meritorious Service; 3.04(C) Administration of the Dr. Philip Benjamin Matching Grant Program; 3.07 Guidelines for Acceptable Computer Lab and Internet Use; 3.08 Website Policy; 3.20 Security and Crime Statistics; 3.21 Emergencies—Illness or Injury of Faculty, Staff, Students, or Visitors; 3.22 Hurricanes and Other Disasters and Disaster Preparedness; 3.26 Volunteers; 3.36 Sexual Misconduct Policy; 4.16 Institutional Membership; 4.39 Bid Protests; 5.02 Terminal Pay; 5.06 Misuse of College Technology and Communication Resources; 5.07 Deferred Retirement Option Program (DROP); 5.15 Keys; 5.29 SJR Campus Security Officers/Duties; 5.37 Code of Ethics and Principles of Professional Conduct; 5.49 COVID-19 Leave Policy; 6.01 Control and Discipline of Students; 6.18 Student Directory Information and Student Opt-Out Provisions Policy; 7.10 Satisfactory Academic Progress Policy for Students Receiving Federal Financial Aid and Florida Student Assistance Grant; . There being no comments, he adjourned the public hearing.

Mr. Primrose moved approval of all of the amendments and repeals as listed in the public hearing. Mr. Zomorodian seconded the motion to approve the Chief Operating Officer Items V.A.2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, and 48 (a detailed listing is contained in the material submitted by the Office of Chief Operating Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

- 49. Information Only:** After advertising, these Rules will be brought to the June 2026 BOT meeting for approval.
- a. Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
  - b. Amendment to Rule 7.19 Policies Concerning the Library

Dr. Brown informed the Trustees that no later than June 1, Chuck Romer will email the evaluation tool and data sets for President Pickens's evaluation. It is requested that the completed evaluation be returned by June 30.

Dr. Brown discussed the need for a Board Workshop on the Clay County Services Complex project. She proposed that the workshop be held at 1:00 pm immediately prior to the Board Meeting already scheduled on August 26. President Pickens stated that a packet of information will be emailed in advance for a discussion during the workshop. Following discussion, it was decided to schedule the regular Board Meeting to begin at 1:00 pm and the workshop will be the first item on the agenda.

Dr. Brown discussed scheduling a board retreat in the fall to discuss strategic planning, facilities, etc. It was the consensus of the Board to move forward with planning this meeting. Dr. Brown noted this item will be further discussed at the June Board Meeting.

- B. Vice President for Finance/CFO – VP Randy Peterson – Action Agenda Items *(If you have any questions, please call VP Peterson’s direct #386-312-4022.)*
1. VP/CFO Peterson reviewed and requested approval of Course Fee and Full Cost of Instruction Fee Changes for fiscal year 2026-2027.

Mr. Primrose moved, seconded by Mr. Davis, to approve Vice President for Finance/CFO Item V.B.1 (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

2. VP/CFO Peterson reviewed and requested approval of a Contract for Debris Monitoring Services between Rostin Solutions, LLC, and St. Johns River State College.

Mr. Davis moved, seconded by Mr. Primrose, to approve Vice President for Finance/CFO Item V.B.2 (a detailed listing is contained in the material submitted by the Office of VP/Chief Finance Officer). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

#### VI. President’s Report:

President Pickens informed the Trustees that at the next State Board of Education meeting a new rule will be on the agenda. It is regarding the Florida College System colleges being required to monitor and enforce that no student be admitted without verification that he/she is an American citizen or is lawfully in the United States. This also applies to dual enrollment students. President Pickens stated that he is part of the Council of Presidents workgroup that has been wordsmithing the rule and communicating with the Chancellor on ways to make it doable. He explained the difference in the terms admit and enroll as those apply to the FCS.

President Pickens stated two items that need to be addressed are the evaluation of dual enrollment tuition and an increase in the mileage and meal reimbursement/ allowance for travel.

President Pickens noted that he attended Trustee Zomorodian’s Mother’s funeral. Condolences were expressed.

President Pickens informed the Board that at the end of the bi-weekly call, Commissioner Kamoutsas called out institutions who had not submitted an application to be a Purple Star Campus. SJR State has had many veteran-friendly accommodations in place for years. He thanked Dr. Jordan and his team for compiling the information, which President Pickens subsequently shared in a letter to the Commissioner. A copy was distributed to the Trustees for their information. President Pickens noted that he is attending the Commissioner’s Summit on Campus Safety and Security in Miami on May 14-15. Dean of Criminal Justice and Public Safety Tim Adams is attending also. It was announced today that the Commissioner will be the new President at Polk State College.

President Pickens noted that in his communication with Legislators Bradley, Garrison, Hooper, Leek, and Sapp, there was not any negative feedback in regard to the PECO funding for the Workforce renovation project being the budget.

President Pickens thanked the Trustees who attended graduation and noted that it was meaningful to our students.

President Pickens noted that the Baseball team lost in the Region 8 tournament, so the season is over. The Softball team won in the Region and Super-Region tournaments, so they are participating in the World Series next week! They are seeded sixth and play the first game on Wednesday at 1:30 pm. Coach Jones informed him that the Volleyball and Softball student-athletes' grade point averages have gone up.

A. President Pickens reviewed and requested approval of Amendment #2 to Agreement for Attorney Services with Douglas Law Firm.

Mr. Primrose moved, seconded by Mr. Davis, to approve President Item VI.A (a detailed listing is contained in the material submitted by the President). Motion carried (Davis, Komando, Primrose, Sapp, Stewart, Zomorodian – Yes).

#### VII. Trustees' Comments:

Trustee comments were made.

#### VIII. Adjournment

Chairperson Komando adjourned the meeting at 3:10 p.m.



### MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Melanie Brown, Ph.D.  
Chief Operating Officer/Senior Vice President

DATE: June 9, 2026

RE: Consent Agenda Items

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June 17, 2026, District Board of Trustees Meeting

The following item is submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

1. Approval of Personnel Matters
2. Approval of the 2026-2027 St. Johns River State College Salary Schedule

# DISTRICT BOARD OF TRUSTEES

BOARD MEETING: June 17, 2026

## PERSONNEL MATTERS

| Name               | Job Classification    | Type of Pay or Action | Pay Scale or Rate | Dates    |
|--------------------|-----------------------|-----------------------|-------------------|----------|
| Cottrill, Kimberly | FT – Faculty          | Contract non-renewal  | N/A               | 06/30/26 |
| Edwards, Sarah     | FT – Paraprofessional | Resignation           | N/A               | 05/31/26 |
| Frandsen, Susan    | FT – Faculty          | Resignation           | N/A               | 07/31/26 |
| Jones, Heather     | FT – Professional     | Promotion             | PS – Grade 124    | 07/01/26 |
| Jones, Kallie      | FT – Professional     | Resignation           | N/A               | 06/30/26 |
| Jones, Richard     | FT – Faculty          | Reassignment          | 9 mo – Masters    | 08/01/26 |
| Jordan, Tiffany    | FT – Faculty          | Resignation           | N/A               | 07/31/26 |
| Kennedy, Matt      | FT - Professional     | Promotion             | PS – Grade 120    | 06/01/26 |
| Ledyard, Samantha  | FT – Paraprofessional | Promotion             | PP – Grade 111    | 06/15/26 |
| Melton, Joanna     | FT – Career Service   | Promotion             | CS – Grade 110    | 06/01/26 |
| Minckiewicz, Erin  | FT – Faculty          | Reduction in Force    | N/A               | 07/31/26 |
| Moise, Rose        | FT – Paraprofessional | Resignation           | N/A               | 06/18/26 |
| Pound, Joseph      | FT – Professional     | Resignation           | N/A               | 06/30/26 |
| Meyer, Karen       | FT – Faculty          | Retirement            | N/A               | 07/31/26 |
| Rodriguez, Joanna  | FT – Professional     | Promotion             | PS – Grade 120    | 06/01/26 |
| Shaw, Albert       | FT – Professional     | Hire                  | PS – Grade 121    | 06/01/26 |
| Stuhlmuller, James | FT – Career Service   | Promotion             | CS – Grade 108    | 06/01/26 |
| Thomas, Terry      | FT – Administration   | Retirement            | N/A               | 07/31/26 |
| Watson, Katherine  | FT – Career Service   | Hire                  | CS – Grade 108    | 06/01/26 |
| Wilson, Mark       | FT – Faculty          | Retirement            | N/A               | 07/31/26 |

## MISCELLANEOUS

Volunteers:

- Ann Spadea - THC



**ST. JOHNS RIVER**  
**S T A T E C O L L E G E**

**2026-2027**



Prepared by the  
Office of Human Resources  
5001 St. Johns Avenue  
Palatka, FL 32177

# **2026-2027 Bargaining Unit Salary Schedule**



## **Bargaining Unit Annual Contract**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

### **FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT**

#### **Starting Salary – Twelve (12) Month**

- Doctorate: \$63,939
- Masters +60: \$62,386
- Masters: \$60,833
- Bachelors, Associate Degree or Program Specific Credentials: \$57,941

### **FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT**

#### **Starting Salary – Ten (10) Month**

- Doctorate: \$53,229
- Masters +60: \$51,998
- Masters: \$50,765
- Bachelors, Associate Degree or Program Specific Credentials: \$48,302

### **FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT**

#### **Starting Salary – Nine (9) Month**

- Doctorate — \$47,895
- Masters +60 — \$46,781
- Masters — \$45,667
- Bachelors, Associate Degree or Program Specific Credentials: \$43,440

A Faculty member's starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelors Degrees from an accredited institution.

The rates in the Bargaining Unit Salary Schedule are subject to change based on ratification of the Collective Bargaining Agreement.

## **Curriculum Coordinators**

### **Tier 1:**

**\$4,000 annual stipend + 3-hour reduction Fall/Spring/Summer**

- Biological Science
- English
- Florida School of the Arts
- Mathematics
- Social Science

### **Tier 2:**

**\$4,500 annual stipend (No course load reduction)**

- Foreign Language
- Humanities
- Physical Sciences
- Student Life Skills
- Teacher Education
- Business/Org Management
- Criminal Justice Credit Programs
- Engineering Technology
- Computer
- Biological Sciences – BS
- Social & Human Services

### **Tier 3:**

**\$3,000 annual stipend (No course load reduction)**

- Criminal Justice Advanced & Specialized Training
- Criminal Justice Day Basic Law Enforcement
- Criminal Justice Evening Basic Law Enforcement
- Criminal Justice High Liability Training
- Nursing – PSAV
- Nursing – ASN
- Nursing - LPN

## **Faculty Program Directors**

In addition to the work of Curriculum Coordinator described above, Faculty Program Directors are responsible for maintaining programmatic licensing and accreditation. Faculty serving as Program Directors are on 12-month contracts and receive an annual stipend of two thousand dollars (\$2,000) and take a three (3) hour load reduction (or receive three (3) additional hours of overload pay) fall, spring, and summer term for their administrative programmatic responsibilities.

The following bargaining unit members serve as Faculty Program Directors:

- EMS Director
- Health Information Technology Director
- Medical Assisting Director
- Radiologic Technology Director
- Respiratory Care Director

**For additional compensation and stipend information, please refer to article 20 in the Collective Bargaining Agreement.**

## **Overloads for Bargaining Unit**

### **CREDIT COURSES**

\$700 per contact hour

### **CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION**

CTE, Clinicals, Continuing Education, Florida School of the Arts Applied Instruction, and Adult Education extra teaching assignments will be paid at the appropriate hourly rate up to \$175 per hour based on market conditions and tuition generated, as recommended by the appropriate Vice President.

### **OVERLOAD CONTRACT FOR LIBRARIANS**

Full-time Librarians may request an overload in the capacity of an adjunct librarian. Overloads are not guaranteed and shall be granted based on need and at the discretion of the appropriate administrator. Librarians working overloads in an adjunct librarian capacity will be paid \$26.00 per hour.

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Civil Rights Compliance Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

# Non-Bargaining Unit Salary Schedule



## **Career Service Salary Schedule**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, career service employees. Starting salaries for career service positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to Career Service employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 17.

### **Grade 103**

**Min \$31,200 Mid \$41,340 Max \$51,480**

- Custodian
- Day Porter

### **Grade 104**

**Min \$31,668 Mid \$41,960 Max \$52,252**

- Custodian II
- Mail & Receiving Operations Asst.

### **Grade 105**

**Min \$32,143 Mid \$42,590 Max \$53,036**

- Maintenance Apprentice

### **Grade 106**

**Min \$32,625 Mid \$43,228 Max \$53,832**

- Library Assistant
- Maintenance II
- Student Services Receptionist

### **Grade 107**

**Min \$33,115 Mid \$43,877 Max \$54,639**

- Administrative Assistant I
- Business Office Assistant
- Human Resources Assistant
- Workforce Assistant

### **Grade 108**

**Min \$33,611 Mid \$44,535 Max \$55,459**

- Academic Advising Assistant
- Admissions Specialist
- Arts & Sciences Assistant
- Campus Safety Officer-Sergeant
- Library Technical Assistant/Circulation Manager
- Registration Specialist
- Student Support Representative

**Grade 109****Min \$34,115 Mid \$45,203 Max \$56,290**

- HR Specialist
- Maintenance III

**Grade 110****Min \$34,627 Mid \$45,881 Max \$57,135**

- Academic Advising Office Specialist
- Academic Affairs Office Specialist
- Administrative Assistant II
- Baccalaureate Admissions Specialist
- Advancement Specialist
- Learning Resources Office Specialist
- Sr. HR Specialist
- Testing Specialist
- Workforce Specialist

## **Paraprofessional Salary Schedule**

The Salary Schedule serves as a guideline for the initial placement of new, full-time, para-professional employees. Starting salaries for para-professional positions are usually between the minimum and midpoint ranges. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Supervisory approval is required prior to para-professional employees working over 40 hours in any given week. For recommended hiring guidelines within each salary range, see page 17.

### **Grade 111**

**Min \$35,147 Mid \$46,569 Max \$57,992**

- Bookstore Manager
- Engineering Services Apprentice

### **Grade 112**

**Min \$35,674 Mid \$47,268 Max \$58,862**

- Accounting Specialist
- Administrative Assistant to VP
- Assistant Coach
- Creative Services Specialist
- Facilities Office Manager
- IT Office Manager
- Learning Culture Office Specialist
- One-Stop Center/Campus Specialist for the Orange Park Campus
- Purchasing & Aux Services Specialist
- Purchasing Specialist
- Senior Academic Affairs Specialist
- Senior Student Support Representative
- Senior Workforce Specialist

### **Grade 113**

**Min \$36,209 Mid \$47,977 Max \$59,745**

- Campus Safety Command Officer

#### **Grade 114**

**Min \$37,295 Mid \$49,416 Max \$61,537**

- Academic Support Coordinator
- Admissions Coordinator
- Adult Ed Coordinator
- Athletics Logistics Coordinator
- Campus Maintenance Coordinator
- Conference Center Events Coordinator
- Coordinator of Student Onboarding, Engagement & Success
- Creative Services Coordinator
- Digital Marketing Coordinator
- Engineering Tech Lab Coordinator
- Engineering Services – HVAC II
- Engineering Services – Electrician II
- HR Coordinator- Talent Acquisition & Engagement
- Institutional Effectiveness Coordinator
- IT Support Technician
- Records Coordinator
- Science Laboratory Coordinator
- Teacher Education Coordinator
- Testing Coordinator
- Web Coordinator

#### **Grade 115**

**Min \$38,414 Mid \$50,899 Max \$63,383**

- Accountant
- Financial Aid Coordinator
- Foundation Finance & Scholarship Coordinator
- Guest Services Coordinator
- HR Coordinator - Compensation
- HR Coordinator – Leave & Retirement
- Recruitment Coordinator
- Payroll Coordinator

#### **Grade 116**

**Min \$39,566 Mid \$52,425 Max \$65,285**

- Asst. Allied Health Clinical Coordinator
- Custodial Services Coordinator
- Engineering HVAC Specialist
- Enrollment and Instructional Records Coordinator

#### **Grade 117**

**Min \$40,753 Mid \$53,998 Max \$67,243**

- Institutional Research Coordinator
- IT Analyst

**Grade 118****Min \$41,976 Mid \$55,618 Max \$69,260**

- Executive Assistant to Senior Management
- Executive Assistant to President
- Senior Accountant
- Head Beach Volleyball Coach
- Head Volleyball Coach

**Grade 119****Min \$43,235 Mid \$57,287 Max \$71,338**

- Academic Advisor
- Career Services Coordinator
- Dual Enrollment Advisor
- Workforce Student Outreach & Success Coordinator

## Professional Support Salary Schedule

The Professional Support Exempt Salary Schedule serves as a guideline for the initial placement of new, full-time, professional support exempt employees. Certain employees may be above the range listed on this Salary Schedule based on years of service, education, experience, and/or other factors as approved by the President. Salary figures are based on a 12-month appointment. For recommended guidelines within each salary range, see page 17.

### Grade 120

**Min \$53,235 Mid \$70,537 Max \$87,838**

- Annual Giving, Donor & Engagement Coord.
- Assistant Director of Financial Aid
- Asst. Director of Campus Safety
- Athletic Trainer
- Conference Center Operations Manager
- CRM Operations Strategist/IT Business Analyst
- Facilities Project Manager
- FSA Admissions Coordinator
- Guest Services Manager
- Head Coach
- Instructional Design Technologist
- Instructional Project Manager
- IT Business Analyst
- IT Security Analyst
- IT Sr. Programmer
- Marketing Manager
- Nursing Clinical Coordinator
- Production & Events Manager
- Stage Operations Manager
- Student Support Ombuds
- System Administrator

### **Grade 121**

**Min \$56,235 Mid \$74,512 Max \$92,788**

- Director of Bookstore and Mail Operations
- Director of Digital Marketing
- Director of Web and Creative Strategies
- Environmental Systems Coordinator
- Facilities Planner
- Sr. Instructional Design Technologist
- Sr. Student Support Ombuds

### **Grade 122**

**Min \$59,235 Mid \$78,487 Max \$97,738**

### **Grade 123**

**Min \$62,235 Mid \$82,462 Max \$102,688**

- Assistant Controller
- Director of Community & Corporate Education
- Director of Programming, Marketing, and Guest Services
- Director of Testing

### **Grade 124**

**Min \$65,235 Mid \$86,437 Max \$107,638**

- Athletics Director
- Director of Campus Safety
- Director of DevOps
- Director of IT Infrastructure
- Director of IT Security & Compliance
- Director of Facilities Business Operations
- Director of Facilities Operations
- Director of Online Learning
- Director of Operations & Production
- Director of Purchasing/Auxiliary Services
- Information Operations Director

## **Administrative Salary Schedule**

Twelve (12) month administrative salaries are determined by formal education, teaching or administrative experience, job responsibilities, and performance of administrative duties at St. Johns River State College. Salaries and salary increases are recommended by the President and approved by the Board of Trustees.

All administrative positions are for a one-year period starting on July 1, unless otherwise stated. Grade levels are assigned based on the duties and responsibilities of each administrative position. The titles listed below should be used as a guide in assigning grade level, but deviations may take place as approved by the President. Starting salaries for administrative positions are usually between the minimum and midpoint ranges.

### **Grade 131**

**Min \$116,235 Mid \$154,012 Max \$191,788**

- Chief Operating Officer, Sr. VP

### **Grade 130**

**Min \$106,235 Mid \$140,762 Max \$175,288**

- Chief Academic Officer, VP
- Chief Financial Officer, VP
- Vice Presidents

### **Grade 129**

**Min \$96,235 Mid \$127,512 Max \$158,788**

- Associate Vice Presidents
- Chief Human Resources Officer, AVP
- Chief Information Officer

### **Grade 128**

**Min \$86,235 Mid \$114,262 Max \$142,288**

- Assistant Vice Presidents
- Controller

### **Grade 127**

**Min \$76,235 Mid \$101,012 Max \$125,788**

- Deans
- Executive Directors
- Registrar

### **Grade 126**

**Min \$71,235 Mid \$94,387 Max \$117,538**

- Associate Deans

### **Grade 125**

**Min \$68,235 Mid \$90,412 Max \$112,588**

- Directors

COMPLIANCE: The College complies with Section 1012.885, Florida Statute, in compensation to designated individuals by funding remuneration proportionately from authorized College operating revenue sources.

## **Non-Bargaining Unit Contract**

Contracts for twelve (12) month full-time, faculty employees start on July 1, unless otherwise stated. Contracts for nine (9) and ten (10) month full-time, faculty employees start on August 1, unless otherwise stated.

### **FULL-TIME, FACULTY SALARY SCHEDULE - 12 MONTH CONTRACT**

#### **Starting Salary – Twelve (12) Month**

- Doctorate: \$63,939
- Masters +60: \$62,386
- Masters: \$60,833
- Bachelors, Associate Degree or Program Specific Credentials: \$57,941

### **FULL-TIME, FACULTY SALARY SCHEDULE - 10 MONTH CONTRACT**

#### **Starting Salary – Ten (10) Month**

- Doctorate: \$53,229
- Masters +60: \$51,998
- Masters: \$50,765
- Bachelors, Associate Degree or Program Specific Credentials: \$48,302

### **FULL-TIME, FACULTY SALARY SCHEDULE - 9 MONTH CONTRACT**

#### **Starting Salary – Nine (9) Month**

- Doctorate: \$47,895
- Masters +60: \$46,781
- Masters: \$45,667
- Bachelors, Associate Degree or Program Specific Credentials: \$43,440

A Faculty member's starting salary shall be based upon academic and professional qualifications predicated upon earned Doctorate, Masters, or Bachelors Degrees from an accredited institution.

# Recommended Hiring Guidelines for Professional Support and Career Service Employees

## 1st quartile

The candidate meets minimum qualifications in experience (assumes at least 1 year necessary if nothing is listed) and education, or equivalent. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (up to 3 additional years)

## 2nd quartile

The candidate meets minimum qualifications in experience and education, or equivalent; and preferred if listed (or equivalent). Candidate exceeds minimum qualifications. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 4-6)

## 3rd quartile

The candidate meets preferred qualifications (or equivalent) in experience and education, and candidate exceeds minimum qualifications by at least 7 years. May increase starting pay between minimum and mid-point of pay range for additional years of experience above minimum (between 7-9).

## 4th quartile

The candidate meets preferred qualifications (or equivalent) in experience and education, including at least 10 additional years of experience. May increase starting pay between minimum and mid-point of pay range for more than 10 additional years of experience

## Existing Employees

When an existing employee is promoted or reclassified to a position that is at least 1 pay grade higher than his/her pay grade, the employee may receive a salary increase to the greater of at least the minimum rate of the new pay range or up to 10% of their current salary as follows:

- 1 pay grade = 5%
- 2 pay grades = 7%
- 3 pay grades or more = 10%

\*The quartile method may be used where it may be more equitable in cases when an internal candidate has additional experience, degrees, etc.

Increases of up to \$5,000 may be allowed for professional exempt employees that are given new responsibilities (such as additional supervisory/department responsibilities) that warrant a significantly revised job description.

## Instructional Technology Certifications Supplements

A full-time Information Technology staff member holding the certifications below will be paid:

|                                                   |                  |
|---------------------------------------------------|------------------|
| • Oracle Certified Associate                      | \$2,000 per year |
| • Oracle Certified Professional                   | \$3,000 per year |
| • Cisco Certified Network Associate               | \$2,000 per year |
| • Cisco Certified Network Professional            | \$3,000 per year |
| • Microsoft MCSE Certification                    | \$2,000 per year |
| • IBM Certified Administrator-Tivoli Storage Mgr. | \$3,000 per year |
| • VMWare Certified Professional                   | \$2,000 per year |
| • VMWare Certified Design Expert                  | \$3,000 per year |
| • CompTIA Security+                               | \$2,000 per year |
| • CASP/CISSP                                      | \$3,000 per year |

The College will determine the number of supplements available and which positions qualify for supplements. Persons seeking supplements should notify Human Resources to determine eligibility and availability of supplemental pay. Supplemental pay requires certifications be current and relevant to the needs of the College.

Approved staff members seeking a supplement should notify the Human Resources Office by April 1 of anticipated licensure/certification status, which would affect their salary. Once status has been attained, documentation should be submitted immediately to the Human Resources Office. Changes in salary will not take effect until new contracts are issued in July. Contracts will not be amended or reissued during the year to reflect changes in licensure/certification status.

**NOTE: Only one supplement can be awarded at any given time for each of the following certification categories: Oracle Certified, Cisco Certified, VMWare Certified, and Security Credentials.**

## **Longevity**

Once a full-time non-bargaining employee reaches 10 years of service, they will receive a 1% plus \$1,000 increase to their annual salary on July 1st of the next fiscal year.

## **Club Sponsor Supplement**

Employees selected to serve as a student club sponsor may be eligible to receive a stipend. Employees serving as club sponsors will be responsible for attending club meetings/events, submitting appropriate documentation and other paperwork, and completing other relevant tasks. The annual stipend for employee club sponsors will be determined by the Office of Student Affairs, and it will be based upon the number of students in the club, the number of events/activities each semester, travel requirements, and other variables. The annual stipend will be paid in two installments, at the end of the fall and spring semesters. Following is the compensation plan for Employee Club Sponsors:

- |                                 |               |
|---------------------------------|---------------|
| • Major Club Sponsor            | \$800.00/year |
| • Academic/Service Club Sponsor | \$500/year    |
| • Special Interest Club Advisor | \$250.00/year |

## **Athletic Supplement**

A Professional Support or Career Service Athletic Coach or Assistant Coach may qualify for only one of the athletic supplements in the following schedule. The athletic supplement will be applied to each eligible athletic program and divided among the coaching staff according to a rate established by the President of the College; and paid no later than the month following the event.

Division II Programs:

- Win a regular season OR Conference Tournament/Championship title – up to \$5,000
- Win both a regular season AND Conference Tournament/Championship title– up to \$7,500
- Win a NJCAA Regional Tournament – up to \$12,000
- Win a NJCAA National Championship – up to \$20,000

## **Periodic Salary Supplement**

The President may recommend to the District Board of Trustees (the Board) that all full-time non-bargaining unit employees and/or permanent part-time non-instructional employees be paid a one-time, non-recurring salary supplement that is not added to base salary during the fiscal year. This payment is not a performance bonus or pay for service already rendered. The criterion for the payment is solely based on being employed at SJR State. These payments are not subject to FRS deductions.

Board approval of the operating budget including the wage and salary schedules constitutes authority for the President of the College, or his designated representative, to execute all other contracts and appointments.

When approved by the Board, payments of the supplements will be as directed by the President. The President will establish the lump sum amount or percentage of employee base salary to be paid. In addition, the President may recommend to the Board other conditions for the payment of supplements including, but not limited to, College budgetary requirements or restrictions.

## **Special Services Supplements**

- Administrative up to \$10,000 per year
- Military and Veteran's Support Liaison up to \$750 per Year

This Salary Schedule is subject to revision upon approval by the St. Johns River State College District Board of Trustees, and in accordance with the Fair Labor Standards Act, the Florida Statutes, and all other applicable laws and regulations.

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Civil Rights Compliance Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

# 2026-2027 Information Technology Salary Schedule



## **Information Technology Salary Groups**

### **Salary Group A: Entry Level Paraprofessional Non-Exempt**

**Salary Range: \$37,295 - \$49,416**

- IT Support Technician

### **Salary Group B: Mid-Level Paraprofessional Non-Exempt**

**Salary Range: \$40,743 - \$53,998**

- IT Analyst

### **Salary Group C: Advanced Professional Support Exempt**

**Salary Range: \$53,235 - \$70,537**

- CRM Operations Strategist/IT Business Analyst
- IT Business Analyst
- IT Security Analyst
- IT Sr. Programmer
- System Administrator

### **Salary Group D: Expert Professional Support Exempt**

**Salary Range: \$65,235 - \$86,437**

- Director of DevOps
- Director of Information Operations
- Director of IT Infrastructure
- Director of IT Security & Compliance

**\*\* Placement within the applicable range will be based on an evaluation of experience, knowledge, and a comparative review of other employees with the same title by the Human Resources Department.**

# 2026-2027 Maintenance Salary Schedule



## **Maintenance & Facilities Salary Groups**

### **Salary Group A: Custodial Non-exempt Career Service**

**Salary Range: \$31,200 - \$41,960**

- Day Porter
- Custodian
- Custodian II

### **Salary Group B: Apprentice Career Service Non-exempt**

**Salary Range: \$32,143 - \$45,203**

- Maintenance Apprentice
- Maintenance II
- Maintenance III
- Groundskeeper

### **Salary Group C: Journeyman Paraprofessional Non-Exempt**

**Salary Grade: \$35,147 - \$52,425**

- Engineering Service Apprentice
- Engineering Services - Electrician II
- Engineering Services - HVAC II
- Campus Maintenance Coordinator
- Custodial Services Coordinator
- Engineering HVAC Specialist

### **Salary Group D: Master Professional Support Exempt**

**Salary Range: \$53,235 - \$86,437**

- Director of Facilities Business Operations
- Director of Facilities Operations
- Environmental Systems Coordinator
- Facilities Planner
- Facilities Project Manager

**\*\* Placement within the applicable range will be based on an evaluation of experience, knowledge, and a comparative review of other employees with the same title by the Human Resources Department.**

# 2026-2027 Part-Time Salary Schedule



part-time  
& temp/seasonal

## **Part-Time Hourly Schedule**

### **Salary Group A: Bookstore**

- Courier - \$16.45
- Bookstore Specialist - \$16.92

### **Salary Group B: Learning Resources and Workforce**

- Library Assistant - \$16.69
- Library Shift Lead - \$17.16
- Math/English Tutor - \$17.65
- Engineering Lab Coordinator - \$18.93

### **Salary Group C: FloArts and Thrasher Horne Center**

- Box Office Agent - \$16.23
- Guest Services Representative – \$17.65
- Stagehand - \$17.40
- Conference Center Attendant - \$18.15
- Figure Model - \$25.00

### **Salary Group D: Athletics and Safety & Security**

- Assistant Baseball Coach - \$17.50
- Audio Visual Specialist - \$25.00
- Security Officer - \$16.92

This Salary Schedule is subject to revision upon approval by the St. Johns River State College District Board of Trustees, and in accordance with the Fair Labor Standards Act, the Florida Statutes, and all other applicable laws and regulations.

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Civil Rights Compliance Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.

## **Part-Time Instructional Salary Schedule**

**\$700 per credit hour (in some cases per contact hour with appropriate VP approval.)**

### **CTE, CLINICALS, CONTINUING EDUCATION and APPLIED VOICE INSTRUCTION**

Part-time or temporary instructors who teach Career and Technical Courses, College Credit Clinicals or non-credit Continuing Education (Continued Workforce Education, Corporate College, and Recreation and Leisure) courses, and Applied Voice Instruction will be paid from at least the prevailing Florida hourly minimum wage up to \$175 an hour.

Part-time Career and Technical course instructors or continued workforce faculty will be paid an hourly amount based on market conditions or tuition recommended by the appropriate Vice President from the range indicated. The range will be adjusted as the market condition or tuition changes and will be approved by the District Board of Trustees.

### **ADULT EDUCATION INSTRUCTION**

Part-time or temporary instructors of Adult Education will be paid \$20.00 - \$30.00 per contact hour. This rate will be adjusted as the market requires and will be approved by the District Board of Trustees.



### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Consent Agenda Items: June 17, 2026

---

The following Consent items are submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

**CONSENT AGENDA ITEMS:**

1. Approval of Monthly Financial Report – May 2026
2. Facilities Usage Report – May 2026
3. Approval of Write-offs of Tangible Personal Property



# **Monthly Financial Report**

**May 2026**

ST. JOHNS RIVER STATE COLLEGE  
BALANCE SHEET  
As of May 31, 2026

|                                                   | Total        | General Current<br>Fund | Restricted<br>Current Fund | Auxiliary Fund | Scholarship<br>Fund | Agency Fund | Unexpended<br>Plant Fund |
|---------------------------------------------------|--------------|-------------------------|----------------------------|----------------|---------------------|-------------|--------------------------|
| Assets:                                           |              |                         |                            |                |                     |             |                          |
| Cash                                              | \$21,531,828 | \$1,208,876             | \$496,318                  | \$5,776,381    | \$48,239            | \$1,464,729 | \$12,537,285             |
| Cash Equivalents                                  | 571          | 571                     | 0                          | 0              | 0                   | 0           | 0                        |
| Certificates of Deposit                           | 20,000,000   | 20,000,000              | 0                          | 0              | 0                   | 0           | 0                        |
| Accounts Receivable                               | 1,345,570    | 1,171,792               | 36,563                     | 54,001         | 20,307              | 0           | 62,907                   |
| Inventories                                       | 282,763      | 0                       | 0                          | 282,763        | 0                   | 0           | 0                        |
| Due From Component Unit                           | 0            | 0                       | 0                          | 0              | 0                   | 0           | 0                        |
| Prepaid Assets                                    | 10,768       | 10,768                  | 0                          | 0              | 0                   | 0           | 0                        |
| Other Assets                                      | 2,600        | 2,600                   | 0                          | 0              | 0                   | 0           | 0                        |
| Due from State                                    | 19,247,616   | 0                       | 0                          | 0              | 0                   | 0           | 19,247,616               |
| Total Assets                                      | 62,421,716   | 22,394,607              | 532,881                    | 6,113,145      | 68,546              | 1,464,729   | 31,847,808               |
| Deferred Outflow of Resources                     | 8,489,699    | 8,489,699               | 0                          | 0              | 0                   | 0           | 0                        |
| Liabilities:                                      |              |                         |                            |                |                     |             |                          |
| Net Pension Liability                             | 23,950,733   | 23,950,733              | 0                          | 0              | 0                   | 0           | 0                        |
| Compensated Absences Payable                      | 4,188,531    | 4,188,531               | 0                          | 0              | 0                   | 0           | 0                        |
| Other Post Employment Benefit Payable             | 1,579,841    | 1,579,841               | 0                          | 0              | 0                   | 0           | 0                        |
| Deferred Revenue                                  | 175,057      | 0                       | 0                          | 175,057        | 0                   | 0           | 0                        |
| Payables                                          | 1,708,226    | 23,377                  | 73                         | 46,110         | 61                  | 1,464,729   | 173,876                  |
| Due to Other Funds                                | 2,554        | 2,554                   | 0                          | 0              | 0                   | 0           | 0                        |
| Total Liabilities                                 | 31,604,942   | 29,745,036              | 73                         | 221,167        | 61                  | 1,464,729   | 173,876                  |
| Deferred Inflow of Resources                      | 4,410,853    | 4,410,853               | 0                          | 0              | 0                   | 0           | 0                        |
| Fund Balance                                      | 34,895,618   | (3,271,583)             | 532,808                    | 5,891,978      | 68,485              | 0           | 31,673,932               |
| Amount Expected to be Financed in<br>Future Years | 25,640,259   | 25,640,259              | 0                          | 0              | 0                   | 0           | 0                        |
| Adjusted Fund Balance                             | 60,535,877   | 22,368,676              | 532,808                    | 5,891,978      | 68,485              | 0           | 31,673,932               |

ST JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
UNRESTRICTED CURRENT FUND  
For the Month End May 31, 2026

|                                        | Current Budget | Current Year to<br>Date Activity | Current<br>Unobligated<br>Balance | Budget to Year to<br>Date Activity<br>(91.7% Complete) | Prior Year to<br>Date Activity |
|----------------------------------------|----------------|----------------------------------|-----------------------------------|--------------------------------------------------------|--------------------------------|
| Revenue:                               |                |                                  |                                   |                                                        |                                |
| Tuition and Fees                       | \$11,362,531   | \$12,103,030                     | (\$740,499)                       | 106.5%                                                 | \$11,353,550                   |
| State Support                          | 38,431,358     | 35,058,704                       | 3,372,654                         | 91.2%                                                  | 36,256,401                     |
| Local Support                          | 2,100,000      | 2,274,504                        | (174,504)                         | 108.3%                                                 | 2,131,418                      |
| Other Sources                          | 1,613,800      | 1,524,788                        | 89,012                            | 94.5%                                                  | 1,786,623                      |
| Total Revenue                          | 53,507,689     | 50,961,026                       | 2,546,663                         | 95.2%                                                  | 51,527,992                     |
| Expenditures:                          |                |                                  |                                   |                                                        |                                |
| Salaries                               | 27,624,434     | 25,144,750                       | 2,479,684                         | 91.0%                                                  | 24,352,435                     |
| Benefits                               | 11,867,043     | 10,714,461                       | 1,152,582                         | 90.3%                                                  | 8,994,604                      |
| Total Salaries & Benefits              | 39,491,477     | 35,859,211                       | 3,632,266                         | 90.8%                                                  | 33,347,039                     |
| Materials and Supplies                 | 2,622,244      | 2,290,672                        | 331,572                           | 87.4%                                                  | 2,165,846                      |
| Contracted Non Instructional           | 1,698,709      | 1,343,243                        | 355,466                           | 79.1%                                                  | 1,354,688                      |
| Utilities                              | 1,262,441      | 1,083,773                        | 178,668                           | 85.8%                                                  | 962,350                        |
| Repairs and Maintenance                | 1,383,007      | 1,067,956                        | 315,051                           | 77.2%                                                  | 1,170,340                      |
| Professional Fees                      | 274,384        | 201,067                          | 73,317                            | 73.3%                                                  | 193,610                        |
| Insurance                              | 961,920        | 926,168                          | 35,752                            | 96.3%                                                  | 951,994                        |
| Technology Services                    | 179,979        | 172,966                          | 7,013                             | 96.1%                                                  | 156,084                        |
| Travel                                 | 435,637        | 245,389                          | 190,248                           | 56.3%                                                  | 241,272                        |
| Advertising                            | 153,219        | 133,565                          | 19,654                            | 87.2%                                                  | 83,915                         |
| Other Services                         | 963,396        | 744,879                          | 218,517                           | 77.3%                                                  | 746,011                        |
| Other Current Charges                  | 1,173,880      | 803,308                          | 370,572                           | 68.4%                                                  | 825,680                        |
| Total Current Expenses                 | 11,108,816     | 9,012,986                        | 2,095,830                         | 81.1%                                                  | 8,851,790                      |
| Capital Outlay                         | 3,044,601      | 469,243                          | 2,575,358                         | 15.4%                                                  | 732,962                        |
| Transfers                              | 7,350,000      | 7,350,000                        | 0                                 | 100.0%                                                 | 4,629,000                      |
| Total Expenditures                     | 60,994,894     | 52,691,440                       | 8,303,454                         | 86.4%                                                  | 47,560,791                     |
| Net Revenues and Expenditures          | (\$7,487,205)  | (\$1,730,414)                    |                                   |                                                        | \$3,967,201                    |
| Budgeted Ending Adjusted Fund Balance* | \$16,562,065   |                                  |                                   |                                                        |                                |

\*Excludes Amount to be Financed in Future Years of \$25,640,259

ST. JOHNS RIVER STATE COLLEGE  
SUMMARY OF INCOME AND EXPENDITURES  
RESTRICTED CURRENT FUND  
For the Month End May 31, 2026

|                               | Current Budget    | Current Year to<br>Date Activity | Current<br>Unobligated<br>Balance | Budget to Year to<br>Date Activity<br>(91.7% Complete) | Prior Year to<br>Date Activity |
|-------------------------------|-------------------|----------------------------------|-----------------------------------|--------------------------------------------------------|--------------------------------|
| Revenue:                      |                   |                                  |                                   |                                                        |                                |
| Federal Support               | \$977,311         | \$912,674                        | \$64,637                          | 93.4%                                                  | \$555,337                      |
| Student Fees                  | 762,000           | 841,233                          | (79,233)                          | 110.4%                                                 | 797,960                        |
| State Support                 | 113,177           | 108,551                          | 4,626                             | 95.9%                                                  | 111,153                        |
| Other Sources                 | 0                 | 0                                | 0                                 | 0.0%                                                   | 0                              |
| Total Revenue                 | <u>1,852,488</u>  | <u>1,862,457</u>                 | <u>(9,969)</u>                    | <u>100.5%</u>                                          | <u>1,464,450</u>               |
| Expenditures:                 |                   |                                  |                                   |                                                        |                                |
| Salaries                      | 674,094           | 636,173                          | 37,921                            | 94.4%                                                  | 568,526                        |
| Benefits                      | 283,559           | 267,049                          | 16,510                            | 94.2%                                                  | 202,867                        |
| Total Salaries & Benefits     | <u>957,653</u>    | <u>903,222</u>                   | <u>54,431</u>                     | <u>94.3%</u>                                           | <u>771,393</u>                 |
| Materials and Supplies        | 257,125           | 188,062                          | 69,063                            | 73.1%                                                  | 216,248                        |
| Contracted Non Instructional  | 45,720            | 45,720                           | 0                                 | 0.0%                                                   | 39,870                         |
| Repairs and Maintenance       | 2,537             | 669                              | 1,868                             | 26.4%                                                  | 2,691                          |
| Professional Fees             | 29,900            | 29,900                           | 0                                 | 0.0%                                                   | 27,341                         |
| Technology Services           | 0                 | 0                                | 0                                 | 0.0%                                                   | 0                              |
| Travel                        | 172,136           | 144,774                          | 27,362                            | 84.1%                                                  | 91,977                         |
| Advertising                   | 0                 | 0                                | 0                                 | 0.0%                                                   | 649                            |
| Other Services                | 110,429           | 81,047                           | 29,382                            | 73.4%                                                  | 103,172                        |
| Other Current Charges         | 20,584            | 19,663                           | 921                               | 95.5%                                                  | 1,983                          |
| Total Current Expenses        | <u>638,431</u>    | <u>509,835</u>                   | <u>128,596</u>                    | <u>79.9%</u>                                           | <u>483,931</u>                 |
| Capital Outlay                | 347,727           | 324,646                          | 23,081                            | 93.4%                                                  | 60,215                         |
| Total Expenditures            | <u>1,943,811</u>  | <u>1,737,703</u>                 | <u>206,108</u>                    | <u>89.4%</u>                                           | <u>1,315,539</u>               |
| Net Revenues and Expenditures | <u>(\$91,323)</u> | <u>\$124,754</u>                 |                                   |                                                        | <u>\$148,911</u>               |

## MEMORANDUM

TO: Randy Peterson, VP for Finance

FROM: Amy Tincher, Senior Accountant

DATE: June 2, 2026

RE: Report on Facilities Use for May 2026

---

### Facilities Use for the month of May 2026:

| Organization                      | Campus       |
|-----------------------------------|--------------|
| Daytona State College – DCF exams | Palatka      |
| CC's Motorcycle Training          | Palatka      |
| Fellowship of Christian Athletes  | Palatka      |
| Putnam Republican Club            | Palatka      |
| Palatka Babe Ruth                 | Palatka      |
| Hope 4 Veterans                   | St Augustine |
| Kiwanis Club of Clay County       | Orange Park  |



### MEMORANDUM

TO: Randy Peterson

FROM: Cindy Reed

DATE: June 1, 2026

RE: Consent on Write-Off of Tangible Personal Property

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The write-off of tangible personal property must be approved by the Board of Trustees on June 17, 2026, Board Meeting. I recommend write-off approval for the listed tangible personal property items from the college's property system. Please let me know if you have any questions on these items.

| Property # | Description                    | Reason for Write-Off | Acquisition Date |
|------------|--------------------------------|----------------------|------------------|
| 27006      | Ultraviolet Visible Microscope | Item Obsolete        | 06/30/1998       |



### MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

DATE: May 29, 2026

RE: Consent Agenda Items – June 17, 2026, District Board of Trustees Meeting

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The following items are submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

- Approval of the SJR State 2026-2027 General Education Resubmission
- Approval of 2026-2027 Updates to the SJR State Library Access Policy
- Approval of 2026-2027 Updates to the SJR State Library Collection Development Policy
- Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the following public school district:
  - o The District School Board of Clay County
- Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the Florida School for the Deaf and the Blind.
- Approval of the 2026-2027 Articulation Agreement Among Eligible Home Education Students and their Parents/Guardians and St. Johns River State College
- Approval of the 2026-2027 Articulation Agreement Between the District Board of Trustees of St. Johns River State College and the following private schools:
  - o Ark Christian Academy\*
  - o Beacon of Hope Christian Academy
  - o Calvary Christian Academy
  - o Center Academy
  - o Christian Home Academy
  - o Crescent City Christian Academy
  - o Faith Christian Academy
  - o Lighthouse Christian School
  - o Matanzas Christian Academy

- o Peniel Baptist Academy
- o Putnam Banner School
- o Seamark Ranch
- o Seven Bridges
- o Springs Academy
- o St. Johns Classical Academy
- o St. Johns Country Day School
- o St. Joseph Academey
- o The Broach School
- o Turning Point Christian Academy
- o Victory Preparatory School
- o Washington Classical Christian School

*\*Please Note: As requested by the Board in previous years, the full agreement is included for Ark Christian Academy and the remaining private schools' signature pages only are included in the Board Packet as all private school agreements are identical.*

- Approval of 2026-2027 Workforce Student Handbooks:
  - o Allied Health
  - o Criminal Justice
  - o Medical Assisting
  - o Nursing (ASN/LPN-RN Bridge)
  - o Nursing (CNA)
  - o Nursing (PN)
  - o Nursing (RN to BSN)



### MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Edward P. Jordan, Ph.D.   
Vice President for Academic and Student Affairs

DATE: May 24, 2026

RE: 2026-2027 General Education Course List Update

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Per State Board of Education vote on April 17, 2026, Florida College System institutions are required to resubmit their previously approved 2026-2027 general education list reflecting the removal of the lower division course, SYG X000 (Sociology). The re-submission of the list must be approved by our Board of Trustees and accompanied by the Board's recertification.

This month's Board request is for the review of our course spreadsheet re-submission and the certification of our compliance with sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

Please advise if you have any questions or require any additional information regarding the proposed submission for the Board of Trustees' consideration.

Statewide Course Numbering System  
General Education Course Report

| Prefix | Level | Course Number | Lab | Course Title                            | Credit | General Ed Core Discipline Area | General Ed Discipline Area | Course Review Status | General Education Updates | Total # Institutions Offering Course | Included in 2025-26 Gen Ed List | Last Semester & Year Course Taught | Course Description                                                                                                                                                                                                                                                                                                                                                                                            | Learning Outcomes |
|--------|-------|---------------|-----|-----------------------------------------|--------|---------------------------------|----------------------------|----------------------|---------------------------|--------------------------------------|---------------------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| AMH    | 2     | 010           |     | UNITED STATES HISTORY TO 1877           | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 40                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AMH    | 2     | 010           |     | HONORS U.S. HISTORY TO 1877             | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 10                                   | Yes                             | Fall 2021                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AMH    | 2     | 020           |     | UNITED STATES HISTORY SINCE 1877        | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 40                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AMH    | 2     | 020           |     | HONORS UNITED STATES HISTORY SINCE 1877 | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 10                                   | Yes                             | Spring 2020                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AML    | 2     | 010           |     | AMERICAN LITERATURE I                   | 3      |                                 | Humanities                 | No Updates           |                           | 21                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AML    | 2     | 010           |     | HONORS AMERICAN LITERATURE I            | 3      |                                 | Humanities                 | No Updates           |                           | 3                                    | Yes                             | Spring 2025                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AML    | 2     | 020           |     | AMERICAN LITERATURE II                  | 3      |                                 | Humanities                 | No Updates           |                           | 19                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| AML    | 2     | 020           |     | HONORS AMERICAN LITERATURE II           | 3      |                                 | Humanities                 | No Updates           |                           | 3                                    | Yes                             | Spring 2017                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ANT    | 2     | 000           |     | GENERAL ANTHROPOLOGY                    | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 30                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ARH    | 1     | 000           |     | ART APPRECIATION                        | 3      | Humanities                      | Humanities                 | No Updates           |                           | 38                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ARH    | 2     | 050           |     | ART HISTORY I                           | 3      |                                 | Humanities                 |                      |                           |                                      |                                 |                                    | A study of the main developments of the visual art forms (architecture, sculpture, and painting) from the Paleolithic period through the Renaissance. The course will include artistic styles and expressions from the Western canon and may also include expressions from around the globe.                                                                                                                  |                   |
| ARH    | 2     | 050           |     | HONORS ART HISTORY I                    | 3      |                                 | Humanities                 | Updated              | Couse Description         | 32                                   | Yes                             | Fall 2025                          | A study of the main developments of the visual art forms (architecture, sculpture, and painting) from the Paleolithic period through the Renaissance. The course will include artistic styles and expressions from the Western canon and may also include expressions from around the globe. This course involves significant reading, writing, discussion, challenge problems, and/or student participation. |                   |
| ARH    | 2     | 051           |     | ART HISTORY II                          | 3      |                                 | Humanities                 | Updated              | Couse Description         | 4                                    | Yes                             | Fall 2019                          | An integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 17th century to the present. The course will include artistic styles and expressions from the Western canon and may also include expressions from around the globe.                                                                                                                      |                   |
| ARH    | 2     | 051           |     | HONORS ART HISTORY II                   | 3      |                                 | Humanities                 | Updated              | Couse Description         | 29                                   | Yes                             | Summer 2025                        | An integrated study of the main developments of the visual art forms (architecture, sculpture and painting) from the 17th century to the present. The course will include artistic styles and expressions from the Western canon and may also include expressions from around the globe. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.     |                   |
| AST    | 1     | 002           |     | INTRODUCTION TO ASTRONOMY               | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 39                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 1     | 003           |     | MICROBES AND SOCIETY                    | 3      |                                 | Natural Science            | No Updates           |                           | 1                                    | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 1     | 005           |     | INTRODUCTION TO BIOLOGY                 | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 37                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 010           |     | GENERAL BIOLOGY I                       | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 40                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 010           |     | HONORS GENERAL BIOLOGY I                | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 19                                   | Yes                             | Spring 2023                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 011           |     | GENERAL BIOLOGY II                      | 3      |                                 | Natural Science            | No Updates           |                           | 32                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 011           |     | HONORS GENERAL BIOLOGY II               | 3      |                                 | Natural Science            | No Updates           |                           | 18                                   | Yes                             | Spring 2020                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 1     | 020           | C   | HUMAN BIOLOGY AND LABORATORY            | 3      |                                 | Natural Science            | No Updates           |                           | 12                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 085           |     | HUMAN ANATOMY AND PHYSIOLOGY I          | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 35                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 085           |     | HONORS HUMAN ANATOMY AND PHYSIOLOGY I   | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 14                                   | Yes                             | Fall 2024                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 086           |     | HUMAN ANATOMY AND PHYSIOLOGY II         | 3      |                                 | Natural Science            | No Updates           |                           | 27                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| BSC    | 2     | 086           |     | HONORS HUMAN ANATOMY AND PHYSIOLOGY II  | 3      |                                 | Natural Science            | No Updates           |                           | 11                                   | Yes                             | Fall 2018                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 020           |     | INTRODUCTION TO CHEMISTRY               | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 30                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 032           |     | PRINCIPLES OF CHEMISTRY                 | 3      |                                 | Natural Science            | No Updates           |                           | 15                                   | Yes                             | Spring 2025                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 045           |     | GENERAL CHEMISTRY I                     | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 40                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 045           |     | HONORS GENERAL CHEMISTRY I              | 3      | Natural Science                 | Natural Science            | No Updates           |                           | 22                                   | Yes                             | Spring 2021                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 046           |     | GENERAL CHEMISTRY II                    | 3      |                                 | Natural Science            | No Updates           |                           | 28                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| CHM    | 1     | 046           |     | HONORS GENERAL CHEMISTRY II             | 3      |                                 | Natural Science            | No Updates           |                           | 19                                   | Yes                             |                                    |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| DAN    | 2     | 100           |     | SURVEY OF DANCE                         | 3      |                                 | Humanities                 | No Updates           |                           | 10                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| DEP    | 2     | 004           |     | HUMAN GROWTH & DEVELOPMENT              | 3      |                                 | Social Sciences            | No Updates           |                           | 21                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| DEP    | 2     | 004           |     | HONORS HUMAN GROWTH AND DEVELOPMENT     | 3      |                                 | Social Sciences            | No Updates           |                           | 3                                    | Yes                             | Spring 2025                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ECO    | 2     | 013           |     | MACROECONOMICS                          | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 39                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ECO    | 2     | 013           |     | HONORS MACROECONOMICS                   | 3      | Social Sciences                 | Social Sciences            | No Updates           |                           | 9                                    | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ECO    | 2     | 023           |     | MICROECONOMICS                          | 3.0    |                                 | Social Sciences            | No Updates           |                           | 27                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ECO    | 2     | 023           |     | HONORS MICROECONOMICS                   | 3      |                                 | Social Sciences            | No Updates           |                           | 5                                    | Yes                             | Spring 2020                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ENC    | 1     | 101           |     | COMPOSITION I                           | 3      | Communications                  | Communications             | No Updates           |                           | 40                                   | Yes                             | Fall 2025                          |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |
| ENC    | 1     | 101           |     | HONORS COMPOSITION I                    | 3      | Communications                  | Communications             | No Updates           |                           | 15                                   | Yes                             | Spring 2017                        |                                                                                                                                                                                                                                                                                                                                                                                                               |                   |

Statewide Course Numbering System  
General Education Course Report

|     |   |     |   |                                               |   |                 |                 |            |                   |    |     |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----|---|-----|---|-----------------------------------------------|---|-----------------|-----------------|------------|-------------------|----|-----|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| ENC | 1 | 102 |   | COMPOSITION II                                | 3 |                 | Communications  |            |                   |    |     |             | ENC 1102 is an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a works cited page, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content will focus on the main styles of argumentation as a foundation for writing about and with primary and secondary sources. An exit grade of "C" or higher is required. ENC 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                  |  |
| ENC | 1 | 102 |   | HONORS COMPOSITION II                         | 3 |                 | Communications  | Updated    | Couse Description | 37 | Yes | Fall 2025   | ENC 1102 is an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a works cited page, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content will focus on the main styles of argumentation as a foundation for writing about and with primary and secondary sources. An exit grade of "C" or higher is required. ENC 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                  |  |
| ENC | 1 | 102 |   | HONORS COMPOSITION II                         | 3 |                 | Communications  |            |                   |    |     |             | ENC 1102 is an advanced composition course with an emphasis placed on critical thinking skills, conducting academic research, and research-based writing using MLA documentation. Students will practice proper and correct in-text citations, will compile a works cited page, and will demonstrate synthesis and seamless integration of sources into their writing, with a strong emphasis on understanding and avoiding plagiarism. Students will be trained in the identification and searching of major databases found in SJR STATE electronic resources and will write several documented papers and one longer research paper. Students will make an oral presentation. Course content will focus on the main styles of argumentation as a foundation for writing about and with primary and secondary sources. An exit grade of "C" or higher is required. ENC 1102 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation. |  |
| ENL | 2 | 012 |   | ENGLISH LITERATURE I                          | 3 |                 | Humanities      | No Updates | Couse Description | 11 | Yes | Spring 2023 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 012 |   | HONORS ENGLISH LITERATURE I                   | 3 |                 | Humanities      | No Updates |                   | 19 | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 022 |   | ENGLISH LITERATURE II                         | 3 |                 | Humanities      | No Updates |                   | 3  | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 022 |   | HONORS ENGLISH LITERATURE II                  | 3 |                 | Humanities      | No Updates |                   | 20 | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 022 |   | HONORS ENGLISH LITERATURE II                  | 3 |                 | Humanities      | No Updates |                   | 3  | Yes | Spring 2022 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 330 |   | INTRODUCTION TO SHAKESPEARE                   | 3 |                 | Humanities      | No Updates |                   | 3  | Yes | Spring 2022 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 330 |   | HONORS INTRODUCTION TO SHAKESPEARE            | 3 |                 | Humanities      | No Updates |                   | 5  | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ENL | 2 | 330 |   | HONORS INTRODUCTION TO SHAKESPEARE            | 3 |                 | Humanities      | No Updates |                   | 1  | Yes |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| ESC | 1 | 000 |   | EARTH AND SPACE SCIENCE                       | 3 | Natural Science | Natural Science | No Updates |                   | 30 | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| EVR | 1 | 001 | C | INTRO TO ENVIRONMENTAL SCIENCE AND LABORATORY | 3 | Natural Science | Natural Science | No Updates |                   | 37 | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| HUM | 2 | 020 |   | INTRODUCTION TO HUMANITIES                    | 3 | Humanities      | Humanities      | No Updates |                   | 37 | Yes | Fall 2025   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| HUM | 2 | 020 |   | HONORS INTRODUCTION TO HUMANITIES             | 3 | Humanities      | Humanities      | No Updates |                   | 8  | Yes | Fall 2024   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| HUM | 2 | 220 |   | GREEK AND ROMAN HUMANITIES                    | 3 |                 | Humanities      |            |                   |    |     |             | An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2220 covers the period from the Aegean Civilizations through the Roman era, emphasizing the development and influence of classical ideas. The course will focus on cultural expressions from the Western canon. HUM 2220 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| HUM | 2 | 220 |   | HONORS GREEK AND ROMAN HUMANITIES             | 3 |                 | Humanities      | Updated    | Couse Description | 3  | Yes | Fall 2025   | An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2220 covers the period from the Aegean Civilizations through the Roman era, emphasizing the development and influence of classical ideas. The course will focus on cultural expressions from the Western canon. HUM 2220 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| HUM | 2 | 220 |   | HONORS GREEK AND ROMAN HUMANITIES             | 3 |                 | Humanities      |            |                   |    |     |             | An integrated examination of dominant ideas in Western culture as expressed in art, literature, music, philosophy, and religion, HUM 2220 covers the period from the Aegean Civilizations through the Roman era, emphasizing the development and influence of classical ideas. The course will focus on cultural expressions from the Western canon. HUM 2220 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| HUM | 2 | 223 |   | LATE ROMAN AND MEDIEVAL HUMANITIES            | 3 |                 | Humanities      | Updated    | Couse Description | 1  | Yes | Spring 2023 | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2223 covers the period from the Late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2223 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| HUM | 2 | 223 |   | LATE ROMAN AND MEDIEVAL HUMANITIES            | 3 |                 | Humanities      | Updated    | Couse Description | 2  | Yes | Spring 2025 | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2223 covers the period from the Late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2223 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |

Statewide Course Numbering System  
General Education Course Report

|     |   |     |  |                                                 |   |  |            |         |                   |    |     |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|-----|---|-----|--|-------------------------------------------------|---|--|------------|---------|-------------------|----|-----|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| HUM | 2 | 223 |  | HONORS LATE ROMAN AND MEDIEVAL HUMANITIES       | 3 |  | Humanities | Updated | Couse Description | 1  | Yes | Spring 2025 | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2223 covers the period from the Late Roman Empire through the Middle Ages, emphasizing the development and historical influence of Christianity. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2223 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.                                                                                                                                                                                 |  |
| HUM | 2 | 232 |  | RENAISSANCE AND BAROQUE HUMANITIES              | 3 |  | Humanities | Updated | Couse Description | 2  | Yes | Spring 2025 | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion, HUM 2232 covers the period from the Renaissance time period through the Baroque, emphasizing the development and historical influences of these periods. The course will focus on cultural expressions from the Western canon and may also include expressions from around the globe.                                                                                                                                                                                                                                                                                                                                                                         |  |
| HUM | 2 | 232 |  | HONORS RENAISSANCE AND BAROQUE HUMANITIES       | 3 |  | Humanities | Updated | Couse Description | 1  | Yes |             | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy and religion, HUM 2232 covers the period from the Renaissance time period through the Baroque, emphasizing the development and historical influences of these periods. The course will focus on cultural expressions from the Western canon and may also include expressions from around the globe. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.                                                                                                                                                                                                                                                        |  |
| HUM | 2 | 234 |  | ENLIGHTENMENT AND ROMANTICISM HUMANITIES        | 3 |  | Humanities | Updated | Couse Description | 3  | Yes | Spring 2022 | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2234 covers the period from the Enlightenment through the 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. The course will include cultural expressions from the Western canon and may also include expressions from around the globe.                                                                                                                                                                                                                                                                                                                                                              |  |
| HUM | 2 | 234 |  | HONORS ENLIGHTENMENT AND ROMANTICISM HUMANITIES | 3 |  | Humanities | Updated | Couse Description | 1  | Yes |             | An integrated examination of dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2234 covers the period from the Enlightenment through the 19th century, emphasizing the emergence of rationalism and modern science and the Romantic rebellion. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2234 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation.                                                                                                                                                                  |  |
| HUM | 2 | 250 |  | 20TH CENTURY HUMANITIES                         | 3 |  | Humanities | Updated | Couse Description | 11 | Yes | Fall 2025   | An integrated examination of the dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2250 covers the period from the turn of the 20th century to the present. The course focuses on creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to newly emerging guiding myths of today. The course will include cultural expressions from the Western canon and may also include expressions from around the globe.                                                                                                                                                                                             |  |
| HUM | 2 | 250 |  | HONORS 20TH CENTURY HUMANITIES                  | 3 |  | Humanities | Updated | Couse Description | 2  | Yes | Summer 2024 | An integrated examination of the dominant ideas in Western culture expressed in art, literature, music, philosophy, and religion, HUM 2250 covers the period from the turn of the 20th century to the present. The course focuses on creative forces which have shaped contemporary consciousness from the pioneering work of Einstein, Picasso, Stravinsky, and Wright through the dominance of objective consciousness to newly emerging guiding myths of today. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2250 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation. |  |

Statewide Course Numbering System  
General Education Course Report

|     |   |     |  |                                                                     |   |                 |                 |                                |                   |    |     |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|-----|---|-----|--|---------------------------------------------------------------------|---|-----------------|-----------------|--------------------------------|-------------------|----|-----|-------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| HUM | 2 | 310 |  | MYTHOLOGY IN ART, LITERATURE, & MUSIC                               | 3 |                 | Humanities      |                                |                   |    |     |             |  |  | An introduction to mythology and an examination of its continued influence to the present. Major emphasis is placed on Classical mythology, though attention will be given to other mythologies of Western and non-Western cultures as well. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2310 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030.                                                                                                                  |  |
| HUM | 2 | 310 |  | HONORS MYTHOLOGY IN ART, LITERATURE, AND MUSIC                      | 3 |                 | Humanities      | Updated                        | Couse Description | 4  | Yes | Fall 2025   |  |  | An introduction to mythology and an examination of its continued influence to the present. Major emphasis is placed on Classical mythology, though attention will be given to other mythologies of Western and non-Western cultures as well. The course will include cultural expressions from the Western canon and may also include expressions from around the globe. HUM 2310 is a Gordon Rule writing course as defined by SBE Rule 6A-10.030. This course involves significant reading, writing, discussion, challenge problems, and/or student participation. |  |
| MAC | 1 | 105 |  | COLLEGE ALGEBRA                                                     | 3 | Math            | Math            | No Updates                     |                   | 2  | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 1 | 147 |  | PRECALCULUS                                                         | 4 |                 | Math            | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 1 | 147 |  | HONORS PRECALCULUS                                                  | 4 |                 | Math            | No Updates                     |                   | 27 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 1 | 147 |  | HONORS PRECALCULUS                                                  | 4 |                 | Math            | No Updates                     |                   | 3  | Yes | Spring 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 233 |  | SURVEY OF CALCULUS                                                  | 3 |                 | Math            | No Updates                     |                   | 37 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 311 |  | ANALYTIC GEOMETRY AND CALCULUS I                                    | 4 | Math            | Math            | No Updates                     |                   | 40 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 311 |  | HONORS ANALYTIC GEOMETRY AND CALCULUS I                             | 4 | Math            | Math            | No Updates                     |                   | 13 | Yes | Spring 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 312 |  | ANALYTIC GEOMETRY AND CALCULUS II                                   | 4 |                 | Math            | No Updates                     |                   | 36 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 312 |  | HONORS ANALYTIC GEOMETRY AND CALCULUS II                            | 4 |                 | Math            | No Updates                     |                   | 6  | Yes | Summer 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 313 |  | ANALYTIC GEOMETRY AND CALCULUS III                                  | 4 |                 | Math            | No Updates                     |                   | 29 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAC | 2 | 313 |  | HONORS ANALYTIC GEOMETRY AND CALCULUS III                           | 4 |                 | Math            | No Updates                     |                   | 2  | Yes | Spring 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MAP | 2 | 302 |  | ELEMENTARY DIFFERENTIAL EQUATIONS                                   | 3 |                 | Math            | No Updates                     |                   | 23 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MCB | 2 | 010 |  | MICROBIOLOGY                                                        | 3 |                 | Natural Science | No Updates                     |                   | 16 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MCB | 2 | 010 |  | HONORS MICROBIOLOGY                                                 | 3 |                 | Natural Science | No Updates                     |                   | 8  | Yes |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MGF | 1 | 106 |  | MATHEMATICS FOR LIBERAL ARTS I                                      | 3 |                 | Math            | Removed from General Education |                   | 12 | Yes | Fall 2024   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MGF | 1 | 107 |  | MATHEMATICS FOR LIBERAL ARTS II                                     | 3 |                 | Math            | Removed from General Education |                   | 12 | Yes | Summer 2024 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MGF | 1 | 130 |  | MATHEMATICAL THINKING                                               | 3 | Math            | Math            | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MGF | 1 | 131 |  | MATHEMATICS IN CONTEXT                                              | 3 |                 | Math            | No Updates                     |                   | 32 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MUH | 2 | 110 |  | SONGS FOR THE DEAD: AN INTRODUCTION TO MUSIC HISTORY AND LITERATURE | 3 |                 | Humanities      | No Updates                     |                   | 4  | Yes |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MUH | 2 | 112 |  | MUSIC HISTORY                                                       | 3 |                 | Humanities      | No Updates                     |                   | 3  | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MUH | 2 | 112 |  | HONORS MUSIC HISTORY                                                | 3 |                 | Humanities      | No Updates                     |                   | 1  | Yes | Spring 2024 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| MUL | 1 | 010 |  | MUSIC APPRECIATION                                                  | 3 | Humanities      | Humanities      | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| OCB | 1 | 000 |  | MARINE BIOLOGY                                                      | 3 |                 | Natural Science | No Updates                     |                   | 10 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHI | 2 | 010 |  | INTRODUCTION TO PHILOSOPHY                                          | 3 | Humanities      | Humanities      | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHI | 2 | 600 |  | INTRODUCTION TO ETHICS                                              | 3 |                 | Humanities      | No Updates                     |                   | 23 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 1 | 020 |  | INTRODUCTION TO PHYSICS                                             | 3 | Natural Science | Natural Science | No Updates                     |                   | 34 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 2 | 048 |  | PHYSICS I WITH CALCULUS                                             | 3 | Natural Science | Natural Science | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 2 | 048 |  | HONORS PHYSICS I WITH CALCULUS                                      | 3 | Natural Science | Natural Science | No Updates                     |                   | 21 | Yes | Fall 2018   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 2 | 049 |  | PHYSICS II WITH CALCULUS                                            | 3 |                 | Natural Science | No Updates                     |                   | 31 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 2 | 049 |  | HONORS PHYSICS II WITH CALCULUS                                     | 3 |                 | Natural Science | No Updates                     |                   | 18 | Yes |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 1 | 053 |  | GENERAL PHYSICS I                                                   | 3 | Natural Science | Natural Science | No Updates                     |                   | 40 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 1 | 053 |  | HONORS GENERAL PHYSICS I                                            | 3 | Natural Science | Natural Science | No Updates                     |                   | 16 | Yes |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 1 | 054 |  | GENERAL PHYSICS II                                                  | 3 |                 | Natural Science | No Updates                     |                   | 30 | Yes | Summer 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PHY | 1 | 054 |  | HONORS GENERAL PHYSICS II                                           | 3 |                 | Natural Science | No Updates                     |                   | 12 | Yes |             |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| POS | 1 | 041 |  | UNITED STATES FEDERAL GOVERNMENT                                    | 3 | Social Sciences | Social Sciences | No Updates                     |                   | 40 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| POS | 1 | 041 |  | HONORS US FEDERAL GOVERNMENT                                        | 3 | Social Sciences | Social Sciences | No Updates                     |                   | 12 | Yes | Summer 2021 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| POS | 1 | 112 |  | STATE AND LOCAL GOVERNMENT                                          | 3 |                 | Social Sciences | No Updates                     |                   | 16 | Yes | Spring 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PSY | 2 | 012 |  | GENERAL PSYCHOLOGY                                                  | 3 | Social Sciences | Social Sciences | No Updates                     |                   | 39 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| PSY | 2 | 012 |  | HONORS GENERAL PSYCHOLOGY                                           | 3 | Social Sciences | Social Sciences | No Updates                     |                   | 12 | Yes | Spring 2024 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| STA | 2 | 023 |  | ELEMENTARY STATISTICS                                               | 3 | Math            | Math            | No Updates                     |                   | 40 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| STA | 2 | 023 |  | HONORS ELEMENTARY STATISTICS                                        | 3 | Math            | Math            | No Updates                     |                   | 14 | Yes | Spring 2025 |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| THE | 1 | 000 |  | THEATER APPRECIATION                                                | 3 | Humanities      | Humanities      | No Updates                     |                   | 36 | Yes | Fall 2025   |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

## Statewide Course Numbering System General Education Course Report

[illegible]

## **Certification Form**

### **Academic Year 2026-27 General Education Courses**

Please email signed form to [Articulation@fldoe.org](mailto:Articulation@fldoe.org) **no later than May 29, 2026.**

Dear Commissioner Kamoutsas,

I certify that my institution has reviewed our general education course options for compliance with Sections 1007.24, 1007.25, and 1007.55, Florida Statutes.

- ☐ Reviewed Excel spreadsheet provided by the Office of K-20 Articulation.
- ☐ Submitted new courses or changes to the Statewide Course Numbering System (SCNS).

\_\_\_\_\_  
Institution

\_\_\_\_\_  
FCS/SUS President Signature

\_\_\_\_\_  
Board of Trustee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Approved by the Board of Trustees

# Access Policy



**ST. JOHNS  
RIVER**  
STATE COLLEGE

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**LIBRARY**

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# LIBRARY SERVICES ACCESS POLICY

This policy defines and ensures the equal application of privileges, responsibilities, and levels of access to the services and resources of the three campus locations of the St. Johns River State College Library. The SJR State Library is an [equal opportunity/equal access institution](#).

The SJR State Library is organized into seven service areas:

- Circulation Services for various material types held in the Circulating, Children's Book, Popular Fiction, Nursing and Allied Health, Reserves, and Audio-Visual collections of the SJR State Library
- Subscription Services for print and digital subscriptions secured by the SJR State Library and/or the State of Florida for access by designated user groups
- Resource Sharing Services
- Research Services
- Instructional Services
- Educational Technology Support and Referral Services
- Acquisition Services

The SJR State Library provides services to seven user groups. User groups and their associated eligibility requirements are defined herein. Library privileges vary by user group; privileges may differ due to state legislative mandates, contractual agreements with vendors or cooperatives, or College policy. Library privileges are organized by and defined by service areas. Library policies detailed in this document apply equally to all user groups.

The Access Policy is reviewed by library faculty and staff annually. Any proposed change in policy is submitted to the College's Learning Resources Committee. Members are appointed to the Learning Resources Committee by the Executive Management Team. If the Learning Resources Committee approves a policy change, the policy is then submitted to the Institutional Planning Committee and the District Board of Trustees for approval before implementation.

## **USER GROUPS AND ELIGIBILITY REQUIREMENTS**

The SJR State Library provides services to seven user groups. Library privileges are defined and monitored via a user account in the Library's management system (LMS). A current Library account is required for all users who wish to access resources in the library or online.

Access to services is granted based upon an individual's user group designation and resulting account settings in the LMS. Library accounts may be automatically generated from College records that are loaded weekly or a Library account may require manual creation in the LMS.

After a Library account has been created, users may be required to provide proof of identity including a photo ID and/or successful online identity authentication before receiving services or resources from the Library. The Library does not issue library cards; each user has a unique alphanumeric username associated with their Library account. The Library only generates and provides such usernames for Board of Trustees Members, retired faculty & employees, and Community User accounts.

### **USER GROUPS WITH AUTOGENERATED LIBRARY ACCOUNTS**

Current SJR State students, faculty, and employees as defined below are automatically generated Library accounts for the current semester. These users do not need to apply for Library access. For these user groups, College records are loaded into the LMS and Library accounts are then generated by the system based on an individual's classification.

College records are loaded into the LMS weekly. A separate tape load may be required before off-campus Dual Enrollment, Early College Program, or Adult Education students appear in the LMS. As a result of the tape load schedule, there may be turn-around time between a student's registration or new employee's hiring, for instance, and the automatic generation of an active Library account.

The username and password for autogenerated accounts are the same as those issued to the individual for access to the College network and portal. Library accounts for these user groups expire at the end of each semester.

### **SJR State Students**

Defined as students enrolled at SJR State during the current semester. Includes Dual Enrollment, Early College Program, and Adult Education students whose status can be verified in Banner and were provided with network access by the College's IT Department. Registrants in Continuing Education classes are not included in this classification.

### **SJR State Faculty**

Defined as full-time or adjunct faculty currently employed by the College or off-site dual enrollment or collegiate high school instructors whose status is recorded in Banner by Human Resources and were provided network access by the College's IT Department.

### **SJR State Employees**

Defined as full-time and part-time employees currently employed at the College whose status is recorded in Banner by Human Resources and were provided network access by the College's IT Department.

## **USER GROUPS REQUIRING AN ACCESS APPLICATION, STATUS VERIFICATION, AND MANUAL ACCOUNT CREATION**

Students from other Florida state colleges and universities, retired SJR State employees, and members of SJR State's service district as defined below may apply for access to Library services and resources. Applications may be submitted online or the form in Appendix A may be submitted in person at a Circulation Desk. The username and password conventions and length of account access vary for each of these user groups.

### **FCS or SUS Students**

Defined as currently registered students from one of Florida's state colleges or universities whose record is available in the LMS for import from their home institution.

### **Retired SJR State Faculty or Staff**

Defined as former full-time faculty or full-time career or professional service employees who retired from the Florida College System at SJR State whose status can be verified by Human Resources.

### **SJR State District Board of Trustees Members**

Defined as a current member of the District Board of Trustees as published on the College's web site.

### **Off-Site Media Center Employees**

Defined as library staff at locations where SJR State courses are provided off-site whose status can be verified by an SJR State librarian.

### **Community Patrons**

Defined as eligible, verified residents of Clay, Putnam, or St. Johns County or those currently registered in a Continuing Education course through SJR State who can produce a registration receipt. Residents 18 years of age or older may apply for limited SJR State Library services. Applicants must present a valid Florida driver's license or Florida photo ID with a signature as well as a "Declaration of Domicile" or a utility invoice with home address that is within the College's service area. Applicants must be in good standing at all SJR State Campus Libraries. Users under the age of eighteen are welcome to visit the Library but must be constantly accompanied and supervised by an adult. Community user access is granted for three years and may be reapplied for at the end of that time.

## USER PRIVACY

All library users' registration records and circulation transactions of Library material are protected as confidential information by Florida Statute 257.261. Furthermore, the SJR State Library supports the America Library Association's [Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](#). Information about an individual's circulation transactions of Library material and library use will only be released as required by law. However, a user's privacy is not guaranteed if items from the Reserves Collection are overdue or lost and the item was the property of a faculty member or department.

## LIBRARY SERVICES

### CIRCULATION SERVICES

Circulation Services are provided to all Library users.

#### Identification Required for Library Transactions

The SJR State Library does not provide users with a library card. To checkout library material, all users must present a current SJR State ID or a government issued photo ID that includes a signature.

Identification cards used to validate a user's ID are not transferable. Disabled users may request a proxy for Circulation Services by signing the proxy agreement (Appendix B) that is available at each campus Library's Circulation Desk. Faculty members may designate a proxy by sending an email to the campus Circulation Manager that designates a person whom the faculty member authorizes to checkout or return material on their behalf. Any user that designates a proxy is held personally responsible for the materials charged to their account; the proxy will not be held accountable by the Library.

#### Privileges and Overdue/Lost Policy

Items held in the circulating book collections of each SJR State campus library are available for loan to all users. These collections vary by campus but include books in the Circulating Collection, the Children's Book Collection, the Nursing and Allied Health Collection, and the Popular Fiction Collection. Intra-library loan services are provided for all users. Access to

material held in the Reserves and Audio-Visual collections is limited to designated user groups. The Reserves Collection includes DVDs, models, and instructors' resources including books.

### Access, Loan Periods, and Checkout Limits by Material Type or Collection

Loan periods and checkout limits vary by material type and user group as indicated in Table 1. All users must return material by the due date indicated at the time of loan.

1. All users must return material by the due date indicated at the time of loan.

Table. 1 Circulation Services Privileges

| User Group                                       | Books                      | DVDs                     | Equipment                | Reserves                 |
|--------------------------------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| SJR State Students                               | Unlimited<br>21-day loan   | Unlimited<br>14-day loan | Varies<br>In-library use | Varies<br>In-library use |
| SJR State Faculty<br><i>Current or Retired</i>   | Unlimited<br>Semester loan | Unlimited<br>14-day loan | Unlimited<br>Hourly loan | Unlimited<br>Hourly loan |
| SJR State Employees<br><i>Current or Retired</i> | Unlimited<br>Semester loan | Unlimited<br>14-day loan | Unlimited<br>Hourly loan | Unlimited<br>Hourly loan |
| SJR State Adjunct &<br>Part-time Staff           | Unlimited<br>Semester loan | Unlimited<br>14-day loan | Unlimited<br>Hourly loan | Unlimited<br>Hourly loan |
| FCS or SUS Students                              | Unlimited<br>21-day loan   | 3 titles<br>7-day loan   | Varies<br>In-library use | Varies<br>In-library use |
| Community Patrons                                | 3 books<br>21-day loan     | 3 titles<br>7-day loan   | Varies<br>In-library use | n/a                      |
| SJR State Trustees                               | Unlimited<br>Semester loan | Unlimited<br>14-day loan | Unlimited<br>Hourly loan | Unlimited<br>Hourly loan |

### Renewal Requests

Overdue items cannot be renewed. Material may be renewed by a user before the item is due unless a hold request has been placed on the material by another user. Most users can view due dates and renew material online through the catalog's My Account tool. Users without online account access must call the Library to confirm a due date or request a renewal.

### Overdue/Lost Circulating Material

The Library does not charge late fees. Once an item that has been checked out from a circulating collection is 6 weeks overdue, the item is considered lost by the Library. A user may also report an item lost. When an item is declared lost by the Library or the user a hold is placed on the user's Library account preventing further Library use. The hold remains on a

user's record until each obligation is settled or after two academic years.

To settle an obligation resulting from an overdue/lost item, a user may select from the following 3 options:

1. Return each item undamaged.
2. Replace the item with an exact copy. The item must be new and undamaged; the replacement copy may be refused based upon condition or edition at the discretion of the Circulation Manager, a librarian, or the Department administrator. For books, the edition must be the same or newer and, ideally, the binding should be the same type as the item that was borrowed (it is understood that a hardcover book often becomes available solely in paperback after its initial printing).
3. Donate food and/or personal care items to the College's Viking Exchange for students in need. Donations must be new and have a maximum value of \$50.00

After two academic years the lost item will be deleted and removed from user's account.

#### Overdue/Lost/Stolen Reserve Material

Most materials in the Reserves Collection are items owned by faculty or departments, not the Library. No fines are charged for materials from the Reserves Collection for slightly overdue materials. However, once a Reserves item is 7 days overdue, a user reports a Reserves item lost, or a Reserves item leaves the building without authorization and is, therefore, considered stolen:

- A. The owner of the item is notified.
- B. If the item was owned by the Library or another College department, the user is charged the replacement cost of each item in question. If the item was owned by a faculty member, the faculty member may choose to have the user provide a replacement for the item. If the faculty member chooses to have the user billed the replacement cost of the item, the faculty member does not receive those funds; the replacement cost is collected by the College and goes into the General Fund.
  - i. The replacement cost is the price paid by the College for the item or, if unknown, the full list price on Amazon.
- C. A hold is placed on the user's Library account preventing further Library use.

## Claims Returned Items

If a user claims that they have returned material to the Library which has been declared overdue by the system, a Claims Returned Report may be filed by the user at the Circulation Desk (Appendix C). Upon submission of this report, the Library will instigate a full search for the missing material. The campus library that owns the item will search its collection first. If the item is not found, each campus library will be asked to search their collections for the item. This entire search process will occur within one (1) month of the report's submission. While the search is taking place, the user will retain full borrowing privileges. The user's Library record will be noted that the overdue block should be overridden until the search for the item is complete. If the material is found, the user will be notified, and the user's Library record will be changed to reflect the return of the item(s). If the item is still missing after a complete search, the item will be treated as lost by the user.

## RESOURCE SHARING SERVICES

Resource Sharing Services are limited to current SJR State students, current or retired SJR State faculty and staff, current SJR State Board of Trustees members, and, excepting OCLC, other FCS or SUS students. The SJR State Library offers two types of Resource Sharing Services: reciprocal borrowing and inter-library loan.

### Reciprocal Borrowing

The [Library Borrowing Privileges Agreement](#) undertaken by Florida's public colleges and universities entitles any current FCS or SUS student, staff, or faculty member to walk in to any FCS or SUS library and check out materials directly from said library. The user is then responsible for returning the item directly to the lending library; the SJR State Library cannot return an item on the user's behalf. Each library has the right to limit access to parts of their collections. The user must abide by the lending library's policies and is responsible for any fees or fines charged by the lending library.

### Inter-Library Loan

Inter-Library Loan (ILL) Services provide authorized users the opportunity to borrow material from other libraries across the state and the nation. There are two methods used to request

items from other libraries: UBBorrow and OCLC. Both services are free for authorized users but the user may incur costs if borrowed items are returned late, are lost, or are returned damaged.

#### UBorrow

The [Statewide Union Catalog](#) contains the holdings of all FCS and SUS libraries. UBBorrow allows authorized users to place ILL requests themselves via the [Statewide Union Catalog](#). Users may request and check-out an unlimited number of items via UBBorrow. A librarian can assist authorized users with UBBorrow.

#### OCLC

If an item is not available through UBBorrow, authorized users may ask a librarian to request the item for them from another source. OCLC provides access to the holdings of public libraries and academic libraries nationwide. Users may request and check out an unlimited number of items via OCLC. Students from other FCS or SUS institutions must place OCLC requests through their home institution, not SJR State.

#### ILL Policies and Responsibilities

Regardless of the system through which an ILL item was obtained, users are held to the same policies regarding loans, renewals, and fees or fines. Loan periods and renewal requests are determined by the lending library. Renewal requests must be made before an item is due and may be denied at the lending library's discretion. Lending libraries may charge fees and fines for overdue, damaged, or lost material. SJR State is billed for all fees and fines incurred by a user, however the user may be responsible for paying those costs.

## SUBSCRIPTION SERVICES

Subscription Services include a variety of digital resources including databases, eBooks, periodicals, streaming media services, and paywall-enabled sites.

#### Privileges

Access to the digital resources provided through the Library's Subscription Services is restricted to specified user groups due to licensing agreements. Subscription Services privileges are summarized in Table 2: Subscription Services Privileges.

Table. 2 Subscription Services Privileges

| User Group                                       | Digital Resources | Digital Periodicals |
|--------------------------------------------------|-------------------|---------------------|
| SJR State Students                               | Authorized users  | Authorized users    |
| SJR State Faculty<br><i>Current or Retired</i>   | Authorized users  | Authorized users    |
| SJR State Employees<br><i>Current or Retired</i> | Authorized users  | Authorized users    |
| SJR State Adjunct &<br>Part-time Staff           | Authorized users  | Authorized users    |
| FCS or SUS Students                              | Not authorized    | Not authorized      |
| Community Patrons                                | Not authorized    | Not authorized      |
| SJR State Trustees                               | Authorized users  | Authorized users    |

Users who are not authorized to access the Library's digital resources are able to access the [Florida Electronic Library](#) (FEL) and its associated subscription content from any computer located within the state of Florida. SJR State librarians can provide users' information about accessing the FEL.

### Authentication Requirements for Digital Resources

Access to the Library's digital resources is limited to currently enrolled SJR State students, current and retired SJR State faculty, current and retired SJR State employees, library staff at off-site locations offering SJR State courses, and current Trustees only. Authentication is required to access the Library's digital resources and is granted to authorized users with current records in the LMS or Open Athens. For most users, access is granted through single sign-on using their existing College credentials.

## RESEARCH SERVICES

All users are eligible to receive Research Services. For any user in the library, the Library faculty will:

- Provide answers to specific, factual questions
- Assist in using the library's catalog and digital resources
- Assist in formulating a search strategy
- Assist in constructing a research topic and thesis statement
- Help find credible sources

- Assist in citing sources using the appropriate format as designated by the course instructor (i.e., APA, MLA, or Chicago Style)
- Help request items from other campuses & institutions via intra-campus or inter-library loan
- Provide technology assistance for school-related assignments

Library faculty are also available to provide virtual assistance.

## **INSTRUCTIONAL SERVICES**

Booking Instructional Services is limited to current:

- SJR State Faculty
- SJR State Adjunct Faculty
- SJR State Employees
- Off-site SJR State dual-enrollment instructors
- Off-site SJR State Early College Program instructors

## **EDUCATIONAL TECHNOLOGY SUPPORT AND REFERRAL SERVICES**

Computing and printing privileges are limited to users with College network access. A computer with catalog access is available at each campus library.

Library faculty and staff provide Educational Technology Support and Referral Services to all library users for technological resources that are provided or supported by SJR State. Library faculty can provide:

- Assistance using the Library's digital resources.
- Assistance using equipment purchased by the Library.
- Basic assistance using Microsoft Office products.
- Assistance to students accessing courses in Canvas.
- Assistance to students logging into and navigating the College portal.
- Assistance to instructors incorporating Library resources into Canvas.
- Assistance to instructors locating Open Educational Resources.

Questions that are outside of the scope of the Library will be referred to the appropriate College department.

## ACQUISITION SERVICES

All users are welcome to suggest items for the Library to purchase and add to its collection for the benefit of all Library users. Requests must meet the standards set forth in the Library's Collection Development Policy and will be honored or declined at the behest of the Department administrator. Books and DVDs are purchased throughout the year. Subscriptions may take up to one year to become active. Purchase requests may be submitted via email or by submitting the form in Appendix D to the Circulation Desk.

# APPENDICES

## Appendix A: Application for SJR State Library Access



### SJR State Library User Application

Apply to be an SJR State Library User if you are:

- A retired SJR State employee
  - o Status must be confirmed by HR before access will be issued.
- A resident of Clay, Putnam, or St. Johns County
  - o Applicants must present proof of residency before access will be issued. Proof of residency includes a current driver’s license or a recent utility bill.

All fields are required.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you an SJR State Retiree?                      ☐ Yes                      ☐ No

By submitting this application, you agree to adhere to the St. Johns River State College Access Policy.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Circulation Proxy Agreement



### Circulation Proxy Agreement

I, \_\_\_\_\_, hereby permit, \_\_\_\_\_ Proxy's name, to check-out items from the St. Johns River State College Library on my behalf for the current term. I understand that I am responsible for any item checked out on my behalf by my proxy and will be held to the Circulation Services Policy as stated for my borrower type, including the billing of lost, damaged, or overdue material.

I further understand that this agreement is limited to the check-out of SJR State Library items only. My proxy may not log-in to any College computer using my username and password nor access the College portal using my username and password as stated in SJR State policy.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix C: Claims Returned Form



### Claims Returned Form

Today's Date:

#### User Information

Name:

Address:

Phone: (     )

#### Material Information

Call #:

Barcode:

Title:

Original Due Date:

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

#### STAFF USE ONLY

NOTES:

Date of inventory: \_\_\_\_\_

Staff Initials: Result of inventory: \_\_\_\_\_

Material was found and user was notified.

- Material was not found and user's library account froze.

## Appendix D: Suggestion for Purchase Form



### Suggestion for Purchase Form

All users are welcome to suggest items for the Library to purchase and add to its collection for the benefit of all Library users. Suggested items must meet the standards set forth in the Library's Collection Development Policy and the suggestion will be honored or declined at the behest of the Dean of Learning Resources.

Title:

ISBN number:

Link to item on Amazon.com or another vendor's site:

I am suggesting this item for:

- ☐ The Palatka Campus Library's collection
- ☐ The Orange Park Campus Library's collection
- ☐ The St. Augustine Campus Library's collection
- ☐ All Campus Libraries campus collections

Your email:

---

Your name:

---

Are you a current SJR State Library account holder?    Yes            No

If you are not a current SJR State Library account holder, please specify your relationship with the Library: \_\_\_\_\_

---

## Appendix E: Table of Privileges

| <u>User Group</u>                                | <u>Books</u>            | <u>DVDs</u>            | <u>Equipment</u>      | <u>Reserves</u>       | <u>Digital Resources</u> | <u>Resource Sharing Services</u> | <u>Computing, Printing, WiFi</u> |
|--------------------------------------------------|-------------------------|------------------------|-----------------------|-----------------------|--------------------------|----------------------------------|----------------------------------|
| SJR State Students                               | Unlimited 21-day loan   | Unlimited 14 -day loan | Varies In-library use | Varies In-library use | Authorized users         | Authorized users                 | Authorized users                 |
| SJR State Faculty<br><i>Current or Retired</i>   | Unlimited Semester loan | Unlimited 14 -day loan | Unlimited Hourly loan | Unlimited Hourly loan | Authorized users         | Authorized users                 | Authorized users                 |
| SJR State Employees<br><i>Current or Retired</i> | Unlimited Semester loan | Unlimited 14 -day loan | Unlimited Hourly loan | Unlimited Hourly loan | Authorized users         | Authorized users                 | Authorized users                 |
| SJR State Adjunct & Part-time Staff              | Unlimited Semester loan | Unlimited 14- day loan | Unlimited Hourly loan | Unlimited Hourly loan | Authorized users         | Authorized users                 | Authorized users                 |
| FCS or SUS Students                              | Unlimited 21 day loan   | 3 titles 7-day loan    | Varies In-library use | Varies In-library use | Not authorized           | Authorized users                 | Not authorized                   |
| Community Patrons                                | 3 books 21 day loan     | 3 titles 7-day loan    | Varies In-library use | n/a                   | Not authorized           | Not authorized                   | Not authorized                   |
| SJR State Trustees                               | Unlimited Semester loan | Unlimited 14 -day loan | Unlimited Hourly loan | Unlimited Hourly loan | Authorized users         | Authorized users                 | Authorized users                 |

## Appendix F: Table of Physical Collection Loan Status

| <u>Collection Name</u>    | <u>Available for Loan (loan times vary)</u> | <u>Available for Intra-Campus Request</u> | <u>Available for UBorrow Request</u> | <u>Available for OCLC ILL Request</u> |
|---------------------------|---------------------------------------------|-------------------------------------------|--------------------------------------|---------------------------------------|
| Circulation               | Yes                                         | Yes                                       | Yes                                  | Yes                                   |
| Audio visual              | Yes                                         | Yes                                       | Yes                                  | Yes                                   |
| Children's Book           | Yes                                         | Yes                                       | Yes                                  | Yes                                   |
| Popular Fiction           | Yes                                         | Yes                                       | Yes                                  | Yes                                   |
| Graphic Novels            | Yes                                         | Yes                                       | Yes                                  | Yes                                   |
| Nursing and Allied Health | Yes                                         | Yes                                       | No                                   | No                                    |
| New Book                  | Yes                                         | Yes                                       | No                                   | No                                    |
| Reserves                  | Yes                                         | No                                        | No                                   | No                                    |
| On Display                | Yes                                         | No                                        | No                                   | No                                    |
| Reference                 | No                                          | No                                        | No                                   | No                                    |

Date created: 1995 as the Circulation Policy

- Latest update: 4/2/2026
- Approved by Library faculty: 3/23/2026
- Pending Approval-Approved by the Learning Resources Committee: 3/1/2024
- Pending Approval-Approved by the Institutional Planning Committee: 3/5/2024
- Pending Approval-Approved by the Board of Trustees: 3/27/2024

# Collection Development Policy



Pending Board Approval: 6/2/2026

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# Collection Development Policy

## COLLEGE MISSION STATEMENT

St. Johns River State College, an open-access, public institution of higher education in Northeast Florida, promotes excellence in teaching and learning to enrich the lives of its students and strengthen its community. The College offers certificates and associate and baccalaureate degrees, and it provides high-quality education, training, and cultural opportunities to encourage scholarly achievement. St. Johns River State College delivers high-quality instruction through face-to-face and distance education modalities and creates a supportive learning environment that includes services and resources to enable all students to reach their educational goals.

## LIBRARY MISSION STATEMENT

The St. Johns River State College Library is dedicated to delivering high-quality resources, instruction, and services that align with the mission of St. Johns River State College.

### Objective of the Collection Development Policy

The Collection Development Policy is to guide the building of the collection with those resources which will best serve our users, now and in the future. The Library does not attempt to collect comprehensively in all subject areas but prioritizes resources that support the curriculum and informational needs of the College community. A complete collection development policy addresses issues of selection, acquisition, accessibility, scope, and evaluation while allowing room for change and innovation. This document sets forth the principles which guide the acquisition, development, assessment, and maintenance of the print, non-print, and digital collections of the SJR State Library. Materials that are beyond the scope of the Library's collection development efforts will be obtained for students, faculty, and staff via inter-library loan or by providing instruction about accessing digital material via the local public library.

The Department administrator is responsible for ensuring that appropriate procedures are devised and implemented to effectively build library collections in accordance with this policy. In order to fully implement the Collection Development Policy, the Department administrator delegates responsibility for portions of this policy to other professional staff and faculty members as designated throughout this document.

The Collection Development Policy is reviewed annually by library faculty and staff to ensure it addresses current needs and new developments in material, formats, and College programs. Any proposed changes in policy are submitted to the College's Learning Resources Committee. If the Learning Resources Committee approves a policy change, the policy is then submitted to the Institutional Planning Committee and the District Board of Trustees for approval before implementation.

## SELECTION RESPONSIBILITY

The Department administrator has the ultimate responsibility for the development and maintenance of all library collections. As such, the Department administrator is responsible for ensuring that the collections of the three libraries remain balanced, current, and representative, and that they support the Library's mission, the College Mission Statement, and the College's academic programs.

While the Department administrator is ultimately responsible for the collection, they rely on the expertise and knowledge of local needs provided by the librarians at each campus and authorizes the librarians and designated liaison librarians to select items for their assigned constituents.

The librarians assigned to the selection process are responsible for actively seeking, soliciting, and encouraging the assistance and guidance of the teaching faculty and program administrators to participate in the selection process. It is recognized that only through a collaborative effort among the librarians, teaching faculty, and program administrators can a comprehensive and viable print, non-print, and digital collection be developed to support the instructional goals and objectives of the College.

In addition to recommendations from the teaching faculty and program administrators, the Library welcomes recommendations for the purchase of resources from College employees, students, and all other library users. Users are encouraged to email the Department administrator with item recommendations. Recommendations are also accepted at each campus library. Requests are reviewed by the librarians and are forwarded to Acquisitions for final approval by the Department administrator if the item meets selection guidelines.

### General Selection Guidelines

The Library's goal is to develop a collection of seminal and contemporary works in each program of study. Priority for purchase is given to materials which meet the specific curriculum needs of courses and programs currently offered. The Library does not attempt to collect comprehensively in all subject areas but prioritizes resources that support the curriculum and informational needs of the College community. Such needs include, but are not limited to, items required for class assignments, items which provide collateral reading, materials referred to in textbooks, items which supplement individual study, and items that contribute to lifelong learning.

After primary needs have been met, consideration may be given to other desirable materials which will further balance the collection or will meet the vocational, professional, and cultural interests of the student body and faculty.

While the Library has a certain responsibility to meet the research needs of the faculty, the primary responsibility of the Library is to support the curriculum at the undergraduate level. Material required for the personal research of individual faculty members generally will not be considered for purchase. In most instances, such specialized research needs can best be served through the use of the Library's inter-library loan service.

The personal views and interests of the selector are not a factor when determining an item's value to the collection. When selecting items for addition to the collection, the following points will be considered:

- Relevance and significance of the material
- Sufficiency of scope and treatment for the intended audience
- Accuracy and effective presentation of the information
- Timeliness or permanence of the material
- Relation to works in existing collection
- Reviews by experts in the field or other respected authorities
- Social significance
- Reputation of author
- Reputation of publisher. Self-published books will not be purchased unless the title is the only book available on the topic and the author is a recognized expert in the field
- Price
- Format
- System compatibility including ease of authentication
- Accessibility, compatibility with screen readers, and general ease of use.

## Type/Format Considerations

- **Audiobooks** - Online audiobooks will be provided through subscription services that can be authenticated through Open Athens. Physical audiobooks will not be purchased.
- **Books** - When a print book is available in both hardcover and paperback editions, it will usually be acquired in hardcover. The paperback edition will be selected if specifically requested, if the item is of minimal monetary value and limited use, if the cost of hardback edition is significantly greater than the cost of the paperback edition, or if a hardcover edition is no longer available. Spiral bound and loose-leaf editions will only be purchased when it is the sole binding option available. Graphic novels and current fiction titles will be purchased when fiscally responsible or to support academic programs.
- **Databases** - The Library will purchase databases that can be authenticated through Open Athens and support academic programs. Content for which only IP authentication is possible may be purchased if the need is campus-based. Additionally, the accessibility of each digital resource by users with visual or hearing impairments will be considered before purchase.
- **Dissertations** - The Library will not acquire dissertations as part of its regular collection development process. Dissertations written by SJR State faculty members currently employed at the College will be purchased in print in soft cover format if requested by a faculty member. Dissertations must be available for purchase through ProQuest. Dissertations are submitted to ProQuest for inclusion in their dissertation database by the degree-granting institution, not by SJR State. If a faculty member's dissertation is not available in ProQuest, they must arrange for submission to ProQuest with the university. ProQuest does not currently allow faculty to submit their own dissertation to ProQuest for inclusion in their database. ProQuest. Faculty should

also check the degree-granting institution's library catalog for free, online access to their dissertation; a librarian can provide assistance.

- **eBooks** - Access to eBooks will be provided through online subscription services that can be authenticated through Open Athens. Individual titles may be acquired when cost-effective or when necessary to support academic programs.
- **Images** – Collections of images that are copyright compliant for academic use may be acquired through a digital service or database to support the instructional needs of students and faculty. Prints, posters, slides, or other physical formats of images will not be acquired by the Library for student or faculty use. Such material may be acquired for educational or informational displays produced by the Library for the College community.
- **Language** – Material written or presented in English will be the preferred selection unless the material provides English subtitles/dubbing or an English translation within the same volume. Instructional foreign language materials and foreign language literature (untranslated) will only be acquired in print for those languages the College offers as part of the curriculum.
- **Magazines & Journals** – The databases are intended to be the primary source of periodical articles.
- **Models** – Anatomical models may be acquired but only through vendors or manufacturers of scientific material to ensure the accuracy of depictions. Models acquired by the Library are for the use of students in all disciplines.
- **Music**- The Library will not acquire music as part of its regular collection development process. Only music available on CD will be purchased to support academic programs. No other music formats will be purchased. Popular music or music of personal interest to faculty, staff, or students will not be purchased.
- **Newspapers** - The Library will subscribe to representative local, regional, and national newspapers in print or digital formats, whichever is more cost-effective given demand. Back issues or archives of newspapers may be subscribed to via online databases based on need, cost, and availability.
- **Reference materials** – The databases are the primary source for most reference materials, including encyclopedias and dictionaries. Print editions of reference materials which are not available online or for which the price of a digital equivalent does not justify the added accessibility of the format will be purchased.
- **Replacement copies** - Replacement copies will be ordered when an item is damaged or lost and a librarian or the Department administrator feels the item merits replacement due to subject coverage and use.
- **Textbooks** – A textbook will be purchased when it supplies the only source of information on a particular topic. Current editions of textbooks (including anthologies) used in courses at the College will not be purchased for the collection; instructors are encouraged to keep current textbooks and/or solutions manuals on reserve in the Library for student use.
- **Video** - Feature films, documentaries, series, episodes, clips, and filmed

performances will be purchased on DVD in the format that is compatible with College equipment and/or licensed via a streaming service that provides copyright compliant access for unlimited, concurrent users on and off campus via any digital device. Closed-captioned films will be purchased when available.

## Collection Levels

The amount of support the Library provides each program varies by need. Some programs require highly specialized materials while other programs can be adequately supported by general materials and media.

Recognizing that St. Johns River State College is primarily a 2-year, lower division college whose primary mission is providing undergraduate level instruction, remedial education, and certificate programs with the additional offering of baccalaureate programs, the Library focuses selecting items that are: Level 1: Basic Information, Level 2: General Research, and Level 3: Advanced Research . The levels are defined in this section and have been modified from the original definitions provided by the Library of Congress to fit the college environment.

### **Level 1: Basic Information**

A collection of material serves to introduce and define a subject and to indicate the varieties of information available elsewhere. It includes a limited collection of monographs and reference works. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, handbooks, and a few major or representative general periodicals. The collection is frequently and systematically reviewed for currency of information. Superseded editions and titles containing outdated information will be withdrawn. Classic or standard retrospective materials will be retained. This level supports the needs of general library users through the first 2 years of college instruction.

### **Level 2: General Research**

A collection of material that provides resources adequate for imparting and maintaining knowledge about primary topics of a subject area. The collection includes the most important primary and secondary literature and a selection of basic representative journals. This level supports lower division undergraduate courses, as well as some of the basic independent study needs of the lifelong learner.

### **Level 3: Advanced Research**

A collection of material that provides resources adequate for imparting and maintaining knowledge about the primary topics of a subject area and beyond. The collection includes a broad range of works in appropriate formats, classic retrospective materials, all key journals on primary topics, and selected journals and seminal works on secondary topics. These materials are adequate to support advanced undergraduate course work. It is not adequate to support master's degree programs.

## Special Considerations for Collections Supporting Programs with Additional Reporting Requirements

### Programs: A.S. in Allied Health including Emergency Medical Services, Health Information Technology, Radiologic Technology, Sonography, and Respiratory Care

Allied Health programs are assessed by various accrediting agencies including the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, the Joint Review Committee on Education in Radiologic Technology, the Commission on Accreditation for Respiratory Care, The Joint Review Committee on Education in Diagnostic Medical Sonography, and the Commission on Accreditation for Health Informatics and Information Management. A librarian will work with Allied Health program faculty and administrators to select items for purchase and to identify titles for weeding.

**Selection of resources** - The Allied Health liaison librarian uses several selection resources to assist the selector in acquiring appropriate materials:

**Doody's Core Titles in the Health Sciences** – An online resource subscribed to by the Library that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

**Professional journals** - Reviews provided in journals by subject specialists.

**Peer library collections** - Comparison of purchases at peer libraries in the area with similar Allied Health programs.

**Recommendations/requests** – Recommendations or requests made by subject specialists including Allied Health faculty and program administrators.

**Language:** Only English language material is collected. Translations are seldom selected.

**Chronology span:** 21st century. The emphasis is on current practice and policies.

**Imprint date:** The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

**Geographical range:** The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.

**Types of material included:** Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure, and specialized education/training are collected. Out-of-print material will seldom be pursued.

**Types of material excluded:** Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.

**Multiple copies:** Multiple copies will rarely be purchased for a campus library. However, each campus library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

**Collection management:** A clear pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. A “Historical” label will be placed on those undergraduate titles of historical and biographical nature that are more than 5 years old.

**Preservation:** Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

**De-selection (Weeding):** When a publication is 5 years old, the material will be pulled for deselection and will be sent for review to program faculty and administrators. Weeded items will be disposed of as specified in the Weeding section of this policy.

### Programs: A.S. in Nursing, B.S. in Nursing, LPN Bridge Program

These programs are assessed and accredited by the Accreditation Commission for Education in Nursing (ACEN). A liaison librarian will work with Nursing program faculty and administrators to select items for purchase and to identify titles for weeding.

**Selection of resources** - The Nursing liaison librarian uses several selection resources to assist in acquiring appropriate materials:

**Doody's Core Titles in the Health Sciences** – An online resource subscribed to by the department of Library Services that provides a yearly comprehensive list of core titles in 121 specialties in medicine, science, allied health, and other health disciplines. Books are selected by content specialists and scored on a scale of 0-3 on five key criteria by library selectors. Certain titles in each specialty are designated as Essential Purchase Titles.

**Nursing journals** - Reviews provided in nursing journals by subject specialists.

**Peer library collections** - Comparison of purchases at peer libraries in the area with similar Nursing programs.

**Recommendations/requests** – Recommendations or requests made by subject specialists including Nursing faculty and program administrators.

**Levels of Collection Intensity** – The levels of collection intensity were determined by Nursing program administrators and are defined as:

- 0) Out-of-Scope, not collected.
- 1) Minimal information level - Only a few items have been purchased beyond very basic works.

- 2) Basic information level - Highly selective collection that introduces and defines the subject and indicates the varieties of information available elsewhere.
- 3) Study or instructional support level - Collection supports undergraduate or graduate-level coursework and sustained independent study.
- 4) Research level - Collection contains materials necessary for dissertations and independent research.
- 5) Comprehensive level - Collection is exhaustive.

| SUBJECT                                    | LEVEL OF COLLECTION INTENSITY AT SJR STATE |
|--------------------------------------------|--------------------------------------------|
| Nursing Administration                     | 2                                          |
| AIDS/HIV Nursing                           | 1                                          |
| Alternative/Complementary/Holistic Nursing | 3                                          |
| Cancer Nursing                             | 3                                          |
| Cardiovascular Nursing                     | 2                                          |
| Case Management                            | 2                                          |
| Communication in Nursing                   | 2                                          |
| Community Health Nursing                   | 2                                          |
| Critical Care Nursing                      | 2                                          |
| Nursing/Laboratory Diagnosis               | 1                                          |
| Nursing Dictionaries and Encyclopedias     | 1                                          |

|                                      |   |
|--------------------------------------|---|
| Nursing Education                    | 4 |
| Emergency/Trauma Nursing             | 1 |
| Nursing Ethics                       | 2 |
| Family Nursing                       | 3 |
| Fundamentals of Nursing              | 1 |
| Geriatric Nursing                    | 3 |
| Health Promotion                     | 2 |
| Home Health Nursing                  | 1 |
| Infusion Therapy Nursing             | 1 |
| Legal Aspects of Nursing             | 1 |
| Long-Term Care                       | 2 |
| Maternal/Child Nursing               | 2 |
| Medical/Surgical Nursing             | 2 |
| Neurologic Nursing                   | 1 |
| Nurse Anesthesia                     | 3 |
| Nurse Practitioner/Advanced Practice | 3 |
| Nursing Profession                   | 2 |
| Nursing Informatics                  | 1 |

|                                   |   |
|-----------------------------------|---|
| Nursing Theory                    | 4 |
| Nursing Research                  | 4 |
| Obstetrics and Gynecology Nursing | 2 |
| Orthopedic Nursing                | 1 |
| Patient Education                 | 1 |
| Pediatric Nursing                 | 2 |
| Perioperative Nursing             | 3 |
| Nursing Pharmacology              | 1 |
| Practical Nursing                 | 2 |
| Psychiatric Nursing               | 3 |
| Rehabilitation Nursing            | 2 |
| Terminal and Palliative Care      | 3 |
| Trans cultural Nursing            | 4 |
| Transplantation Nursing           | 1 |
| Urologic Nursing                  | 1 |

**Language:** Only English language material is collected. Translations are seldom selected.

**Chronology span:** 21st century. The emphasis is on current practice and policies. The journal literature reflects the cumulative body of nursing knowledge.

**Imprint date:** The emphasis is on current publications. Material older than five years is not considered unless it serves a significant historical/biographical purpose. Such material will be labeled as “Historical.”

**Geographical range:** The emphasis is on North America, although materials from the UK and other English-speaking countries are considered.

**Types of material included:** Books, journals, encyclopedias, dictionaries, digital resources (including streaming video collections, digital journal subscriptions, and eBook collections), government publications, and materials related to certification, licensure and specialized education/training are collected. Out-of-print material will seldom be pursued.

**Types of material excluded:** Theses from other institutions, programmed texts, laboratory manuals, ephemera, and clinical software.

**Multiple copies:** Multiple copies will rarely be purchased for a campus library however each campus library will have a copy of core resources so there may be duplicate copies within the SJR State collection.

**Collection management:** A clear, pink call number label will be used to physically designate items that belong in the Nursing & Allied Health Collection. A “Historical” label will be placed on those undergraduate titles of historical or biographical nature.

**Preservation:** Items should be carefully evaluated to determine whether de-selection is the more appropriate choice.

**De-selection (Weeding):** Nursing literature does not have a long shelf life. Materials will be pulled for deselection when the publication is 5 years old. Weeded items will be disposed of as specified in the Weeding section of this policy.

Programs: A.S. in Theater Technology, Performing Arts, Studio Arts, or Graphic Design & New Media, B.A.S. in Digital Art & Media or Performance Design & Production from Florida School of the Arts

Florida School of the Arts (FloArts) is accredited by NASAD.

**Selection of resources** - The Florida School of the Arts liaison librarian uses several selection resources to assist in acquiring appropriate materials:

**Current course textbooks** – Cited titles and titles provided as recommended reading will be purchased.

**Journals** - Reviews provided in relevant journals by subject specialists.

**Faculty recommendations** - Recommendations or requests made by subject specialists including teaching faculty and program administrators.

**Language:** Unless the item is subtitled, musical, or primarily visual in nature, only English language materials will be acquired.

**Chronological span:** 19th century, 20th century, and 21st century primarily. For earlier materials about the history of theater, costuming, acting, and dance, acquisitions will be selective.

**Geographical range:** Primarily from the United States with some selective cross-cultural acquisitions.

**Types of material included:** Books, journals, digital resources, and audio-visual material.

## ACQUISITION

### Purchases

The Learning Resources Office Specialist is responsible for executing and adhering to acquisitions procedures and policies which are in keeping with practices developed by the SJR State Business Office and Purchasing Department and as codified in the *SJR State Operating Guidelines and Procedure Manual*.

The Learning Resources Office Specialist is responsible for placing orders with vendors directly for all remaining resources as approved by the Department administrator.

### Approved Vendors

The Library uses vendors who are approved by the College and exploits the services of vendors already on-file and listed in Banner first. If a resource or service is not available from a vendor on file, the Department administrator may pursue a new vendor.

Recommendations from library and teaching faculty are encouraged, but the Department administrator and the Learning Resources Office Specialist will coordinate the addition of a new vendor and serve as the point of contact for the approval process. A new vendor must complete the College's Vendor Business Profile form and provide a W-9 to the College's Purchasing Department before the Library can engage in business with the vendor. Inability or unwillingness to provide required information and documentation will remove the vendor from consideration even if they are the sole provider of a service or resource.

It is the official policy of the Library not to accept unsolicited sales calls or in-person visits from vendors. Vendors may send printed information or an e-mail introducing their product to library staff.

The Department administrator will initiate contact with vendors for information about resources of interest to the Library and may designate a librarian to do so on their behalf.

### Gifts and Donations

The Library welcomes monetary gifts made to the SJR State Foundation to improve its collections, programs, and services. However, no commitment to accept monetary gifts will be made by anyone other than authorized Foundation personnel. All inquiries about making monetary gifts to the Library must be directed to that office.

Each campus library accepts donations of physical items Monday through Friday during operating hours. Library staff may assist with unloading a vehicle of donations and will provide carts as needed. Donors should notify the Library before bringing in a large donation. An itemized list of donated material may be prepared for the donor upon request, but no monetary value will be assigned. Any appraisal of donated materials needed for tax purposes is the responsibility of the donor.

The use of material, once donated, is left to the discretion of the Library and will not be reported to the donor. The Library will not accept any item if, as a condition of donating the item, the donor insists upon its inclusion in the collection, any sort of special display or prominence of the item, a report of its subsequent use, etc.

A librarian and/or Department administrator will determine if donated books or DVDs should be added to the collection. Each item will be examined, and several factors will influence the decision to add it to the collection including:

- If the item meets the selection criteria established in the *Collection Development Policy*;
- The condition of the item;
- Current level of existing resources available on the topic.
- Space availability.

The Department administrator has the final prerogative to determine if a donated item should be added to the collection.

Items that are not added to the Library's collection will be made available for students, faculty, staff, and any library patron to take and keep free of charge. Items that are not taken home by a library patron will be disposed of at a local facility.

## COLLECTION GROWTH AND MAINTENANCE

### Cataloging

When an item is said to be "added to the collection," this means the item is cataloged and a record of that item is made accessible to all users of the Library's catalog at the local and state level. SJR State Library records may also be loaded into the OCLC database and be made accessible to users anywhere with internet access via WorldCat, a publicly accessible catalog of materials held by libraries of all types that are located worldwide.

Librarians at each campus library are responsible for cataloging books and multimedia for their respective location if not provided by the material vendor.

Catalogers will adopt the latest and most appropriate standards and guidelines set forth by RDA, AACR2, MARC21, DCMI, and state consortia for cataloging items. Catalogers will attach SJR State's holdings to records found in the union bibliographic database maintained by the

Florida state agency responsible for storing and making accessible the records in the shared, state catalog. If a record is not available in the state's bibliographic database, catalogers will import records from OCLC, the Library of Congress, or other compatible catalogs or record services which provide records for import into the state's bibliographic database and then attach SJR State's holdings. Original cataloging will be done for those items which do not have an importable record in an available bibliographic database using a record from WorldCat as a guiding point if possible. That original record will become part of the state's bibliographic database with holdings ascribed to SJR State.

## Processing and Systems of Organization

All material in the Library's collection, regardless of acquisition method, is barcoded for inventory and circulation purposes. All material acquired with Library funds are stamped or marked with the College name and address of the library that houses the material. Physical circulating items are also affixed with spine labels printed with call numbers.

The physical collections are organized using the Library of Congress Classification System. Items may also be assigned a collection designation unique to the SJR State Library which is indicated on the item's record in the catalog. The collection designation determines the organization/location and accessibility of said collection in the library. Each campus library maintains an open-stack system which provides independent, user-driven access to all items except for reserves (which is customary).

Each collection designation has unique circulation policies associated with it dictating loan periods and patron privileges. The Access Policy defines these parameters for patrons of the SJR State Library.

| Collection Designation  | Physical Markers, Organization/Location, and Accessibility                                                                                           |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Audio-Visual            | Items in this collection are physical media. DVDs are shelved together in the open stacks. Documentaries are denoted with yellow spine label covers. |
| Children's Books        | Books in this collection have green spine label covers and are shelved together in the open stacks.                                                  |
| Circulation             | All items in this collection are shelved in the open stacks.                                                                                         |
| eResources              | Items in this collection are digital resources with access limited to authorized users.                                                              |
| Graphic Novels          | Items in this collection have blue spine label covers.                                                                                               |
| Nursing & Allied Health | Items in this collection have pink spine label covers and are shelved together in the open stacks.                                                   |

|                          |                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Popular Fiction</b>   | <b>Books in this collection have purple spine label covers and are shelved together in the open stacks.</b>                                                                                                   |
| <b>Reserves</b>          | <b>Items in this collection may have yellow spine label covers in addition to a barcode and label. Reserves are kept in a staff-only area to ensure the security and limited circulation of the material.</b> |
| <b>Shared eResources</b> | <b>Digital resources in this collection were acquired by FLVC for use by all FCS/SUS students and faculty. Access is limited to authorized users.</b>                                                         |

## Collection Evaluation

In order to determine whether the materials comprising the Library's collection are of sufficient quality and scope to meet the needs of students and faculty, it is necessary to annually evaluate the current holdings.

Several assessment and evaluation methods will be employed including but not limited to:

- Determining adequacy of coverage in each curricular subject area using the current College textbooks' recommended reading selections and citations as guides;
- Examining usage statistics of the Library's collection in a particular subject area;
- Reviewing inter-library loans requests to identify gaps in the collection;
- Comparing library holdings against reputable subject guides, bibliographies, and reputable collections in other libraries;
- Consulting with faculty to identify gaps in a subject area;
- Calculating the age of the collection as a whole, by campus, and in each call number range;
- Reviewing results of SJR State's annual Spring Student and Graduate surveys indicating sufficiency of/satisfaction with library resources.

The results of these efforts will be used to construct acquisitions lists for the next fiscal year, set long-term collection development goals, and ensure the collection is inclusive and representative of current practices, pedagogies, developments, and issues in all disciplines.

## Weeding and Withdrawal of Resources

Weeding refers to the process of removing materials from the collection. The collection is evaluated annually for currency, relevance, and condition by library faculty and staff. As individual items in the collection are cycled through the evaluation process, those meeting certain criteria including age, accuracy, and condition will be singled out for closer examination

as candidates for weeding and subsequent withdrawal from the collection.

Materials may be withdrawn from the collection for reasons including, but not limited to:

- outdated or inaccurate information
- superseded editions
- physical damage or poor condition
- low or no use over an extended period
- duplication where demand no longer warrants multiple copies
- format obsolescence
- space limitations
- changes in curriculum or academic programs

Consideration will also be given to the demands of certain programs, such as Nursing, Allied Health, and other medical fields, that require materials with a publication date older than five (5) calendar years be weeded from the collection.

Librarians from each campus library maintain a Withdrawal List, including both purchases and gifts. The list is submitted to the Department administrator for approval to permanently withdraw/delete the items from the collection as needed. After the Department administrator approves items for withdrawal, designated staff delete the SJR State holdings from the state's bibliographic database. Location stamps are covered by a red WITHDRAWN stamp. The items are then included in the annual campus Depletions List. The annual campus Depletions Lists may be submitted to the Board of Trustees for their information upon completion of the fiscal year.

Items withdrawn from the collection are disposed of in accordance with Florida Statutes 274.06 and 1006.41 in the manner described in this policy. Items withdrawn from the Children's Book, Circulating, and Popular Fiction collections are made available as donations to students, faculty, staff, and community patrons. Withdrawn items are displayed in each campus library with signs that indicate patrons are free to take any item. If an item is not adopted by a patron, the item will be disposed of at a local facility. Materials weeded from the Nursing & Allied Health collection will be offered to faculty in those disciplines. Any unclaimed weeded material from these collections will be disposed of at a local facility.

The removal of materials does not imply disapproval of the content or viewpoint expressed but reflects the Library's responsibility to maintain a current, relevant, and usable collection in support of the College's mission.

## Annual Inventory

Annual inventory is performed at each campus library, ideally during the intersession between the end of spring term and the beginning of the summer term to keep disruption to patrons at a minimum. Inventory is performed by scanning the barcode of each item in the physical collection, uploading the data sets to FLVC, and running reports for each batch of data. The inventory generated reports confirm if materials are on the shelf, are checked out, or are missing.

## Missing Items

Once all items in the physical collection have been scanned and had inventory reports run, a summary inventory report is submitted to the Department administrator specifying the number and titles of missing items, if any. Items that are not found are marked with the status of “missing” in the catalog. If the same item is still missing in the next inventory, the item will be deleted from the bibliographic database, so it no longer appears in the catalog. Titles deleted due to loss are included in the annual campus Depletions List. Replacement copies will be ordered if a librarian or the Department administrator feels the item merits replacement due to subject coverage and use.

## Lost Items

Lost items are handled separately from Missing items because they are tied to a Borrower.

Items that have an overdue status of Lost will have their record suppressed in the Catalog on a semester basis. Community Patrons and students will be unable to borrow items from the Library until the Lost item is returned. Lost Item will be deleted from bibliographic database after two academic years. Titles deleted due to loss are included in the annual campus Depletions List. Replacement copies will be ordered if a librarian or the department administrator determines that the item warrants replacement.

## Copyright

The SJR State Library complies fully with all provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The SJR State Library supports the Fair Use section of the Copyright Law (17 U.S.C. § 107), which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

## Intellectual Freedom

The SJR State Library believes in the principle of intellectual freedom: that is the right of every individual to both seek and receive information from all points of view without restriction. Every effort is made to provide access to a range of viewpoints relevant to the informational and educational needs of the College community. Intellectual freedom is essential for developing academic library collections and services that meet the College’s mission. The SJR State Library strives to not allow the personal opinions of the individual selectors or patrons to influence its acquisitions to provide a collection that is free of political bias and is aligned with the College’s [Equal Opportunity & Non-Discrimination Statement](#).

## Procedure for Challenged Material

A patron challenging library material will be asked to file a complaint in writing to the Department administrator using the *Request for Reconsideration of Library Material Form* (Appendix A). Department administrator will submit a copy of complaint to the Academic Affairs Committee.

The Academic Affairs Committee will make a recommendation to the academic leadership team based on examination of the entire work. That recommendation will also be conveyed to the complainant.

Any party concerned that is not in agreement with the recommendation of the Committee should state this in writing to the President of the College. The President will then consider the matter. The President will present the matter to the Board of Trustees for their consideration during the next Board meeting where a final determination will be made.

## APPENDICES

### Appendix A: Request for Reconsideration of Library Material Form



#### REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

*St. Johns River State College has established a policy challenging library material. Completion of this form is the first step in that procedure. Please submit the completed form to the Department administrator to have your request reviewed by the Academic Affairs Committee.*

DATE:

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NAME:

---

ADDRESS:

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#### PREFERRED CONTACT METHOD

EMAIL ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

IN SUBMITTING THIS REQUEST, DO YOU REPRESENT (select one):

Yourself

An Organization

Name of Organization: \_\_\_\_\_

MATERIAL TYPE (select one):

Book

Film

Database

Other (specify): \_\_\_\_\_

TITLE: \_\_\_\_\_

AUTHOR: \_\_\_\_\_

DATE OF PUBLICATION: \_\_\_\_\_

PUBLISHER: \_\_\_\_\_

CAMPUS LIBRARY WHERE MATERIAL IS LOCATED (if applicable): \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. What concerns you about this resource?

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2. Have you read/viewed the entire resource? If not, what sections did you review?

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3. Are you aware of the opinions of critics or subject specialists regarding the value of this material?

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4. What would you recommend the Library to do about this work? [Click here to enter text.](#)

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5. Are there any resources you would recommend the Library to purchase to provide additional information on this topic and/or other viewpoints on this topic?

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*Patron Signature:*\_\_\_\_\_

*Date:*\_\_\_\_\_

*Signature of Employee Receiving Form:*\_\_\_\_\_

*Date:*\_\_\_\_\_

*Signature of Department Administrator:*\_\_\_\_\_

*Date:*\_\_\_\_\_

Date Created: Prior to 1995 and has been continuously updated.

- Last revised: 4/30/2026
- Approved by Library faculty 3/23/2026
- Pending Approval by the Institutional Planning Committee
- Pending Approval-Last Approved by the Board of Trustees: 3/27/2024

**2026-2027 Dual Enrollment Articulation Agreement Between the Clay County School District and the District Board of Trustees of St. Johns River State College**

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. The Clay County School District hereinafter referred to as CCSD, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute and have, therefore, established an articulation committee with representation from CCSD and SJR State. Each year, this articulation committee will review this agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed CCSD Representative, Clay County School District (Co-Chair)
- Vice President for Academic and Student Affairs, SJR State (Co-Chair)
- Assistant Vice President for Workforce Education, SJR State
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment, SJR State
- Director of Career Education (if applicable), CCSD
- Appointed CCSD Representative

The term of this agreement shall commence August 1, 2026, and end July 31, 2027. Either party may cancel this agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This agreement may be amended only by written communication signed by the Superintendent of the Clay County School District and the President of St. Johns River State College.

CCSD and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and school district:** This agreement replaces any existing agreement with CCSD and SJR State regarding the Dual Enrollment Articulation Agreement.
2. **Parent and student notification process about student participation in the Dual Enrollment program:** CCSD and SJR State will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. CCSD shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State will work with CCSD to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with school counseling staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. **Additionally, SJR State's Director of Dual Enrollment will host an annual webinar Information Sessions for potential Dual Enrollment students and parents.**

### 3. Programs and courses available to students eligible for Dual Enrollment:

*A. Program Description:* Dual Enrollment, an articulated mechanism between CCSD and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that “the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree” (Section 1007.271(1), F.S.). “Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree” (Section 1007.271(7), F.S.). “Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree” (Section 1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

*B. Course Offerings:* Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml>). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. In addition to the A.A. and A.S. degrees, career and technical certificate programs are available to students eligible for Dual Enrollment. Dual enrolled students must be A.A., A.S. Degree or CTC certificate seeking students.

*C. High School Site Dual Enrollment courses:* CCSD’s Principals or CCSD’s Dual Enrollment contact must contact the Dual Enrollment Office with any known extended, planned or unplanned medical or other leave of the Dual Enrollment teacher immediately upon knowing of the absence. High school site Dual Enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and grades are only to be assigned by the Dual Enrollment teacher or by an SJR State approved substitute who meets the appropriate credentials of an SJR State faculty member. (This only applies if CCSD offers Dual Enrollment high school site courses).

### 4. Process for students and their parents to elect to participate in the Dual Enrollment program:

*A. Application Procedure:* To participate in Dual Enrollment at SJR State, eligible high school students must first meet with their high school counselor to receive instructions for completing the online Dual Enrollment Admission Application. Both the student and parent must review and submit the required electronic Consent Page by the posted Dual Enrollment deadline. Prior to the high school’s posted deadline, the student must email a Request for Consent to their high school counselor. The high school counselor will verify that the student meets the required unweighted high school GPA and will upload a complete set of placement test scores to finalize electronic approval

of the Dual Enrollment application. Students who do not have a Social Security number must provide their documented visa information in order to complete the application.

*B. Career and Technical Certificate (CTC) Application Procedure:* CTC programs are limited access with unique admission requirements. Students must meet specific criteria with the academic department before enrollment. The application and registration procedure are amended to ensure a review of the student's qualifications as they pertain to meeting these criteria. Admission criteria for each CTC program may be found in the College catalog. CTC programs require a mandatory orientation facilitated by the academic department so that students may be provided with the additional admission requirements and due dates associated with on the job training components of CTC programs (i.e. physical exam). It is within the discretion of CCSD to assign Career and Technical Education program staff to assist with the responsibilities of disseminating and collecting Dual Enrollment applications and supporting documentation needed to fulfill the CTC admission requirements addressed during this orientation. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

*C. Acknowledgement of Principles of Participation:* By signing and submitting the electronically signed online consent form, students selected for participation in Dual Enrollment and their parents both agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* (also available online on the SJR State's Dual Enrollment webpage at <https://sjrstate.edu/dual-participation> ).

*D. Registration Process:* The Dual Enrollment student meets with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, in order to safeguard the meeting of high school graduation requirements. The student must submit the paper Dual Enrollment registration form (Appendix 4) so the high school's Dual Enrollment contact can approve it.

*E. Disabilities Accommodation:* Students will need to contact SJR State's Advising Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel. **Student disability status DOES NOT transfer from high school to college.**

*F. Schedule Changes:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 3). All schedule changes must be completed by the dual enrollment published add or drop deadline.

*G. Withdrawing from a Course:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their high school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 4). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. If a student withdraws from either a lecture or lab taken as co-requisites, the student will be withdrawn from both the lecture and the lab. CTC withdrawal deadlines are different from those posted in the academic calendar. Students are informed of these dates during required program orientations or on the first day of class. Students who withdraw or receive a D or F in a course must first complete the petition process with the Dual Enrollment Office before they are permitted to register for additional courses.

*H. Maximum Course Load:* The student should work closely with a SJR State College academic advisor and their high school counselor to work out a course load that can be successfully completed each Fall and Spring term. It is recommended that Dual Enrollment students take no more than 10 credit hours of accelerated courses during the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term; additional hours would require approval of a written request.

*I. Weighting of Dual Enrollment:* CCSJ will “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated” (Section 1007.271, F.S.).

*J. Final Course Grades:* At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students’ final course grades to the school counselors. Students may view their final course grades through SJR State’s online portal by logging into their account and selecting “View Grades”.

*K. High School Site Dual Enrollment Grades:* For both fall and spring semesters, high school site Dual Enrollment teachers will submit their grades via MySJRState portal. Fall semester grades must be submitted into the MySJRState portal by 2:00 pm on December 14, 2026, and Spring semester grades must be submitted into MySJRState portal by 2:00 pm on April 26, 2027.

*L. Student Learning Outcomes:* Student learning outcomes (SLOs) for select courses are formally assessed and results are submitted via the MySJRState portal. SJR State determines which courses will be assessed as well as the assessment methods and criteria. Dual Enrollment teachers will be notified no later than September 1, 2026, and February 1, 2027. For both fall and spring semesters, high school site Dual Enrollment teachers of select courses will submit their student learning outcomes data and narratives via the MySJRState portal. Fall semester SLOs must be submitted into the MySJRState portal by 10:00 pm on December 15, 2026, and Spring semester SLOs must be submitted into the MySJRState portal by 10:00 pm on April 27, 2027.

*M. College Academic Calendar:* Dual Enrollment students are required to adhere to SJR State’s Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays, extracurricular activities, and sports. SJR State’s Academic Calendar is available in the College Catalog and also posted online at <https://www.sjrstate.edu/academcal>. Students are responsible for being aware of and adhering to additional dates and deadlines that apply specifically to Dual Enrollment students. Refer to **Dual Enrollment – Important Dates** at <https://sjrstate.edu/dual-calendar>.

*N. Grade Forgiveness:* Students may not repeat Dual Enrollment courses that they earned a “W”, “D”, or “F” (unless granted permission through the Dual Enrollment petition process). All grades including “W” for withdrawal will become part of the student’s permanent record. SJR State’s grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student’s SJR State cumulative GPA. Students will only be granted one Dual Enrollment petition while enrolled in SJR State’s Dual Enrollment program.

## 5. **Student eligibility requirements for participation in the Dual Enrollment program:**

*A. Eligibility Criteria for Student Participation in Dual Enrollment:* Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0 and demonstrate readiness for college coursework through scores on college placement tests. Early admissions students’ eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Students who are enrolled at their high school as 11<sup>th</sup> grade juniors or 12<sup>th</sup> grade seniors may enroll in SLS 1122 Academic Pathways for College Success and/or SLS 1301 Life and Career Development with a 2.5 unweighted high school GPA. Dual Enrollment students will be required to complete the P.E.R.T., react, ACT, PSAT and/or SAT (or any other form of alternative placement, Appendix 9). No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., precast, ACT, PSAT or SAT (or any other form of alternative placement, Appendix 9). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State’s Dual Enrollment Office by their school district. High school students not enrolled through the Dual Enrollment program shall not be permitted to

take college level credit or vocational credit classes at SJR State under any circumstances or proviso.

*B. Continued Eligibility of Student Participation in Dual Enrollment:* Dual Enrollment students who earn below a “C” (including a “W” grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. CTC Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher in order to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation through the College’s Records Department.

Dual Enrollment students may repeat a course one time if requested by the high school counselor and approved by SJR State.

Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts are listed on the student’s transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at SJR State. If a student stops attending class, the grade earned, usually an F, is assigned and posted. Other institutions may not necessarily have the same grade forgiveness policy as SJR State, and other institutions may recalculate student GPA’s or reassess eligibility for financial aid.

Pursuant to State Board of Education Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics as determined by one of the methods established by the Florida Department of Education (i.e. scores on the P.E.R.T, PreACT, A.C.T, PSAT or S.A.T.), shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. A student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in one of the basic competency areas of reading, writing, or mathematics will be dismissed from the Dual Enrollment program until correction of all deficiencies. At the time of program dismissal, the student will be advised of the requirements for the associate in arts degree completion and state university admission requirements.

*C. Loss of Eligibility in Dual Enrollment:* 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.

*D. Graduating Seniors:* Students who graduate prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

## 6. Delineation of the high school credit earned for the passage of each Dual Enrollment

**course:**

*Course Credit:* Students enrolled in Dual Enrollment courses shall earn both high school credit from CCSD and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List as listed on the FLDOE webpage.*

7. **Process for informing students and their parents of college-level course expectations:**

During the application process, students selected for participation in Dual Enrollment and their parents agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* by signing the Online Consent Form. The *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Dual Enrollment Orientation is provided in Canvas, SJR State College's learning management system, for all new Dual Enrollment students. The orientation offers guidance on how to be successful in college coursework and explains key differences between high school and college expectations. Upon request from the high school, Dual Enrollment staff are available to provide additional informational sessions throughout the academic year.

8. **Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:**

**Section 1007.271(3), Florida Statutes**, permits exceptions to the required GPA on an individual student basis when approved by both the high school and the College. Students seeking an exception must submit a petition for review and approval by appropriate high school and College personnel. The review will consider the student's coursework, college readiness, and other relevant factors to determine the likelihood of success in the Dual Enrollment program. Students approved for a GPA exception will be placed on probationary status and may be restricted in course selection and the number of credit hours attempted.

9. **Registration policies for Dual Enrollment courses:**

*A. Course Scheduling:* Section 1007.271(5), Florida Statutes, establishes that "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 that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." So as to implement the above statute, CCSD and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. 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 terms.

*B. Registration Procedure:* After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (Appendix 4) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (<https://www.sjstate.edu/dual.html> under Important Dates). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJState, SJR State's online portal, to confirm their **schedule**. Students registering for Dual Enrollment courses taught on the high school site will be registered at the beginning of the fall and spring semesters at the high school.

*C. Registration Policies for CTC Dual Enrollment courses:* The scheduling of CTC courses does not align with the traditional semesters and registration periods for college credit courses. CTC courses have start and end dates at various times throughout the academic year. If necessary, registration for CTC courses may occur during the first

day of class rather than during the college credit Dual Enrollment registration periods in the high school. However, for course approval purposes, the course name, number, and section number can be provided to the district guidance staff and high school Dual Enrollment contact for use during these registration periods.

**D. SLS 1122 – Academic Pathways for College Success:** Dual Enrollment students who have earned twelve (12) or more college credit hours may not be required to enroll in SLS 1122, Academic Pathways for College Success. SLS 1122 is designed to assist students in developing academic planning skills, understanding college expectations, and identifying strategies for academic success and persistence. While enrollment in SLS 1122 is strongly recommended for first-time college students, the course may be required for students enrolled in certain academic pathways as determined by the College. SLS 1122 is applied as an elective toward the Associate in Arts degree.

## **10. Program Management and Quality Assurance:**

**A. Program Management:** Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, CCSD and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107224-dualenrollmentstatementstandards.pdf>) that was codified in State Board of Education Rule 6A-14.064, FAC. CTC programs are limited access and the capacity is determined by the program requirements. Although Dual Enrollment faculty teaching college credit courses are required to hold at least a master's degree and a minimum of 18 graduate semester hours in the teaching discipline, instructors teaching Career and Technical Certificate (CTC) Dual Enrollment courses must meet the credentialing requirements established by the College's institutional accreditor for each applicable CTC program area.

**B. Enrollment capacity:** Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 24 students. All other Dual Enrollment courses are limited to 30 students per course section. High school site dual enrollment classes must have the same seat limits of those classes taught at SJR State, typically 20-35 depending on the discipline. Any exceptions must have prior approval from SJR State.

**C. Dual Enrollment Instructors:** Dual Enrollment faculty must meet the credentialing requirements established by the College's institutional accreditor for each applicable program area. Appropriate CCSD and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State will determine whether a high school instructor meets the minimum requirements to teach dual enrollment courses.

**D. Faculty Evaluation:** SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site must be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's faculty evaluation criteria.

**E. Dual Enrollment Advisory Committee:** CCSD and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this agreement.

*F. Administration:* SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between CCSD and SJR State. CCSD shall appoint an administrator who shall represent CCSD in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between CCSD and SJR State

## **11. Determination of Student Eligibility and Monitoring of Student Performance:**

*A. High School Counseling Services:* CCSD's counseling staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm GPA qualifications are met. To ensure effective articulation and coordination, school counselors must meet with SJR State college advisors at least once per year – for review and training of college best practices.

*B. College Guidance Services:* The Dual Enrollment Orientation introduces students to the College campus; highlights available guidance, career, library, and college planning services; and explains applicable College policies and procedures. A key advising point communicated to both students and parents is that Dual Enrollment grades are calculated into the student's college GPA, are the beginning of the official college transcript, and are a permanent academic record that may impact future university admission decisions. All Dual Enrollment students will be assigned a MySJRstate account, which serves as the College's primary communication portal for educational and career development information. In addition, Dual Enrollment students will work regularly with staff from SJR State's Dual Enrollment Office throughout the course planning and registration process. Dual Enrollment and Early Admission students are encouraged to meet regularly with College advisors and to develop a postsecondary academic plan and intended major during advising sessions. Students in these programs are required to meet with a College advisor upon completion of 20 college credit hours. Students are responsible for reviewing this material prior to beginning participation in the Dual Enrollment program. Program eligibility is located on our website at <https://sjrstate.edu/dual-eligibility>.

*C. Responsibility for Student Screening:* The P.E.R.T. placement test can be administered by CCSD to high school students eligible for Dual Enrollment. Students who have a qualifying PreACT, A.C.T., PSAT or S.A.T. scores are not required to take the P.E.R.T. CCSD will be solely responsible for providing test security at all P.E.R.T. testing sites. CCSD will administer and provide the P.E.R.T. test materials at no charge for high school students eligible for Dual Enrollment. SJR State will assist high school personnel in interpreting individual students' test results for course placement and assistance in the development of academic interventions by high schools to improve student's skills. The Dual Enrollment contact for CCSD will be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office as part of the Dual Enrollment online application approval process.

*D. Testing at the High School Site:* Testing at CCSD for Dual Enrollment will be the responsibility of CCSD. Reasonable accommodations will be provided at the test site at the expense of CCSD for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*E. Testing at the College Campus:* With prior approval and in very limited numbers, the P.E.R.T. may be administered at a testing center at SJR State at the request of the high school. All P.E.R.T. testing at the College campus must be approved by SJR State's Director of Dual Enrollment. Students approved to test at SJR State's Campus will be responsible for providing their own transportation to the College and for paying the College's \$20 testing fee. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*F. Retaking the P.E.R.T.:* Dual Enrollment students may retake the P.E.R.T. during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.

*G. Alternative Placement Methods:* Placement into college-level English and mathematics for Dual Enrollment students is determined by institutional placement standards consistent with Florida law (Florida Statute 1007.271). High school coursework does not serve as automatic placement into college-level courses. Students must meet approved readiness criteria prior to enrollment.

*H. Student Policies, Procedures, and Behavioral Expectations:* Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both CCSD and SJR State. Should a conflict be identified as a result of either institution's policies or procedures, CCSD and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog/Handbook and are also available online on the Student Services website at <https://www.sjstate.edu/cataloghandbook2026.pdf>.

*I. High School Site's Attendance Policy:* The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse up to six absences due to the number of the course's contact hours. This is ultimately up to the discretion of the instructor.

*J. High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's Dual Enrollment courses. Yet, they can attend their college site Dual Enrollment courses. If a student is sent to the district's alternative school, then the Dual Enrollment student loses their Dual Enrollment eligibility and will receive a "W" for all of their registered Dual Enrollment courses. When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony if committed by an adult, or a crime of violence, the law enforcement agency must notify the superintendent of schools that the child is alleged to have committed the delinquent act. If the child is a dual enrolled student at a postsecondary institution, the superintendent of schools, or his or her designee, must notify the chief of police or the public safety director of the postsecondary institution at which the student is dual enrolled within 1 business day after receiving the initial notification, Florida Statute 985.04(4)(a).

## 12. Student Grades and Records:

*A. Student Grades, Transmission of student grades in Dual Enrollment:* Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by CCSD and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

*B. Student Records:* CCSD and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

## 13. Responsibility for Costs:

*A. Full-Time Equivalency Funding:* CCSD shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the College campus and online, CCSD shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For Dual Enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, CCSD shall be responsible for the College's actual costs associated with Dual Enrollment. For 2026-2027, the following per credit hour rates will apply:

- Course taught on SJR State Campus: \$71.98/credit hour
- Course taught online: \$71.98/credit hour
- Course taught on the high school campus by a qualified high school instructor: No fee

- Course taught on the high school campus by an SJR State adjunct or full-time instructor teaching as an overload: \$700.00 per credit hour

*B. CTC Responsibility for Costs:* The current credit hour rate for CTC courses taught on the SJR State Campus is \$60.93 per credit hour which converts to \$2.33 per vocational clock hour which will be the responsibility of CCSD along with other required course fees as outlined in the specific program cost summary sheet. CCSD will also be responsible for books and if providing background checks, CCSD will submit this information to SJR State. Students will be responsible for required physicals and shots for participation in clinicals and will release this information to the college as well as clinical sites. Students may add or drop a course during the add/drop window for the part of term associated with the CTC course. These dates are provided to CCSD and students during the CTC program orientation.

*C. Add/Drop and Withdrawal Policy:* Students may drop a course during the Add/Drop window denoted on the College's Academic Calendar. CCSD will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. CCSD will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

*D. Student Fees:* Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, online instructional material access code, registration, tuition, and laboratory fees. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, Adobe Suite, calculators, background checks, blood tests, etc.

*E. Instructional Materials:* SJR State shall select textbooks used in Dual Enrollment courses. Payment for required textbooks for classes conducted on the high school campuses or on SJR State's campuses will be through the CCSD. The textbooks shall be the property of CCSD. Inventories of Dual Enrollment textbooks will be maintained by individual high schools and/or school district. CCSD will inform students of any fines relating to instructional materials (e.g., late return or lost book fees) prior to issuing them back to the students. CCSD must provide each student with a textbook for each Dual Enrollment course, including courses taught at the high school site. A class set of textbooks does not suffice. Textbooks used by Dual Enrollment students at high school sites will follow the Department of Education's cycle for textbook replacement, with the following provisions: 1) the College has not changed the textbook, or 2) the new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable. SJR State will provide the textbook list for the following semester as soon as the information from the faculty and publishers becomes available. The Dual Enrollment Scholarship program shall reimburse St Johns River State College for tuition and related instructional materials costs for dual enrollment courses taken by public school, private school, or home education program secondary students during the summer term.

*F. Instructor Fees:* SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. CCSD is responsible for the full cost of the instructor for courses taught at the high school sites.

*G. Facility and Laboratory Fees:* SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. CCSD is responsible for the full cost of any facility and laboratory fees for courses taught on the high school site.

*H. Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. Students with disabilities must self identify. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State's campuses. CCSD will be responsible for the cost of

providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Contact information will be found on our website at <https://sjrstate.edu/disabledstudents> .

*I. Dual Enrollment Scholarship Reimbursement:* Pursuant to Fla. Stat. 1009.30, SJR State will seek reimbursement through the Dual Enrollment Scholarship Program for summer term tuition and textbooks/materials.

14. **Responsibility for Student Transportation:**

Students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

15. **Submission of Updated Dual Enrollment to the Florida DOE:**

The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

 **ST. JOHNS RIVER**  
STATE COLLEGE  
DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Clay County School District and  
St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the Clay County School District and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the Clay County School District.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

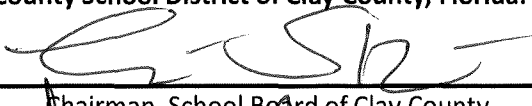
**for the District Board of Trustees of St. Johns River State College:**

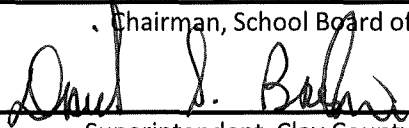
\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 4<sup>th</sup> day of June 2026.

**for Clay County School District of Clay County, Florida:**

  
\_\_\_\_\_  
Chairman, School Board of Clay County

  
\_\_\_\_\_  
Superintendent, Clay County School District

## Appendices

### Dual Enrollment/Early Admissions/Early College Program (Collegiate High School) Forms

- 1 Principles of Participation/Student Responsibilities
- 2 Registration/Approval Form
- 3 Registration Adjustment/Drop Add Form
- 4 Student Initiated Course Withdrawal Form
- 5 Instructor Initiated Absence Warning/Withdrawal Form
- 6 State College Waiver Request

*Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following: Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public school students, private school students, charter school students, and homeschool students. This document applies to any Traditional Dual Enrollment or Early College Program student.*

**Principles of Participation for Dual Enrollment, Early Admission, and Early College Program students**

- Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc. If you are not sure who you need to communicate with, ask your high school contact or call the Dual Enrollment office at 386-312-4136
  - Students are expected to address any course issues with their instructor, it is the student's responsibility to notify the instructor of absences caused by illness, emergencies, etc.
  - Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not permitted to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release. For a copy of this act, please call our office at 386-312-4136 to be provided with the information.
- Dual enrollment students are held to the same standards as regular/traditional college students, unless otherwise restricted by federal, state, or local requirements.
- Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Catalog/Handbook, attendance policies, academic integrity, and discipline policies as published.
  - The only excused (approved) absences are those sanctioned by SJR State. High school holidays, activities, and sports are not excused absences for students enrolled in classes at SJR State or dual enrollment courses held at the high school site. Students need to check the academic calendar before registering for courses to be sure there are no conflicts (spring break, winter break, summer vacation, etc.).
  - Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings, or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner (citation).
  - Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. The appeals process can last until the following semester. This process is conducted by the SJR State Office of Student Affairs.

- Students are required to know the policies and outcomes, related to grades, academic history, and graduation.
  - o Students are not permitted to re-take courses in which they have earned a grade of “C” or higher.
  - o Any letter grade below a “C” will not count as credit toward the Gordon Rule requirement (English, Math, and Humanities). However, all grades will be calculated into the student’s GPA and will appear on their college transcript.
  - o All dual enrollment (college) grades will become part of the student’s permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are permanent.
  - o Withdrawal (“W”) from a course will be listed on the student’s permanent college transcript.
  - o College credits earned through the dual enrollment program will be recorded on both the student’s high school transcript and SJR State transcript.
  - o Students who receive a D, F, or W in a course may not register for another course within that same term until they have completed the petition process through the SJR State Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.
  - o Students are only permitted to take 2 courses during the Summer sessions (a maximum of 8 credit hours). Courses requiring a co-requisite will only count as 1 course.
  - o A student receiving an “I” grade must complete the course within a 30-day calendar period which begins on the first day of classes of the next term. Students are not eligible for graduation until all “I” grades have been removed from their academic record. Incomplete work will convert to an “IF” if the course work remains incomplete.
  - o Dual Enrollment students who have graduated high school, may participate in Summer A courses the year of graduation. Students must petition the Office of Student Affairs to attend these courses and are responsible for all fees. You can contact the Dual Enrollment Office for this petition process.
- Dual enrollment students must understand the differences between high school and the college’s curriculum, course structure, and student body.
  - o College courses, including those taught at the high school site, will maintain a consistent level of academic rigor without compromising standards. The course material in these classes are not developed to accommodate variations in student age and maturity and may reflect topics not typically included in secondary courses, which some parents may object to for “minors.”
  - o The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students. The same material will be presented to regular college students and dual enrollment students. College grading policy will be used for all dual enrollment courses. Instructors will not adapt their course for dual enrollment students.
  - o Dual enrollment at the high school site will follow the same standards as courses offered on SJR State’s college campuses.
  - o SJR State is an open campus, and classes (face to face and online) will have students of various ages and

backgrounds enrolled in these courses.

- o Dual enrollment students are required to attend/read New student orientation materials. The orientation presentation is available online, on campus, on the high school site, or can be sent to you via email. It is the student's responsibility for viewing and ensuring they understand the materials presented in the dual enrollment new student orientation.
- Dual enrollment students are held responsible for the following coordination and paperwork requirements:
  - o Students are required to ensure the accuracy of their information (full legal name as presented on the birth certificate, birthdate, and social security number). Students will be responsible to notify the Dual Enrollment Office of any changes to their address, phone number, high school, test scores, etc. It is the student's responsibility to provide updated test scores for placement to the high school and dual enrollment office.
  - o Students need to have the ability to log in to MySJRState, in order to view or access their schedules, Canvas (online course management system), grades, order transcripts, etc. Providing the correct social security number, date of birth, and zip code allows the student to be registered for this access and will alleviate login issues.
  - o Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
  - o Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations. The student must self-identify to receive these accommodations. Accommodations at the high school are not automatically sent over to SJR State, it is the responsibility of the student to provide these to the Advising Office/Disabilities Coordinator.
  - o Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses. Please note that dual enrollment deadlines are often different than the traditional College deadlines. All dates and deadlines are notated on the SJR State Dual Enrollment homepage ([www.sjrstate.edu/dual](http://www.sjrstate.edu/dual)). High school site deadlines are often also different, please be sure you are aware of dual enrollment deadlines at the high school site.
  - o Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
  - o It is the responsibility of the dual enrollment student to ensure they have their textbooks and necessary materials for their courses. For public school students, textbooks are handled through the school district; for private and charter school students, textbooks are the responsibility of the student; and for homeschool students, textbooks are handled through the SJR State bookstore. All textbooks for high school site classes are provided by the individual high school.
  - o All correspondence regarding dual enrollment classes, petitions, dates and deadlines, and any other messages will be sent to the student's SJR State email address ([name@vikings.sjrstate.edu](mailto:name@vikings.sjrstate.edu)), students will be responsible for knowing how to access this email address.
  - o Students enrolled as Dual Enrollment, Early Admission, Early College Program, or Career Early Admission shall be

exempt from the payment of registration, tuition, and laboratory fees. Students are not permitted to pay for extra courses over the designated limit. The student should work closely with an academic advisor to work out a course load that can be successfully completed each term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students need to understand the eligibility requirements listed below:
  - o Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for dual enrollment.
  - o 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, including when the progress of other students or the efficient administration of the course is hindered.
  - o Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
  - o Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
  - o Students may appeal eligibility requirements with the petition process through the Dual Enrollment Office. Students will only be granted a maximum of one petition during their dual enrollment career.
  - o Dual Enrollment students are all required to attend a New Student Orientation, it is located online and must be viewed before registering for courses.

## **Student Responsibilities for Dual Enrollment, Early Admission, and Early College Program students**

- Dual Enrollment Online Application needs to be completed with the correct information.
  - Full legal name as presented on birth certificate
  - Correct Social Security Number
  - Correct birthdate (please check your birth year)
- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.
- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
- Students will need to be able to log into mySJRState, in order to view their schedules, grades, etc.
- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
- Students will need to keep track of all deadlines (i.e., add/drop deadline, withdrawal deadline, etc.)
- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.
- Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.
- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.
- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
- Students are responsible for ordering/paying for their college transcript once they have graduated high school.
- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu).

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177

SJR State Dual Enrollment | Early College | Early Admissions - Registration / Approval Form

Student Information:

NEW STUDENT ☐ Y OR ☐ N PLEASE COMPLETE YOUR ONLINE ORIENTATION FOUND IN CANVAS!

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL: \_\_\_\_\_ SJR STATE ID NUMBER (REQUIRED) X00 \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ HIGH SCHOOL: \_\_\_\_\_

I understand that I must have an unweighted 3.0 GPA to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W for withdrawing) in any dual enrollment course, I may be dropped from the program.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Students must have an overall 3.0 unweighted GPA to participate in the Dual Enrollment Program. Students must provide recent (within 2 years) results of one of the following: Pre-ACT, ACT, PSAT, SAT, or PERT. Official test scores must be on file to enroll in College Dual Enrollment courses. Students planning to enroll in English or Math courses must attain a qualifying score.

OVERALL UNWEIGHTED GPA: \_\_\_\_\_ COUNSELOR'S INITIALS: \_\_\_\_\_ HIGH SCHOOL GRAD YEAR: \_\_\_\_\_

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit. Please list the courses you would like to register for and total your credit hours. Under "Alternative Section" you can list a second CRN/Section Number in the event your first choice is closed. The DE Code is for office use only. Check your concise student schedule.

Course Registration:

Terms: Full Term - Full semester, Mini A - 1st half semester, Mini B - 2nd half semester.

| 5 Digit CRN  | Cr Hrs | DE Code | Course Pre-No | SJR State Course Title | Times/Online | M | T | W | R | F |
|--------------|--------|---------|---------------|------------------------|--------------|---|---|---|---|---|
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
| Total Cr Hrs |        |         |               |                        |              |   |   |   |   |   |

Alternative Section

List an alternate CRN/Section number in the event the first section is full. Correspond alternates to the course row numbers above.

| 5 Digit CRN | Cr Hrs | DE Code | Course Pre-No | SJR State Course Title | Times/Online | M | T | W | R | F |
|-------------|--------|---------|---------------|------------------------|--------------|---|---|---|---|---|
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |

Counselor Certification:

I hereby certify that this student has demonstrated maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

Signature of High School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

SJR State Dual Enrollment / Early College / Early Admissions Registration / Approval Form – Updated: 2/26

# ST. JOHNS RIVER STATE COLLEGE

## Dual Enrollment and Early College Program

### Registration Adjustment Form

Updated 02-2026

1. You must obtain the High School Dual Enrollment Contact's signature.
2. If you submit a schedule change (add/drop), please let us know if we should process the request if the new course/section is closed. Otherwise, we will process the drop as requested.
3. You should only list a course to be dropped if you are officially registered in it already.

☐ KEEP CURRENT SCHEDULE IF NEW REQUEST CAN'T BE PROCESSED.

Print Name:  SJR State Student ID #:

Student's SJR State Email (Required):

#### ADD:

| CRN/<br>Section #    | Credit<br>Hrs        | D.E.<br>Code         | Course<br>Prefix & # | SJR State<br>Course Title | Times /<br>Online    | M                        | T                        | W                        | R                        | F                        |
|----------------------|----------------------|----------------------|----------------------|---------------------------|----------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/>      | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### DROP:

| CRN                  | CRED                 | COURSE               | TITLE                |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Student Signature:  High School:

Dual Enrollment Contact Signature:  Date:

Reason for adjustment:

|             |
|-------------|
| <div></div> |
| <div></div> |

STUDENT INITIATED COURSE WITHDRAWAL FORM

**Student Information**

\_\_\_ Traditional Dual Enrollment      \_\_\_ Early College Program      \_\_\_ Early Admissions DE

SJR State Student ID (Required) X00 \_\_\_\_\_

Date \_\_\_\_\_ Term \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle

Student's SJR State Email Address (Required) \_\_\_\_\_

**Course Withdrawal Information**

*Please list all courses below that you would like to be withdrawn from.*

| Course Prefix and Number | Course CRN | Course Title |
|--------------------------|------------|--------------|
|                          |            |              |
|                          |            |              |
|                          |            |              |
|                          |            |              |
|                          |            |              |
| Total Credit Hours       |            |              |

***\*You will need to withdraw from both the science lecture and lab, please be sure to include both sections above. \****

**Counselor / Student Approval**

\_\_\_\_\_  
HS DE Contact Signature      Student's Signature      High School



**ST. JOHNS RIVER STATE COLLEGE DUAL ENROLLMENT PROGRAM INSTRUCTOR INITIATED ABSENCE WARNING/WITHDRAWAL FORM (for Dual Enrollment courses taught at the High School site)**

You have been absent \_\_\_\_\_ hours in Course # \_\_\_\_\_ Section/CRN \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

1. ☒ Any additional absences will cause loss of credit for the course.
2. ☐ Administrative Withdrawal. A grade of "W" has been recorded. (BY ADMINISTRATION ONLY.)
3. ☐ You have exceeded the allowable absences in the course and no credit will be given. A grade of "W" will be recorded. If all your absences can be justified as emergencies, you may appeal to the Petitions Committee for reinstatement in class.
4. ☐ Withdrawal for Academic Misconduct.

SJR State Student ID #X00 \_\_\_\_\_ Student Name: \_\_\_\_\_

Date Student Warned: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_  
(Required for Item 3 only)



## Dual Enrollment State College Waiver Request

Students must complete the form below with the requested information. Use the lines provided below to explain why an exception should be made to the policy requiring your participation in Dual Enrollment be at the state college which serves the Clay, Putnam, or St. Johns Counties School Districts. Completing the petition process does not guarantee approval of waiver. Student will be notified regarding their request to their SJR State email address. Please note that once a dual enrollment student is released from SJR State, they will be unable to take any future dual enrollment courses at SJRState (they are eligible to attend after high school graduation/completion of dual enrollment career).

### STUDENT INITIATED REQUEST

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Student X Number (Required): \_X00\_\_\_\_\_ Semester/Year of Request: \_\_\_\_\_

**EMAIL ADDRESS REQUIRED:** Student will be notified via their SJR State email regarding their request. If you are not a current student, please provide another email address. **If no email is provided, we will not process your waiver.**

SJR State Email Address (If current student): \_\_\_\_\_

Other Email Address (If not a current student ): \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_ High School: \_\_\_\_\_

I, \_\_\_\_\_ (student name) request a waiver to attend a state college or university other than SJR State, due to the following:

- ☐ Class or program of study not offered at SJR State (indicate class or program) \_\_\_\_\_
- ☐ Other college or university is closer to my home or high school than SJR State
- ☐ Other (explain) \_\_\_\_\_

College or university you wish to attend: \_\_\_\_\_

Please use the space below to explain the rational for your request for a state college/university waiver request.

\_\_\_\_\_  
\_\_\_\_\_

### SCHOOL DISTRICT APPROVAL

HS Principal (or Dual Enrollment Contact) & School District Designee:

Recommend:

- ☐ Approval  
☐ Disapproval

Recommend:

- ☐ Approval  
☐ Disapproval

Principal/Contact: \_\_\_\_\_ School District Designee: \_\_\_\_\_

Date: \_\_\_\_\_ Date : \_\_\_\_\_

### ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:

- ☐ Approval  
☐ Disapproval

Recommend:

- ☐ Approval  
☐ Disapproval

Director of DE: \_\_\_\_\_

VP for Academic Affairs: \_\_\_\_\_

Date: \_\_\_\_\_

Date : \_\_\_\_\_

**2026-2027 Dual Enrollment Articulation Agreement Between the Florida School for the Deaf and Blind and the District Board of Trustees of St. Johns River State College**

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. The Florida School for the Deaf and Blind hereinafter referred to as FSDB , and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute and have, therefore, established an articulation committee with representation from FSDB and SJR State. Each year, this articulation committee will review this agreement and the performance of parties hereunder in order to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed FSDB Representative, Florida School for the Deaf and Blind (Co-Chair)
- Vice President for Academic and Student Affairs, SJR State (Co-Chair)
- Assistant Vice President for Workforce Education, SJR State
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment, SJR State
- Director of Career Education (if applicable), FSDB
- Appointed FSDB Representative

The term of this agreement shall commence August 1, 2026, and end July 31, 2027. Either party may cancel this agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This agreement may be amended only by written communication signed by the Superintendent of the Florida School for the Deaf and Blind and the President of St. Johns River State College.

FSDB and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and school district:** This agreement replaces any existing agreement with FSDB and SJR State regarding the Dual Enrollment Articulation Agreement.
2. **Parent and student notification process about student participation in the Dual Enrollment program:** FSDB and SJR State will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. FSDB shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in each high school's curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State will work with FSDB to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with school counseling staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host an annual webinar Information Sessions for potential Dual Enrollment students and parents.

### 3. Programs and courses available to students eligible for Dual Enrollment:

A. *Program Description:* Dual Enrollment, an articulated mechanism between FSDB and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that “the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree” (Section 1007.271(1), F.S.). “Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree” (Section 1007.271(7), F.S.). “Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree” (Section 1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

B. *Course Offerings:* Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.stml>). All courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. In addition to the A.A. and A.S. degrees, career and technical certificate programs are available to students eligible for Dual Enrollment. Dual enrolled students must be A.A., A.S. Degree or CTC certificate seeking students.

C. *High School Site Dual Enrollment courses:* FSDB's Principals or FSDB's Dual Enrollment contact must contact the Dual Enrollment Office with any known extended, planned or unplanned medical or other leave of the Dual Enrollment teacher immediately upon knowing of the absence. High school site Dual Enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and grades are only to be assigned by the Dual Enrollment teacher or by an SJR State approved substitute who meets the appropriate credentials of an SJR State faculty member. (This only applies if FSDB offers Dual Enrollment high school site courses).

### 4. Process for students and their parents to elect to participate in the Dual Enrollment program:

A. *Application Procedure:* To participate in Dual Enrollment at SJR State, eligible high school students must first meet with their high school counselor to receive instructions for completing the online Dual Enrollment Admission Application. Both the student and parent must review and submit the required electronic Consent Page by the posted Dual Enrollment deadline. Prior to the high school's posted deadline, the student must email a Request for Consent to their high school counselor. The high school counselor will verify that the student meets the required unweighted high school GPA and will upload a complete set of placement test scores to finalize electronic approval

of the Dual Enrollment application. Students who do not have a Social Security number must provide their documented visa information in order to complete the application.

*B. Career and Technical Certificate (CTC) Application Procedure:* CTC programs are limited access with unique admission requirements. Students must meet specific criteria with the academic department before enrollment. The application and registration procedure are amended to ensure a review of the student's qualifications as they pertain to meeting these criteria. Admission criteria for each CTC program may be found in the College catalog. CTC programs require a mandatory orientation facilitated by the academic department so that students may be provided with the additional admission requirements and due dates associated with on the job training components of CTC programs (i.e. physical exam). It is within the discretion of FSDB to assign Career and Technical Education program staff to assist with the responsibilities of disseminating and collecting Dual Enrollment applications and supporting documentation needed to fulfill the CTC admission requirements addressed during this orientation. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

*C. Acknowledgement of Principles of Participation:* By signing and submitting the electronically signed online consent form, students selected for participation in Dual Enrollment and their parents both agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* (also available online on the SJR State's Dual Enrollment webpage at <https://sjrstate.edu/dual-participation> ).

*D. Registration Process:* The Dual Enrollment student meets with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, in order to safeguard the meeting of high school graduation requirements. The student must submit the paper Dual Enrollment registration form (Appendix 4) so the high school's Dual Enrollment contact can approve it.

*E. Disabilities Accommodation:* Students will need to contact SJR State's Advising Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel. **Student disability status DOES NOT transfer from high school to college.**

*F. Schedule Changes:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 3). All schedule changes must be completed by the dual enrollment published add or drop deadline.

*G. Withdrawing from a Course:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their high school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 4). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. If a student withdraws from either a lecture or lab taken as co-requisites, the student will be withdrawn from both the lecture and the lab. CTC withdrawal deadlines are different from those posted in the academic calendar. Students are informed of these dates during required program orientations or on the first day of class. Students who withdraw or receive a D or F in a course must first complete the petition process with the Dual Enrollment Office before they are permitted to register for additional courses.

*H. Maximum Course Load:* The student should work closely with a SJR State College academic advisor and their high school counselor to work out a course load that can be successfully completed each Fall and Spring term. It is recommended that Dual Enrollment students take no more than 10 credit hours of accelerated courses during the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term; additional hours would require approval of a written request.

*I. Weighting of Dual Enrollment:* FSDB will “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated” (Section 1007.271, F.S.).

*J. Final Course Grades:* At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students’ final course grades to the school counselors. Students may view their final course grades through SJR State’s online portal by logging into their account and selecting “View Grades”.

*K. High School Site Dual Enrollment Grades:* For both fall and spring semesters, high school site Dual Enrollment teachers will submit their grades via MySJRstate portal. Fall semester grades must be submitted into the MySJRstate portal by 2:00 pm on December 14, 2026, and Spring semester grades must be submitted into MySJRstate portal by 2:00 pm on April 26, 2027.

*L. Student Learning Outcomes:* Student learning outcomes (SLOs) for select courses are formally assessed and results are submitted via the MySJRstate portal. SJR State determines which courses will be assessed as well as the assessment methods and criteria. Dual Enrollment teachers will be notified no later than September 1, 2026, and February 1, 2027. For both fall and spring semesters, high school site Dual Enrollment teachers of select courses will submit their student learning outcomes data and narratives via the MySJRstate portal. Fall semester SLOs must be submitted into the MySJRstate portal by 10:00 pm on December 15, 2026, and Spring semester SLOs must be submitted into the MySJRstate portal by 10:00 pm on April 27, 2027.

*M. College Academic Calendar:* Dual Enrollment students are required to adhere to SJR State’s Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays, extracurricular activities, and sports. SJR State’s Academic Calendar is available in the College Catalog and also posted online at <https://www.sjrstate.edu/academcal>. Students are responsible for being aware of and adhering to additional dates and deadlines that apply specifically to Dual Enrollment students. Refer to **Dual Enrollment –Important Dates** at <https://sjrstate.edu/dual-calendar>.

*N. Grade Forgiveness:* Students may not repeat Dual Enrollment courses that they earned a “W”, “D”, or “F” (unless granted permission through the Dual Enrollment petition process). All grades including “W” for withdrawal will become part of the student’s permanent record. SJR State’s grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student’s SJR State cumulative GPA. Students will only be granted one Dual Enrollment petition while enrolled in SJR State’s Dual Enrollment program.

## 5. Student eligibility requirements for participation in the Dual Enrollment program:

*A. Eligibility Criteria for Student Participation in Dual Enrollment:* Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0 and demonstrate readiness for college coursework through scores on college placement tests. Early admissions students’ eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Students who are enrolled at their high school as 11<sup>th</sup> grade juniors or 12<sup>th</sup> grade seniors may enroll in SLS 1122 Academic Pathways for College Success and/or SLS 1301 Life and Career Development with a 2.5 unweighted high school GPA. Dual Enrollment students will be required to complete the P.E.R.T., Pre ACT, ACT, PSAT and/or SAT (or any other form of alternative placement, Appendix 9). No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., Pre ACT, ACT, PSAT or SAT (or any other form of alternative placement, Appendix 9). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State’s Dual Enrollment Office by their school district. High school students not enrolled through the Dual Enrollment program shall not be permitted to

take college level credit or vocational credit classes at SJR State under any circumstances or proviso.

*B. Continued Eligibility of Student Participation in Dual Enrollment:* Dual Enrollment students who earn below a “C” (including a “W” grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. CTC Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher in order to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation through the College’s Records Department.

Dual Enrollment students may repeat a course one time if requested by the high school counselor and approved by SJR State.

Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts are listed on the student’s transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at SJR State. If a student stops attending class, the grade earned, usually an F, is assigned and posted. Other institutions may not necessarily have the same grade forgiveness policy as SJR State, and other institutions may recalculate student GPA’s or reassess eligibility for financial aid.

Pursuant to State Board of Education Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics as determined by one of the methods established by the Florida Department of Education (i.e. scores on the P.E.R.T, PreACT, A.C.T, PSAT or S.A.T.), shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. A student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in one of the basic competency areas of reading, writing, or mathematics will be dismissed from the Dual Enrollment program until correction of all deficiencies. At the time of program dismissal, the student will be advised of the requirements for the associate in arts degree completion and state university admission requirements.

*C. Loss of Eligibility in Dual Enrollment:* 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.

*D. Graduating Seniors:* Students who graduate prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

## 6. Delineation of the high school credit earned for the passage of each Dual Enrollment

**course:**

*Course Credit:* Students enrolled in Dual Enrollment courses shall earn both high school credit from FSDB and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List as listed on the FLDOE webpage.*

7. **Process for informing students and their parents of college-level course expectations:**

During the application process, students selected for participation in Dual Enrollment and their parents agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* by signing the Online Consent Form. The *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Dual Enrollment Orientation is provided in Canvas, SJR State College's learning management system, for all new Dual Enrollment students. The orientation offers guidance on how to be successful in college coursework and explains key differences between high school and college expectations. Upon request from the high school, Dual Enrollment staff are available to provide additional informational sessions throughout the academic year.

8. **Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:**

**Section 1007.271(3), Florida Statutes**, permits exceptions to the required GPA on an individual student basis when approved by both the high school and the College. Students seeking an exception must submit a petition for review and approval by appropriate high school and College personnel. The review will consider the student's coursework, college readiness, and other relevant factors to determine the likelihood of success in the Dual Enrollment program. Students approved for a GPA exception will be placed on probationary status and may be restricted in course selection and the number of credit hours attempted.

9. **Registration policies for Dual Enrollment courses:**

*A. Course Scheduling:* Section 1007.271(5), Florida Statutes, establishes that "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 that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." So as to implement the above statute, FSDB and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. 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 terms.

*B. Registration Procedure:* After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (Appendix 4) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (<https://www.sjrstate.edu/dual.html> under Important Dates). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their **schedule**. Students registering for Dual Enrollment courses taught on the high school site will be registered at the beginning of the fall and spring semesters at the high school.

*C. Registration Policies for CTC Dual Enrollment courses:* The scheduling of CTC courses does not align with the traditional semesters and registration periods for college credit courses. CTC courses have start and end dates at various times throughout the academic year. If necessary, registration for CTC courses may occur during the first

day of class rather than during the college credit Dual Enrollment registration periods in the high school. However, for course approval purposes, the course name, number, and section number can be provided to the district guidance staff and high school Dual Enrollment contact for use during these registration periods.

**D. SLS 1122 – Academic Pathways for College Success:** Dual Enrollment students who have earned twelve (12) or more college credit hours may not be required to enroll in SLS 1122, Academic Pathways for College Success. SLS 1122 is designed to assist students in developing academic planning skills, understanding college expectations, and identifying strategies for academic success and persistence. While enrollment in SLS 1122 is strongly recommended for first-time college students, the course may be required for students enrolled in certain academic pathways as determined by the College. SLS 1122 is applied as an elective toward the Associate in Arts degree.

## **10. Program Management and Quality Assurance:**

**A. Program Management:** Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, FSDB and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107224-dualenrollmentstatementstandards.pdf>) that was codified in State Board of Education Rule 6A-14.064, FAC. CTC programs are limited access and the capacity is determined by the program requirements. Although Dual Enrollment faculty teaching college credit courses are required to hold at least a master's degree and a minimum of 18 graduate semester hours in the teaching discipline, instructors teaching Career and Technical Certificate (CTC) Dual Enrollment courses must meet the credentialing requirements established by the College's institutional accreditor for each applicable CTC program area.

**B. Enrollment capacity:** Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 24 students. All other Dual Enrollment courses are limited to 30 students per course section. High school site dual enrollment classes must have the same seat limits of those classes taught at SJR State, typically 20-35 depending on the discipline. Any exceptions must have prior approval from SJR State.

**C. Dual Enrollment Instructors:** Dual Enrollment faculty must meet the credentialing requirements established by the College's institutional accreditor for each applicable program area. Appropriate FSDB and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State will determine whether a high school instructor meets the minimum requirements to teach dual enrollment courses.

**D. Faculty Evaluation:** SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site must be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's faculty evaluation criteria.

**E. Dual Enrollment Advisory Committee:** FSDB and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this agreement.

*F. Administration:* SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between FSDB and SJR State. FSDB shall appoint an administrator who shall represent FSDB in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between FSDB and SJR State

## **11. Determination of Student Eligibility and Monitoring of Student Performance:**

*A. High School Counseling Services:* FSDB's counseling staff will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm GPA qualifications are met. To ensure effective articulation and coordination, school counselors must meet with SJR State college advisors at least once per year – for review and training of college best practices.

*B. College Guidance Services:* The Dual Enrollment Orientation introduces students to the College campus; highlights available guidance, career, library, and college planning services; and explains applicable College policies and procedures. A key advising point communicated to both students and parents is that Dual Enrollment grades are calculated into the student's college GPA, are the beginning of the official college transcript, and are a permanent academic record that may impact future university admission decisions. All Dual Enrollment students will be assigned a MySJRstate account, which serves as the College's primary communication portal for educational and career development information. In addition, Dual Enrollment students will work regularly with staff from SJR State's Dual Enrollment Office throughout the course planning and registration process. Dual Enrollment and Early Admission students are encouraged to meet regularly with College advisors and to develop a postsecondary academic plan and intended major during advising sessions. Students in these programs are required to meet with a College advisor upon completion of 20 college credit hours. Students are responsible for reviewing this material prior to beginning participation in the Dual Enrollment program. Program eligibility is located on our website at <https://sjrstate.edu/dual-eligibility>.

*C. Responsibility for Student Screening:* The P.E.R.T. placement test can be administered by FSDB to high school students eligible for Dual Enrollment. Students who have a qualifying PreACT, A.C.T., PSAT or S.A.T. scores are not required to take the P.E.R.T. FSDB will be solely responsible for providing test security at all P.E.R.T. testing sites. FSDB will administer and provide the P.E.R.T. test materials at no charge for high school students eligible for Dual Enrollment. SJR State will assist high school personnel in interpreting individual students' test results for course placement and assistance in the development of academic interventions by high schools to improve student's skills. The Dual Enrollment contact for FSDB will be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office as part of the Dual Enrollment online application approval process.

*D. Testing at the High School Site:* Testing at FSDB for Dual Enrollment will be the responsibility of FSDB. Reasonable accommodations will be provided at the test site at the expense of FSDB for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*E. Testing at the College Campus:* With prior approval and in very limited numbers, the P.E.R.T. may be administered at a testing center at SJR State at the request of the high school. All P.E.R.T. testing at the College campus must be approved by SJR State's Director of Dual Enrollment. Students approved to test at SJR State's Campus will be responsible for providing their own transportation to the College and for paying the College's \$20 testing fee. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*F. Retaking the P.E.R.T.:* Dual Enrollment students may retake the P.E.R.T. during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.

*G. Alternative Placement Methods:* Placement into college-level English and mathematics for Dual Enrollment students is determined by institutional placement standards consistent with Florida law (Florida Statute 1007.271). High school coursework does not serve as automatic placement into college-level courses. Students must meet approved readiness criteria prior to enrollment.

*H. Student Policies, Procedures, and Behavioral Expectations:* Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both FSDB and SJR State. Should a conflict be identified as a result of either institution's policies or procedures, FSDB and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog/Handbook and are also available online on the Student Services website at <https://www.sjstate.edu/cataloghandbook2026.pdf>.

*I. High School Site's Attendance Policy:* The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse up to six absences due to the number of the course's contact hours. This is ultimately up to the discretion of the instructor.

*J. High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's Dual Enrollment courses. Yet, they can attend their college site Dual Enrollment courses. If a student is sent to the district's alternative school, then the Dual Enrollment student loses their Dual Enrollment eligibility and will receive a "W" for all of their registered Dual Enrollment courses. When a child of any age is taken into custody by a law enforcement officer for an offense that would have been a felony if committed by an adult, or a crime of violence, the law enforcement agency must notify the superintendent of schools that the child is alleged to have committed the delinquent act. If the child is a dual enrolled student at a postsecondary institution, the superintendent of schools, or his or her designee, must notify the chief of police or the public safety director of the postsecondary institution at which the student is dual enrolled within 1 business day after receiving the initial notification, Florida Statute 985.04(4)(a).

## 12. Student Grades and Records:

*A. Student Grades, Transmission of student grades in Dual Enrollment:* Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by FSDB and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

*B. Student Records:* FSDB and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

## 13. Responsibility for Costs:

*A. Full-Time Equivalency Funding:* FSDB shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. For Dual Enrollment courses offered on the College campus and online, FSDB shall pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For Dual Enrollment courses offered on the high school campus by a qualified high school teacher, by an SJR State adjunct, or by an SJR State full-time instructor, FSDB shall be responsible for the College's actual costs associated with Dual Enrollment. For 2026-2027, the following per credit hour rates will apply:

- Course taught on SJR State Campus: No Fee
- Course taught online: No Fee
- Course taught on the high school campus by a qualified high school instructor: No Fee

- Course taught on the high school campus by an SJR State adjunct or full-time instructor teaching as an overload: \$700.00 per credit hour

*B. CTC Responsibility for Costs:* The current credit hour rate for CTC courses taught on the SJR State Campus is \$60.93 per credit hour which converts to \$2.33 per vocational clock hour which will be the responsibility of FSDB along with other required course fees as outlined in the specific program cost summary sheet. FSDB will also be responsible for books and if providing background checks, FSDB will submit this information to SJR State. Students will be responsible for required physicals and shots for participation in clinicals and will release this information to the college as well as clinical sites. Students may add or drop a course during the add/drop window for the part of term associated with the CTC course. These dates are provided to FSDB and students during the CTC program orientation.

*C. Add/Drop and Withdrawal Policy:* Students may drop a course during the Add/Drop window denoted on the College's Academic Calendar. FSDB will not be assessed tuition for students who drop a course during Add/Drop. After the conclusion of Add/Drop, students may withdraw from a course without academic penalty (a grade of "W") at any time prior to the point in the semester as published in the academic calendar. FSDB will be responsible for tuition for students who withdraw from a course after the conclusion of Add/Drop.

*D. Student Fees:* Any student enrolled in the Dual Enrollment program shall be exempt from the payment of textbook, online instructional material access code, registration, tuition, and laboratory fees. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, Adobe Suite, calculators, background checks, blood tests, etc.

*E. Instructional Materials:* SJR State shall select textbooks used in Dual Enrollment courses. Payment for required textbooks for classes conducted on the high school campuses or on SJR State's campuses will be through the FSDB. The textbooks shall be the property of FSDB. Inventories of Dual Enrollment textbooks will be maintained by individual high schools and/or school district. FSDB will inform students of any fines relating to instructional materials (e.g., late return or lost book fees) prior to issuing them back to the students. FSDB must provide each student with a textbook for each Dual Enrollment course, including courses taught at the high school site. A class set of textbooks does not suffice. Textbooks used by Dual Enrollment students at high school sites will follow the Department of Education's cycle for textbook replacement, with the following provisions: 1) the College has not changed the textbook, or 2) the new textbook edition has not so substantively changed in content that it has rendered the previous edition unusable. SJR State will provide the textbook list for the following semester as soon as the information from the faculty and publishers becomes available. The Dual Enrollment Scholarship program shall reimburse St Johns River State College for tuition and related instructional materials costs for dual enrollment courses taken by public school, private school, or home education program secondary students during the summer term.

*F. Instructor Fees:* SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. FSDB is responsible for the full cost of the instructor for courses taught at the high school sites.

*G. Facility and Laboratory Fees:* SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. FSDB is responsible for the full cost of any facility and laboratory fees for courses taught on the high school site.

*H. Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. Students with disabilities must self identify. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State's campuses. FSDB will be responsible for the cost of

providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Contact information will be found on our website at <https://sjrstate.edu/disabledstudents> .

*I. Dual Enrollment Scholarship Reimbursement:* Pursuant to Fla. Stat. 1009.30, SJR State will seek reimbursement through the Dual Enrollment Scholarship Program for summer term tuition and textbooks/materials.

14. **Responsibility for Student Transportation:**

Students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

15. **Submission of Updated Dual Enrollment to the Florida DOE:**

The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Florida School for the Deaf and Blind and  
St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to the Florida School for the Deaf and Blind and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and the Florida School for the Deaf and Blind.

Signed on this \_\_\_\_ day of \_\_\_\_\_ 2026

**for the District Board of Trustees of St. Johns River State College:**

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Chairman, St. Johns River State College

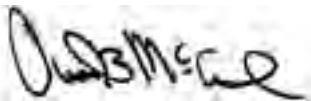
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President, St. Johns River State College

**Signed on this 4th day of June, 2026.**

**for the Florida School for the Deaf and Blind**

**of St. Johns County, Florida:**



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Chairman, Florida School for the Deaf and Blind



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Superintendent, Florida School for the Deaf and Blind

## Appendices

### Dual Enrollment/Early Admissions/Early College Program (Collegiate High School) Forms

- 1 Principles of Participation/Student Responsibilities
- 2 Registration/Approval Form
- 3 Registration Adjustment/Drop Add Form
- 4 Student Initiated Course Withdrawal Form
- 5 Instructor Initiated Absence Warning/Withdrawal Form
- 6 State College Waiver Request

*Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following: Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public school students, private school students, charter school students, and homeschool students. This document applies to any Traditional Dual Enrollment or Early College Program student.*

**Principles of Participation for Dual Enrollment, Early Admission, and Early College Program students**

- Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc. If you are not sure who you need to communicate with, ask your high school contact or call the Dual Enrollment office at 386-312-4136
  - Students are expected to address any course issues with their instructor, it is the student's responsibility to notify the instructor of absences caused by illness, emergencies, etc.
  - Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not permitted to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release. For a copy of this act, please call our office at 386-312-4136 to be provided with the information.
- Dual enrollment students are held to the same standards as regular/traditional college students, unless otherwise restricted by federal, state, or local requirements.
- Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Catalog/Handbook, attendance policies, academic integrity, and discipline policies as published.
  - The only excused (approved) absences are those sanctioned by SJR State. High school holidays, activities, and sports are not excused absences for students enrolled in classes at SJR State or dual enrollment courses held at the high school site. Students need to check the academic calendar before registering for courses to be sure there are no conflicts (spring break, winter break, summer vacation, etc.).
  - Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings, or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner (citation).
  - Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. The appeals process can last until the following semester. This process is conducted by the SJR State Office of Student Affairs.

- Students are required to know the policies and outcomes, related to grades, academic history, and graduation.
  - o Students are not permitted to re-take courses in which they have earned a grade of “C” or higher.
  - o Any letter grade below a “C” will not count as credit toward the Gordon Rule requirement (English, Math, and Humanities). However, all grades will be calculated into the student’s GPA and will appear on their college transcript.
  - o All dual enrollment (college) grades will become part of the student’s permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are permanent.
  - o Withdrawal (“W”) from a course will be listed on the student’s permanent college transcript.
  - o College credits earned through the dual enrollment program will be recorded on both the student’s high school transcript and SJR State transcript.
  - o Students who receive a D, F, or W in a course may not register for another course within that same term until they have completed the petition process through the SJR State Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.
  - o Students are only permitted to take 2 courses during the Summer sessions (a maximum of 8 credit hours). Courses requiring a co-requisite will only count as 1 course.
  - o A student receiving an “I” grade must complete the course within a 30-day calendar period which begins on the first day of classes of the next term. Students are not eligible for graduation until all “I” grades have been removed from their academic record. Incomplete work will convert to an “IF” if the course work remains incomplete.
  - o Dual Enrollment students who have graduated high school, may participate in Summer A courses the year of graduation. Students must petition the Office of Student Affairs to attend these courses and are responsible for all fees. You can contact the Dual Enrollment Office for this petition process.
- Dual enrollment students must understand the differences between high school and the college’s curriculum, course structure, and student body.
  - o College courses, including those taught at the high school site, will maintain a consistent level of academic rigor without compromising standards. The course material in these classes are not developed to accommodate variations in student age and maturity and may reflect topics not typically included in secondary courses, which some parents may object to for “minors.”
  - o The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students. The same material will be presented to regular college students and dual enrollment students. College grading policy will be used for all dual enrollment courses. Instructors will not adapt their course for dual enrollment students.
  - o Dual enrollment at the high school site will follow the same standards as courses offered on SJR State’s college campuses.
  - o SJR State is an open campus, and classes (face to face and online) will have students of various ages and

backgrounds enrolled in these courses.

- o Dual enrollment students are required to attend/read New student orientation materials. The orientation presentation is available online, on campus, on the high school site, or can be sent to you via email. It is the student's responsibility for viewing and ensuring they understand the materials presented in the dual enrollment new student orientation.
- Dual enrollment students are held responsible for the following coordination and paperwork requirements:
  - o Students are required to ensure the accuracy of their information (full legal name as presented on the birth certificate, birthdate, and social security number). Students will be responsible to notify the Dual Enrollment Office of any changes to their address, phone number, high school, test scores, etc. It is the student's responsibility to provide updated test scores for placement to the high school and dual enrollment office.
  - o Students need to have the ability to log in to MySJRState, in order to view or access their schedules, Canvas (online course management system), grades, order transcripts, etc. Providing the correct social security number, date of birth, and zip code allows the student to be registered for this access and will alleviate login issues.
  - o Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
  - o Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations. The student must self-identify to receive these accommodations. Accommodations at the high school are not automatically sent over to SJR State, it is the responsibility of the student to provide these to the Advising Office/Disabilities Coordinator.
  - o Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses. Please note that dual enrollment deadlines are often different than the traditional College deadlines. All dates and deadlines are notated on the SJR State Dual Enrollment homepage ([www.sjrstate.edu/dual](http://www.sjrstate.edu/dual)). High school site deadlines are often also different, please be sure you are aware of dual enrollment deadlines at the high school site.
  - o Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
  - o It is the responsibility of the dual enrollment student to ensure they have their textbooks and necessary materials for their courses. For public school students, textbooks are handled through the school district; for private and charter school students, textbooks are the responsibility of the student; and for homeschool students, textbooks are handled through the SJR State bookstore. All textbooks for high school site classes are provided by the individual high school.
  - o All correspondence regarding dual enrollment classes, petitions, dates and deadlines, and any other messages will be sent to the student's SJR State email address ([name@vikings.sjrstate.edu](mailto:name@vikings.sjrstate.edu)), students will be responsible for knowing how to access this email address.
  - o Students enrolled as Dual Enrollment, Early Admission, Early College Program, or Career Early Admission shall be

exempt from the payment of registration, tuition, and laboratory fees. Students are not permitted to pay for extra courses over the designated limit. The student should work closely with an academic advisor to work out a course load that can be successfully completed each term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students need to understand the eligibility requirements listed below:
  - o Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for dual enrollment.
  - o 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, including when the progress of other students or the efficient administration of the course is hindered.
  - o Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
  - o Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
  - o Students may appeal eligibility requirements with the petition process through the Dual Enrollment Office. Students will only be granted a maximum of one petition during their dual enrollment career.
  - o Dual Enrollment students are all required to attend a New Student Orientation, it is located online and must be viewed before registering for courses.

## **Student Responsibilities for Dual Enrollment, Early Admission, and Early College Program students**

- Dual Enrollment Online Application needs to be completed with the correct information.
  - Full legal name as presented on birth certificate
  - Correct Social Security Number
  - Correct birthdate (please check your birth year)
- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.
- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
- Students will need to be able to log into mySJRState, in order to view their schedules, grades, etc.
- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
- Students will need to keep track of all deadlines (i.e., add/drop deadline, withdrawal deadline, etc.)
- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.
- Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.
- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.
- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
- Students are responsible for ordering/paying for their college transcript once they have graduated high school.
- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu).

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177

SJR State Dual Enrollment | Early College | Early Admissions - Registration / Approval Form

Student Information:

NEW STUDENT ☐ Y OR ☐ N

PLEASE COMPLETE YOUR ONLINE ORIENTATION FOUND IN CANVAS!

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

EMAIL: \_\_\_\_\_ SJR STATE ID NUMBER (REQUIRED) X00 \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ HIGH SCHOOL: \_\_\_\_\_

I understand that I must have an unweighted 3.0 GPA to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W for withdrawing) in any dual enrollment course, I may be dropped from the program.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Students must have an overall 3.0 unweighted GPA to participate in the Dual Enrollment Program. Students must provide recent (within 2 years) results of one of the following: Pre-ACT, ACT, PSAT, SAT, or PERT. Official test scores must be on file to enroll in College Dual Enrollment courses. Students planning to enroll in English or Math courses must attain a qualifying score.

OVERALL UNWEIGHTED GPA: \_\_\_\_\_ COUNSELOR'S INITIALS: \_\_\_\_\_ HIGH SCHOOL GRAD YEAR: \_\_\_\_\_

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit.

Please list the courses you would like to register for and total your credit hours. Under "Alternative Section" you can list a second CRN/Section Number in the event your first choice is closed. The DE Code is for office use only. Check your concise student schedule.

Course Registration:

Terms: Full Term - Full semester, Mini A - 1st half semester, Mini B - 2nd half semester.

| 5 Digit CRN  | Cr Hrs | DE Code | Course Pre-No | SJR State Course Title | Times/Online | M | T | W | R | F |
|--------------|--------|---------|---------------|------------------------|--------------|---|---|---|---|---|
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
|              |        |         |               |                        |              |   |   |   |   |   |
| Total Cr Hrs |        |         |               |                        |              |   |   |   |   |   |

Alternative Section

List an alternate CRN/Section number in the event the first section is full. Correspond alternates to the course row numbers above.

| 5 Digit CRN | Cr Hrs | DE Code | Course Pre-No | SJR State Course Title | Times/Online | M | T | W | R | F |
|-------------|--------|---------|---------------|------------------------|--------------|---|---|---|---|---|
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |
|             |        |         |               |                        |              |   |   |   |   |   |

Counselor Certification:

I hereby certify that this student has demonstrated maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

Signature of High School Counselor:

Date:

STUDENT INITIATED COURSE WITHDRAWAL FORM

Student Information

☐ Traditional Dual Enrollment      ☐ Early College Program      ☐ Early Admissions DE

SJR State Student ID (Required) X00 \_\_\_\_\_

Date \_\_\_\_\_ Term \_\_\_\_\_

Student's Name \_\_\_\_\_  
Last First Middle

Student's SJR State Email Address (Required) \_\_\_\_\_

Course Withdrawal Information

*Please list all courses below that you would like to be withdrawn from.*

| Course Prefix and Number | Course CRN | Course Title |
|--------------------------|------------|--------------|
|                          |            |              |
|                          |            |              |
|                          |            |              |
|                          |            |              |
|                          |            |              |
| Total Credit Hours       |            |              |

***\*You will need to withdraw from both the science lecture and lab, please be sure to include both sections above. \****

Counselor / Student Approval

\_\_\_\_\_  
HS DE Contact Signature      Student's Signature      High School



**ST. JOHNS RIVER STATE COLLEGE DUAL ENROLLMENT PROGRAM INSTRUCTOR INITIATED ABSENCE WARNING/WITHDRAWAL FORM (for Dual Enrollment courses taught at the High School site)**

You have been absent \_\_\_\_\_ hours in Course # \_\_\_\_\_ Section/CRN \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

1. ☒ Any additional absences will cause loss of credit for the course.
2. ☐ Administrative Withdrawal. A grade of "W" has been recorded. (BY ADMINISTRATION ONLY.)
3. ☐ You have exceeded the allowable absences in the course and no credit will be given. A grade of "W" will be recorded. If all your absences can be justified as emergencies, you may appeal to the Petitions Committee for reinstatement in class.
4. ☐ Withdrawal for Academic Misconduct.

SJR State Student ID #X00 \_\_\_\_\_ Student Name: \_\_\_\_\_

Date Student Warned: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_  
(Required for Item 3 only)



## Dual Enrollment State College Waiver Request

Students must complete the form below with the requested information. Use the lines provided below to explain why an exception should be made to the policy requiring your participation in Dual Enrollment be at the state college which serves the Clay, Putnam, or St. Johns Counties School Districts. Completing the petition process does not guarantee approval of waiver. Student will be notified regarding their request to their SJR State email address. Please note that once a dual enrollment student is released from SJR State, they will be unable to take any future dual enrollment courses at SJRState (they are eligible to attend after high school graduation/completion of dual enrollment career).

### STUDENT INITIATED REQUEST

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Student X Number (Required): \_X00\_\_\_\_\_ Semester/Year of Request: \_\_\_\_\_

**EMAIL ADDRESS REQUIRED:** Student will be notified via their SJR State email regarding their request. If you are not a current student, please provide another email address. **If no email is provided, we will not process your waiver.**

SJR State Email Address (If current student): \_\_\_\_\_

Other Email Address (If not a current student ): \_\_\_\_\_

High School Graduation Date: \_\_\_\_\_ High School: \_\_\_\_\_

I, \_\_\_\_\_ (student name) request a waiver to attend a state college or university other than SJR State, due to the following:

- ☐ Class or program of study not offered at SJR State (indicate class or program) \_\_\_\_\_
- ☐ Other college or university is closer to my home or high school than SJR State
- ☐ Other (explain) \_\_\_\_\_

College or university you wish to attend: \_\_\_\_\_

Please use the space below to explain the rational for your request for a state college/university waiver request.

\_\_\_\_\_  
\_\_\_\_\_

### SCHOOL DISTRICT APPROVAL

HS Principal (or Dual Enrollment Contact) & School District Designee:

Recommend:

- ☐ Approval  
☐ Disapproval

Recommend:

- ☐ Approval  
☐ Disapproval

Principal/Contact: \_\_\_\_\_ School District Designee: \_\_\_\_\_

Date: \_\_\_\_\_ Date : \_\_\_\_\_

### ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:

- ☐ Approval  
☐ Disapproval

Recommend:

- ☐ Approval  
☐ Disapproval

Director of DE: \_\_\_\_\_

VP for Academic Affairs: \_\_\_\_\_

Date: \_\_\_\_\_

Date : \_\_\_\_\_

## **2026-2027 Articulation Agreement Between**

### **Eligible Home Education Students and Their Parents/Guardians, Eligible Personalized Education Program Students and Their Parents/Guardians and St. Johns River State College**

*Pursuant to section 1007.271(13) (b) the dual enrollment program is available for an eligible home education secondary student in a postsecondary course creditable toward an associate degree.*

#### **1. Parent and student notification process about student participation in the Dual Enrollment program.**

SJR State's Director of Dual Enrollment/or Dual Enrollment Homeschool Specialist will host annual Information Sessions for potential Dual Enrollment students on each of SJR State's campuses/or via Zoom. Parents/guardians are notified of the option to participate in the Dual Enrollment program through public announcements, institution website announcements, fliers, and through the institutional course catalogue.

#### **2. Programs and courses available to students eligible for Dual Enrollment**

*A. Program Description:* Dual Enrollment, an articulated mechanism between eligible home education students and their parents/guardians, eligible Personal Education Program (PEP) students and their parents/guardians, and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that "the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree" (Section 1007.271(1), F.S.). "Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree" (Section 1007.271(7), F.S.). "Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree" (Section 1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

*B. Course Offerings:* Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at <https://www.fldoe.org/core/fileparse.php/20725/urlt/19-2.pdf>). All courses in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. Dual Enrollment students must be A.A. or A.S. degree seeking students.

#### **3. Process for students and their parents to elect to participate in the Dual Enrollment program.**

*A. Application Procedure:* To participate in Dual Enrollment at SJR State, Dual Enrollment eligible home education or PEP students and Dual Enrollment eligible PEP students will be required to first complete the SJR State Dual

Enrollment Admission Application (online). The parent/guardian will confirm that the student has the appropriate class standing, P.E.R.T., ACT, SAT, PSAT, PreACT test scores (please consult our test score page for full test score information), and GPA to be eligible for Dual Enrollment prior to forwarding the application to SJR State. The completed Dual Enrollment Admission Application online verification and copy of official test scores must be submitted, with all necessary signatures, to the SJR State Dual Enrollment Office, no later than 30 days before the start of the term or posted Dual Enrollment deadline, whichever comes first. Homeschool and PEP students should consult the SJR State “Dates and Deadlines” tab on the Dual Enrollment homepage for questions regarding specific deadlines. Please note that the College deadlines for traditional students are often different than the deadline for dual enrollment students. For continuing dual enrollment students, counselors or parents are required to submit an updated homeschool verification form or PEP scholarship form each academic year. Additionally, any time revisions are made to the articulation agreement, a new signed copy will be required to ensure all parties are aware of and agree to the updated terms.

*B. Acknowledgement of Principles of Participation:* By signing this articulation agreement, students selected for participation in Dual Enrollment and their parents/guardians both agree to the *Principles of Participation for Dual Enrollment /Early Admission Program* (available online on the SJR State’s Dual Enrollment webpage at <https://www.sjrstate.edu/dual-participation>) and located within this agreement.

*C. Registration Process:* The Dual Enrollment student meets with their parent/guardian to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, to safeguard the meeting of high school graduation requirements. The parent/guardian will submit the registration paperwork on the home school or PEP student’s behalf to the SJR State Dual Enrollment Office.

*D. Disabilities Accommodation:* Students will need to contact SJR State’s Disabilities Services to determine the appropriate documentation needed for accommodation to be provided. The student has the responsibility to self-identify to the appropriate College personnel.

*E. Schedule Changes:* To ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their parent/guardian, who will then submit the necessary paperwork on the student’s behalf to the Office of Dual Enrollment for processing. All schedule changes must be completed by the College’s published add/drop deadline.

*F. Withdrawing from a Course:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their parent/guardian. The parent/guardian will then submit the necessary paperwork on the student’s behalf to the Dual Enrollment Office for processing (Appendix 6). All withdrawals must be completed by the College’s withdrawal deadline. Dual Enrollment students who earn a “W” by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. Students enrolled in a lab and lecture as co-requisites will be withdrawn from both sections. Students who withdraw or receive a D or F in a course must first complete the petition process before they are allowed to register for additional courses.

*G. Maximum Course Load:* The student should work closely with an academic advisor to work out a course load that can be successfully completed each term. It is recommended that students take no more than 10 credit hours of accelerated courses during the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term; additional hours would require approval of a written request. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

*H. Final Course Grades:* Students may view their final course grades through SJR State’s online portal, MySJRstate, on the Dual Enrollment tab at <https://www.sjrstate.edu/mysjrstate>

*I. College Academic Calendar:* Dual Enrollment students are required to adhere to SJR State’s Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays or extracurricular activities. SJR State’s Academic Calendar is available in the College Catalog and posted online at

*J. Grade Forgiveness:* Students may not repeat Dual Enrollment courses that they earned a “W,” “D,” or “F” (unless granted permission through the petition process). All grades including “W” for withdrawal will become part of the student’s permanent record. SJR State’s grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student’s SJR State cumulative GPA. Students will only be granted one dual enrollment petition while enrolled in SJR State’s dual enrollment program.

#### 4. Student eligibility requirements for participation in the Dual Enrollment program.

*A. Eligibility Criteria for Student Participation in Dual Enrollment:* Students eligible for Dual Enrollment be classified as secondary students and provide proof of registration as a home education student with their school district or PEP scholarship and demonstrate readiness for college coursework through scores on college placement tests and appropriate level of maturity and responsibility. Students must declare their anticipated high school graduation date, and it must be no more than four (4) calendar years from the date of first enrollment at the College, or when the student receives 60 credit hours’ worth of Dual Enrollment course credits, **whichever occurs first**.

Early Admissions students’ eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires students to demonstrate college readiness for college coursework through scores on college placement test. Participation in the career early admission program is limited to students who have completed a minimum of six (6) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. Dual Enrollment students will be required to complete the P.E.R.T., PreACT, ACT, PSAT and/or SAT. No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., PreACT, ACT, PSAT or SAT. High school students not enrolled through the Dual Enrollment program shall not be permitted to take college level credit or vocational credit classes at SJR State under any circumstances or proviso.

*B. Continued Eligibility of Student Participation in Dual Enrollment:* Dual Enrollment students who earn below a “C” (including a “W” grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Career/vocational Dual Enrollment students must maintain a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation.

With SJR State’s approval, dual enrollment students are allowed to repeat a course one time through Dual Enrollment. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is equivalent to out of state tuition. Although all course attempts are listed on the student’s transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at SJR State. If a student stops attending class, the grade earned, usually an F, is assigned and posted. Other institutions may not necessarily have the same grade forgiveness policy as SJR State, and other institutions may recalculate student GPA’s or reassess eligibility for financial aid.

Pursuant to State Board of Education Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics as determined by one of the methods established by the Florida Department of Education (i.e. scores on the P.E.R.T, A.C.T, or S.A.T.), shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. A student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in one of the basic competency areas of reading, writing, or mathematics will be dismissed from the Dual Enrollment program until correction of all deficiencies. At the time of program dismissal, the student will be advised of the requirements for the associate in arts degree completion and state university admission requirements.

**C. Loss of Eligibility in Dual Enrollment:** 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.

**D. Graduating seniors:** Students who graduate prior to completion date of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in dual enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

## **5. Delineation of the high school credit earned for the passage of each Dual Enrollment course.**

**Course Credit:** Students enrolled in Dual Enrollment courses shall earn both high school credit from the School Board and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the Dual Enrollment Course -- High School Subject Area Equivalency List, located on the Florida Department of Education's web site (<https://www.fldoe.org/core/fileparse.php/20725/urlt/19-2.pdf>).

## **6. Process for informing students and their parents/guardians of college-level course expectations.**

During the application process, students selected for participation in Dual Enrollment and their parents/guardians are given the *Principles of Participation for Dual Enrollment/Early Admission Program* (available online on the SJR State Dual Enrollment webpage at <https://www.sjrstate.edu/dual-participation>) and within this articulation agreement. The *Principles of Participation for Dual Enrollment/Early Admission Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Additionally, SJR State's Director of Dual Enrollment homeschool, or PEP students are required to complete a Zoom/online conference with the SJR State Dual Enrollment Homeschool Specialist. This meeting will occur after the student's Dual Enrollment application, test scores, and school district verification has been submitted. Students are also required to view the New Student Orientation listed on the Dual Enrollment homepage.

## **7. Registration policies for Dual Enrollment courses.**

**A. Registration Procedure:** After acceptance into the Dual Enrollment program, the student and their parent/guardian will meet to fill out the course registration form. The parent/guardian or the student will submit the Dual Enrollment registration form to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (<https://www.sjrstate.edu/dual-calendar>), under Dates and Deadlines). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their registration. Students who do not log in to their online courses within the first week of each term, may be dropped from the course for non-attendance.

**B. SLS 1122, Academic Pathways for College Success course:** Beginning Fall 2022, students who have reached 12 credit hours through Dual Enrollment will be required to enroll in SLS 1122, Academic Pathways for College Success, the required student success course. This course serves as a requirement within the associate in arts degree.

## **8. Determination of Student Eligibility and Monitoring of Student Performance.**

**A. High School Guidance Services:** The parent/guardian will maintain oversight and monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. The SJR State Dual Enrollment Office can offer guidance on courses but cannot be responsible for providing advisement on high school course structure, this is the responsibility of the homeschool or PEP student/parent/guardian.

**B. College Guidance Services:** A key advising point that will be shared parents/guardians and students is that Dual Enrollment grades are calculated and recorded in the student's college GPA and transcript, creating a permanent record that can impact future university admission decisions. All high school Dual Enrollment students will be assigned a MySJRstate account as soon as the pertinent information has been entered into SJR State's computer system. Through this online portal, the College will send the student communications about educational and career development

activities. Additionally, Dual Enrollment students will work with the staff of SJR State's Dual Enrollment Office regularly throughout the process of planning and scheduling Dual Enrollment courses. Dual Enrollment and Early Admission students are encouraged to develop a post-secondary plan and major during information and orientation sessions. A designated member of the Dual Enrollment Office will assist students with questions that concern their career and major as well as conduct preliminary advising. Dual Enrollment and Early Admission students will be required to meet with a college advisor after completion of 20-30 college credits.

## 9. Responsibility for Student Screening

*A. Student Policies, Procedures, and Behavioral Expectations:* Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of SJR State. Should a conflict be identified because of SJR State's policies or procedures, the College will notify the parent/guardian of behavioral infractions and will jointly resolve the conflict while providing due process for students. College policies and procedures are published in the College Catalog and are available online on the website at <https://catalog.sjrstate.edu/content.php?catoid=2&navoid=72>.

*B. Student Testing at the College Campus:* The P.E.R.T. will be administered at a testing center at SJR State as arranged with the parent/guardian and home education or PEP student. Students will be responsible for providing their own transportation to the College. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.

*C. Retaking the PERT:* Dual Enrollment students may retake the P.E.R.T. once during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.

*D. Alternative Placement Methods:* Pursuant to Section 1008.30, F.S., *Alternative Methods to Common Placement Tests*, Florida College System institutions may use alternative methods in lieu of the common placement tests under subsection 2 to assess student readiness for college-level work in communication and computation. Institutions shall recognize scores and grades on alternative methods specified in paragraphs (3)(a) through (3)(c) as valid for placement purposes for a minimum of two years. (a) Tests and assessments: A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. Institutions shall accept scores on the public high school transcript in addition to official score reports from the issuing entity listed in this subsection as an official record. (b) Performance in high school coursework: Any student who has an unweighted high school GPA of 3.0 and achieves a grade of "B" or better in any of the courses listed below shall have demonstrated readiness for college-level work. Institutions shall accept courses and grades on the public high school transcript as an official record. (c) Credit-by-examination: Students achieving passing scores and receiving credit for college-level communication or computation pursuant to the credit-by-examination equivalency list in Rule 6A-10.024, F.A.C., shall have previously demonstrated readiness for college-level coursework.

*Please consult Testing Information located on the Dual Enrollment web page under the Quick Links for a full description and chart of the alternative methods.*

## 10. Student Grades and Records:

*E. Student Grades:* Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by the School Board and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

*F. Student Records:* Students may view their unofficial transcript through SJR State's online portal, MySJRstate on the website at <https://www.sjrstate.edu/mysjrstate>.

## 11. Responsibility for Costs:

*G. Textbooks and Instructional Materials:* Pursuant to Section 1007.271(16), F.S., Dual Enrollment students are exempt from the payment of tuition and fees. This includes not only tuition and registration and laboratory fees, but all other postsecondary institution fees. Instructional materials are defined in Section 1006.29(2), F.S., and shall include but not be limited to, textbooks, consumables, and online course codes. Textbooks and other instructional materials will be provided to the homeschool or PEP student by SJR State. Except for access codes or e-resources, all materials furnished by the College will remain the property of St. Johns River State College, and students will be responsible for returning these instructional materials at the end of each semester. If students do not return the instructional materials, a hold

will be placed on their student account that may prohibit future enrollment or access to transcripts at St. Johns River State College. Lost or damaged items may also result in such holds. Requirements for providing instructional materials to home education or PEP students are subject to change pursuant to Florida Statutes. Students will be notified of their outstanding textbook rental fees/holds through their MySJRState email account. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, Adobe Suite, calculators, background checks, blood tests, one-time-use online licensing fees, etc.

**H. *Transportation:*** Transportation is the responsibility of the home education or PEP student.

**I. *Disability Services:*** As required by law, students with disabilities must receive appropriate accommodation. SJR State will be responsible for the cost of providing the necessary accommodation for courses taken on SJR State campuses. Students with disabilities will be responsible for providing appropriate documentation so that accommodation can be provided. Students are responsible for contacting the SJR State Disabilities Office to receive their accommodation for both on campus and online courses.

**J. *Dual Enrollment Scholarship Reimbursement:*** Pursuant to Fla. Stat. 1009.30, SJR State will seek reimbursement through the Dual Enrollment Scholarship Program for tuition and instructional material for each fall, spring, and summer term.

## 2026-2027 Dual Enrollment /Early Admissions /Early College Program – Principles of Participation

*Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following: Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public, private, charter, homeschool, or PEP students. This applies to ALL Dual Enrollment students.*

### Principles of Participation

- **Communication:** Students must address course issues directly with instructors and report any absences (illness, emergencies, etc.).
- **FERPA:** SJR State faculty cannot discuss student performance with anyone except the student, unless a release is signed.
- **College Standards:** Dual enrollment students must follow all SJR State policies, including the Student Catalog/Handbook, academic integrity, and discipline policies. High school activities are not considered excused absences.
- **Academic Integrity:** All work must be the student's own. Plagiarism or using others' work without proper citation is prohibited.
- **Appeals Process:** Dual enrollment students have the same grade appeal and academic misconduct rights as other students.
- **Grades:** Students cannot retake courses with a grade of "C" or higher. Grades below "C" do not meet Gordon Rule requirements but are still included in GPA and on transcripts.
- **Course Withdrawal:** A "W" will appear on transcripts. After a withdrawal, students must petition to register for another course within the same term.
- **Course Load:** Students should consult advisors to ensure a manageable course load.
- **Incomplete Grades:** Incomplete grades must be resolved within 30 days, or they will convert to an "IF."

### College Curriculum and Structure

- College courses maintain high academic standards, even if taught at a high school site. Material may include topics not typical in high school classes. Dual enrollment students are graded by the same standards as other college students.
- Dual enrollment students must complete New Student Orientation, which are available online.

### Administrative Responsibilities

- Ensure accuracy of personal information (name, social security number, birthdate) when registering.
- Students are responsible for logging into [MySJRState](#) to access schedules, textbook information, grades, Canvas, and other resources.

- Textbook policies vary: public school students receive them through the school district, while private and homeschool students purchase them.
- All communication from the college is sent to the student's SJR State email.

### Eligibility and Participation

- Students must maintain a 3.0 high school GPA and a 2.0 college GPA to stay eligible.
- Excessive absences or disciplinary issues may result in losing dual enrollment eligibility.
- **Petition Process:** Students who receive a "W," "D," or "F" must complete a petition before registering for future courses. Only one petition is allowed per student.

## Student Responsibilities

- Dual Enrollment Online Application needs to be completed with the correct information.
  - Full legal name as presented on birth certificate
  - Correct Social Security Number
  - Correct birthdate (please check your birth year)
- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.
- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
- Students will need to be able to log into <https://www.sjstate.edu/mysjstate>, to view their schedules, grades, etc.
- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
- Students will need to keep track of all deadlines (i.e., add/drop deadline, withdrawal deadline, etc.)
- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.
- Students with disabilities need to provide documentation to SJR State's Advising Office, to receive accommodations.
- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.
- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
- Students are responsible for ordering/paying for their college transcript once they have graduated high school.
- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool or PEP students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu).

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177



## 2024-2027 Articulation Agreement Between

## Eligible Home Education Students and Their Parents/Guardians, Eligible Personalized Education Program Students and Their Parents/Guardians and St. Johns River State College

The student and the parent/guardian of the home or PEP schooled student, by signing this agreement, certify that they are in compliance with s. 1002.41, F.S.; have notified the superintendent of schools in the county of residence of intent to establish and maintain a home education program; have read and understand the scope, purpose, policies, and procedures of this document; and will provide annual district verification of enrollment in a home education or PEP program to St. Johns River State College. By signing the SJR State Dual Enrollment application and Home School or Personal Education Program Dual Enrollment Articulation Agreement, you agree to the principles of participation.

Either party shall have the right to terminate this agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

|                                                   |      |                                     |      |
|---------------------------------------------------|------|-------------------------------------|------|
| <hr/>                                             |      | <hr/>                               |      |
| Home Education or PEP Student Name (Please print) |      | Date of High School Graduation      |      |
| <hr/>                                             |      | <hr/>                               |      |
| Click or tap to enter a date.                     |      | Click or tap to enter a date.       |      |
| Student (Signature)                               | Date | Parent/Guardian (Signature)         | Date |
| <hr/>                                             |      | <hr/>                               |      |
| Click or tap to enter a date.                     |      | Click or tap to enter a date.       |      |
| Director of Dual Enrollment (Signature)           | Date | VP for Academic Affairs (Signature) | Date |

**Dual Enrollment Articulation Agreement Between  
Ark Christian Academy and  
District Board of Trustees of St. Johns River State College**

Section 1007.271 (21), Florida Statutes, specifies the development of the Dual Enrollment Articulation Agreements between the state college presidents and the superintendents of schools within their respective state college districts for the purpose of providing a primary framework within which all future Dual Enrollment objectives and activities shall be described. Ark Christian Academy, hereinafter referred to as Ark Christian Academy, and the District Board of Trustees of St. Johns River State College, hereinafter called SJR State, desire to implement the above statute and have, therefore, established an articulation committee with representation from Ark Christian Academy and SJR State. Each year, this articulation committee will review this agreement and the performance of parties hereunder to assure both parties that it continues to serve their mutual interest.

Committee members shall include:

- Appointed Ark Christian Academy Representative, Ark Christian Academy (Co-Chair)
- Vice President for Academic and Student Affairs, SJR State (Co-Chair)
- Vice President for Workforce Development and Career & Technical Education, SJR State
- Associate Vice President for Academic Affairs, SJR State
- Director of Dual Enrollment and College Access, SJR State
- Director of Career Education (if applicable), Ark Christian Academy

The term of this agreement shall commence August 1, 2026, and end July 31, 2027. Either party may cancel this agreement upon thirty (30) days written notice should the other party fail to perform in accord with its terms through no fault of the party initiating the termination. This agreement may be amended only by written communication signed by the President of Ark Christian Academy and the President of St. Johns River State College.

Ark Christian Academy and SJR State agree as follows:

1. **Ratification of articulation agreements between the State college and Ark Christian Academy:**  
This agreement replaces any existing agreement with Ark Christian Academy and SJR State regarding the Dual Enrollment Articulation Agreement.
2. **Parent and student notification process about student participation in the Dual Enrollment program:** Ark Christian Academy and SJR State will work collaboratively to notify eligible students and their parents of Dual Enrollment acceleration mechanisms. Ark Christian Academy shall inform all eligible secondary students and their parents of Dual Enrollment as an educational option and mechanism for acceleration, including eligibility criteria, and the process by which students exercise their option to participate in Dual Enrollment. This information shall be included annually in the curriculum guide, programs of study, student progression plan, and/or course catalog. SJR State will work with Ark Christian Academy to provide information for their curriculum guides/progression plans/course catalogs, will coordinate inquiries to SJR State from parents and students with school counseling staff, and will communicate directly with parents and students about Dual Enrollment options as appropriate. Additionally, SJR State's Director of Dual Enrollment will host an annual webinar Information Sessions for potential Dual Enrollment students and parents.

3. **Programs and courses available to students eligible for Dual Enrollment:**

*A. Program Description:* Dual Enrollment, an articulated mechanism between Ark Christian Academy and SJR State, shall serve to shorten the time necessary for students to complete the requirements associated with the conferral of a degree, broaden the scope of curricular options available to students, and/or obtain opportunities for completing career/technical programs. Section 1007.271, Florida Statutes, establishes that “the Dual Enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree” (Section 1007.271(1), F.S.). “Early admission shall be a form of Dual Enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree” (Section 1007.271(7), F.S.). “Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a state college in courses that are creditable toward the high school diploma and the certificate or associate degree” (Section 1007.271(8), F.S.). Students enrolled as Dual Enrollment, early admission, or career early admission shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as Dual Enrollment, early admission, and career early admission will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities.

*B. Course Offerings:* Dual Enrollment college credit courses are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements. The *Dual Enrollment Course -- High School Subject Area Equivalency List* states the relationship between high school and college course subject areas and dictates the awarding of credit for said classes (available online at <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml>). All courses in the Statewide Course Numbering System, except for remedial courses and physical education skills courses, can be used for Dual Enrollment credit and count toward high school graduation, including electives. These courses may include but are not limited to communications, humanities, mathematics, science, social sciences, foreign languages, and workforce education courses. Physical education, college preparatory, and non-credit courses in addition to courses within selected limited access programs are excluded from this agreement, as are courses with activities that presume an adult-level of maturity and personal responsibility such as study abroad. Neither traditional high school nor dual enrolled high school students may be permitted to pay to take any college courses, including physical education or college preparatory classes. In addition to the A.A. and A.S. degrees, career and technical certificate programs are available to students eligible for Dual Enrollment. Dual enrolled students must be A.A., A.S. Degree or CTC certificate seeking students.

*C. High School Site Dual Enrollment courses:* Ark Christian Academy’s Principal or Dual Enrollment contact must contact the Dual Enrollment Office with any known extended, planned, or unplanned medical or other leave of the Dual Enrollment teacher immediately upon knowing of the absence. High school site Dual Enrollment courses must meet the required contact hours of the specific course requirement in a consecutive manner. In addition, no course material is to be covered and grades are only to be assigned by the Dual Enrollment teacher or by an SJR State approved substitute who meets the appropriate credentials of an SJR State faculty member. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

4. **Process for students and their parents to elect to participate in the Dual Enrollment program:**

*A. Application Procedure:* To participate in Dual Enrollment at SJR State, eligible high school students must first meet with their high school counselor to receive instructions for completing the online Dual Enrollment Admission Application. Both the student and parent must review and submit the required electronic Consent Page by the posted Dual Enrollment deadline. Prior to the high school’s posted deadline, the student must email a Request for Consent to their high school counselor. The high school counselor will verify that the student meets the required unweighted high school GPA and will upload a complete set of placement test scores to finalize electronic approval of the Dual Enrollment application. Students who do not have a Social Security number must provide their documented visa information in order to complete the application.

*B. Career and Technical Certificate (CTC) Application Procedure:* CTC programs are limited access with unique admission requirements. Students must meet specific criteria with the academic department before enrollment. The application and registration procedure are amended to ensure a review of the student's qualifications as they pertain to meeting these criteria. Admission criteria for each CTC program may be found in the College catalog. CTC programs require a mandatory orientation facilitated by the academic department so that students may be provided with the additional admission requirements and due dates associated with on-the-job training components of CTC programs (i.e., physical exam). It is within the discretion of Ark Christian Academy to assign Career and Technical Education program staff to assist with the responsibilities of disseminating and collecting Dual Enrollment applications and supporting documentation needed to fulfill the CTC admission requirements addressed during this orientation. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

*C. Acknowledgement of Principles of Participation:* By signing and submitting the electronically signed online consent form, students selected for participation in Dual Enrollment and their parents both agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* (also available online on the SJR State's Dual Enrollment webpage at <https://sjrstate.edu/dual-participation> ).

*D. Registration Process:* The Dual Enrollment student meets with their high school's Dual Enrollment contact to initiate the registration process as well as receive approval to any changes in their Dual Enrollment schedule, to safeguard the meeting of high school graduation requirements. The student must submit the paper Dual Enrollment registration form (Appendix 4) so that the high school's Dual Enrollment contact can approve it.

*E. Disabilities Accommodation:* Students will need to contact SJR State's Advising Center to register for accommodations. The student has the responsibility to self-identify to the appropriate College personnel. **Student disability status DOES NOT transfer from high school to college.**

*F. Schedule Changes:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all schedule change requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Office of Dual Enrollment for processing (Appendix 3). All schedule changes must be completed by the dual enrollment published add or drop deadline.

*G. Withdrawing from a Course:* In order to ensure high school graduation is not compromised, Dual Enrollment students must coordinate all course withdrawal requests with their school counselor. The school counselor will then submit the necessary paperwork on the student's behalf to the Dual Enrollment Office for processing (Appendix 4). All withdrawals must be completed by the College's withdrawal deadline. Dual Enrollment students who earn a "W" by withdrawing from a course will be subject to dismissal from the Dual Enrollment program. If a student withdraws from either a lecture or lab taken as co-requisites, the student will be withdrawn from both the lecture and the lab. CTC withdrawal deadlines are different from those posted in the academic calendar. Students are informed of these dates during required program orientations or on the first day of class. Students who withdraw or receive a D or F in a course must first complete the petition process with the Dual Enrollment Office before they are permitted to register for additional courses.

*H. Maximum Course Load:* The student should work closely with a SJR State College academic advisor and their high school counselor to work out a course load that can be successfully completed each Fall and Spring term. It is recommended that Dual Enrollment students take no more than 10 credit hours of accelerated courses during the summer term. Early admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term; additional hours would require approval of a written request. The maximum course load for a CTC student is the required sequence of courses in the CTC program.

*I. Weighting of Dual Enrollment:* Ark Christian Academy will “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated” (Section 1007.271, F.S.).

*J. Final Course Grades:* At the end of the semester after grades are posted, the Dual Enrollment Office will transmit students’ final course grades to the school counselors. Students may view their final course grades through SJR State’s online portal, MySJRstate, on the Dual Enrollment tab at <http://www.sjrstate.edu/mysjrstate.html>

*K. High School Site Dual Enrollment Grades:* For both fall and spring semesters, high school site Dual Enrollment teachers will submit their grades via MySJRstate portal. Fall semester grades must be submitted into the MySJRstate portal **by 2:00 pm on December 14, 2026**, and Spring semester grades must be submitted into MySJRstate portal **by 2:00 pm on April 26, 2027**. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*L. College Academic Calendar:* Dual Enrollment students are required to adhere to SJR State’s Academic Calendar and attend all regularly scheduled classes, regardless of any conflicts with high school holidays, extracurricular activities, and sports. SJR State’s Academic Calendar is available in the College Catalog and also posted online at <https://www.sjrstate.edu/academcal>. Students are responsible for being aware of and adhering to additional dates and deadlines that apply specifically to Dual Enrollment students. Refer to Dual Enrollment – Important Dates at <https://sjrstate.edu/dual-calendar>.

*M. Grade Forgiveness:* Students may not repeat Dual Enrollment courses that they earned a “W,” “D,” or “F” (unless granted permission through the Dual Enrollment petition process). All grades including “W” for withdrawal will become part of the student’s permanent record. SJR State’s grade forgiveness policy is that the last grade recorded for a course will be used to calculate the student’s SJR State cumulative GPA. Students will only be granted one Dual Enrollment petition while enrolled in SJR State’s Dual Enrollment program.

**5. Student eligibility requirements for participation in the Dual Enrollment program:**

*A. Eligibility Criteria for Student Participation in Dual Enrollment:* Students eligible for Dual Enrollment must be an eligible secondary student with an unweighted high school GPA of 3.0 and demonstrate readiness for college coursework through scores on college placement tests. Early admissions students’ eligibility would be the same requirements for a Dual Enrollment student. Participation in career/vocational Dual Enrollment requires a 2.0 unweighted GPA. Students who are enrolled at their high school as 12<sup>th</sup> grade seniors may enroll in SLS 1122 Academic Pathways for College Success **and/or SLS 1301 Life and Career Development** with a 2.5 unweighted high school GPA. Dual Enrollment students will be required to complete the P.E.R.T., PreACT, ACT, PSAT and/or SAT (full list of placement methods listed online). No student shall be enrolled in a college credit mathematics or English Dual Enrollment course unless the student has demonstrated adequate precollegiate preparation on the appropriate sections of the P.E.R.T., PreACT, ACT, PSAT or SAT (full list of placement methods listed online). High school students who do not meet the minimum class standing but who are enrolled in a career academy or are otherwise selected by their high school administration for participation in Dual Enrollment and meet the other minimum requirements may do so upon petition to SJR State’s Dual Enrollment Office by their private school. High school students not enrolled through the Dual Enrollment program shall not be permitted to take college level credit or vocational credit classes at SJR State under any circumstances or proviso. Ark Christian Academy and SJR State agree that eligible secondary students are entitled to participate in Dual Enrollment for a maximum of three years in college credit coursework at the 1000 and 2000 level.

*B. Continued Eligibility of Student Participation in Dual Enrollment:* Dual Enrollment students who earn below a “C” (including a “W” grade) in any Dual Enrollment course will be subject to dismissal from the Dual Enrollment program. Dual Enrollment students must maintain an unweighted cumulative high school GPA of 3.0 or higher and a

college GPA of 2.0 or higher to continue in the Dual Enrollment program. CTC Dual Enrollment students must maintain an unweighted cumulative high school GPA of 2.0 or higher to continue in the Dual Enrollment program and a college GPA of 2.0 or higher to continue in the Dual Enrollment program. Students who do not meet these minimum standards to continue in Dual Enrollment may contact the Dual Enrollment Office to learn about the petition process. Students not maintaining this standard are subject to dismissal from the Dual Enrollment program and will not be eligible for admission if this standard was not met at a previous college or university. Students who do not maintain satisfactory progress at the college will be placed on academic probation through the College's Records Department.

Dual Enrollment students may repeat a course one time if requested by the high school counselor and approved by SJR State.

Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts are listed on the student's transcript, only the grade earned in the most recent attempt is calculated in the overall GPA at SJR State. If a student stops attending class, the grade earned, usually an F, is assigned and posted. Other institutions may not necessarily have the same grade forgiveness policy as SJR State, and other institutions may recalculate student GPA's or reassess eligibility for financial aid.

Pursuant to State Board of Education Rule 6A-14.064, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics as determined by one of the methods established by the Florida Department of Education (i.e. scores on the P.E.R.T, A.C.T, or S.A.T.), shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. A student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in one of the basic competency areas of reading, writing, or mathematics will be dismissed from the Dual Enrollment program until correction of all deficiencies. At the time of program dismissal, the student will be advised of the requirements for the associate in arts degree completion and state university admission requirements.

*C. Loss of Eligibility in Dual Enrollment:* 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.

*D. Graduating Seniors:* Students who graduate prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Graduating seniors who successfully participated in Dual Enrollment while in high school may be approved to register as traditional, fee-paying students in summer courses that begin prior to the award of their high school diploma after completion of a waiver process that originates in the Office of Student Affairs; however, financial aid will not be available to students until after their high school diploma has been conferred.

6. **Delineation of the high school credit earned for the passage of each Dual Enrollment course:**

*Course Credit:* Students enrolled in Dual Enrollment courses shall earn both high school credit from Ark Christian Academy and college credit from SJR State if they meet the minimum requirements for satisfactory completion of such courses. Students who complete a three (3) or four (4) credit hour Dual Enrollment course at SJR State with a passing grade will earn at least one-half (1/2) elective credit towards the high school diploma and/or designated subject credit assigned by the *Dual Enrollment Course -- High School Subject Area Equivalency List*.

7. **Process for informing students and their parents of college-level course expectations:**

During the application process, students selected for participation in Dual Enrollment and their parents agree to the *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* by signing the Online Consent Form. The *Principles of Participation for Dual Enrollment /Early Admission/Early College Program* addresses the college-level course expectations as well as the fact that Dual Enrollment courses become part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA. Dual Enrollment Orientation is provided in Canvas, SJR State College's learning management system, for all new Dual Enrollment students. The orientation offers guidance on how to be successful in college coursework and explains key differences between high school and college expectations. Upon request from the high school, Dual Enrollment staff are available to provide additional informational sessions throughout the academic year.

1. **8. Policies and procedures for determining exceptions to the required grade point averages on an individual student basis:** **Section 1007.271(3), Florida Statutes**, permits exceptions to the required GPA on an individual student basis when approved by both the high school and the College. Students seeking an exception must submit a petition for review and approval by appropriate high school and College personnel. The review will consider the student's coursework, college readiness, and other relevant factors to determine the likelihood of success in the Dual Enrollment program. Students approved for a GPA exception will be placed on probationary status and may be restricted in course selection and the number of credit hours attempted.

9. **Registration policies for Dual Enrollment courses:**

A. *Course Scheduling:* Section 1007.271(5), Florida Statutes, establishes that "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 that demand and include access to Dual Enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against Dual Enrollment courses is prohibited." To implement the above statute, the private school and SJR State will work collaboratively to ensure students eligible for Dual Enrollment shall be permitted to enroll in Dual Enrollment courses offered on the high school site, on SJR State's campuses, and/or offered through distance learning as appropriate. 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 terms.

B. *Registration Procedure:* After acceptance into the Dual Enrollment program, the student and high school Dual Enrollment contact will meet to fill out the course registration form (Appendix 4). The high school's Dual Enrollment contact will submit the Dual Enrollment registration form (Appendix 4) to the SJR State's Dual Enrollment Office. The Dual Enrollment Course Registration Form should be submitted as soon as possible, but no later than the posted Dual Enrollment deadline (<https://www.sjrstate.edu/dual.html> under Important Dates). During Dual Enrollment Registration, Dual Enrollment students taking courses on the College site will be required to log into MySJRstate, SJR State's online portal, to confirm their *schedule*. Students registering for Dual Enrollment courses taught on the high school site will be registered after the beginning of the fall and spring semesters.

C. *Registration Policies for CTC Dual Enrollment courses:* The scheduling of CTC courses does not align with the traditional semesters and registration periods for college credit courses. CTC courses have start and end dates at various times throughout the academic year. If necessary, registration for CTC courses may occur during the first day of class rather than during the college credit Dual Enrollment registration periods in the high school. However, for course approval purposes, the course name, number, and section number can be provided to the district guidance staff and high school Dual Enrollment contact for use during these registration periods.

**D. SLS 1122 – Academic Pathways for College Success:** Dual Enrollment students who have earned twelve (12) or more college credit hours may not be required to enroll in SLS 1122, Academic Pathways for College Success. SLS 1122 is designed to assist students in developing academic planning skills, understanding college expectations, and identifying strategies for academic success and persistence. While enrollment in SLS 1122 is strongly recommended

for first-time college students, the course may be required for students enrolled in certain academic pathways as determined by the College. SLS 1122 is applied as an elective toward the Associate in Arts degree.

#### **10. Program Management and Quality Assurance:**

*A. Program Management:* Dual Enrollment courses are college courses with the identical content and learning outcomes expected of all other college courses identified with the same statewide course prefixes and numbers. To ensure that the Dual Enrollment program demonstrates the level of academic rigor expected of all college courses and programs, Ark Christian Academy and SJR State's Dual Enrollment Program will adhere to the rules dictated in the *Statement of Standards of Dual Enrollment /Early College Programs in the Florida State College System* (available online at <https://www.fldoe.org/core/fileparse.php/7534/urlt/0107224-dualenrollmentstatementstandards.pdf>) that was codified in State Board of Education Rule 6A-14.064, FAC. *CTC programs are limited access and the capacity is determined by the program requirements. Although Dual Enrollment faculty teaching college credit courses are required to hold at least a master's degree and a minimum of 18 graduate semester hours in the teaching discipline, instructors teaching Career and Technical Certificate (CTC) Dual Enrollment courses must meet the credentialing requirements established by the College's institutional accreditor for each applicable CTC program area.*

*B. Enrollment Capacity:* Composition courses are limited to 25 students in each section. Science lectures and labs have a maximum of 24 students. All other Dual Enrollment courses are limited to 30 students per course section. High school site Dual Enrollment courses must reflect the seating capacity limits of the college courses taught at SJR State campuses. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*C. Dual Enrollment Instructors:* *Dual Enrollment faculty must meet the credentialing requirements established by the College's institutional accreditor for each applicable program area.* Appropriate Ark Christian Academy and SJR State staff shall meet and confer to recommend qualified faculty for Dual Enrollment classes taught on the high school site. Preference will be given to qualified high school teachers in the selection process. All instructors will meet or exceed the academic and professional preparation requirements for teaching at SJR State. All Dual Enrollment faculty will have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree. SJR State shall appoint all instructors. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*D. Faculty Evaluation:* SJR State will evaluate instruction and monitor student performance and student satisfaction in all Dual Enrollment classes using the same criteria for judging instructional quality as in effect in all classes offered at the College. To ensure course content, requirements, and evaluation components for Dual Enrollment courses taught on the high school site **must** be identical to those taught on SJR State's campuses, all SJR State's Dual Enrollment instructors will be assigned a curriculum coordinator and/or mentor from SJR State's full-time faculty. The assigned SJR State personnel will evaluate the Dual Enrollment teacher annually based on the College's **faculty** evaluation criteria. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*E. Dual Enrollment Advisory Committee:* Ark Christian Academy and SJR State shall appoint an advisory committee to make recommendations regarding the Dual Enrollment classes and other aspects of this agreement.

*F. Administration:* SJR State shall appoint an administrator, the Director of Dual Enrollment, who shall represent SJR State in all matters pertaining to the operation of Dual Enrollment classes and shall serve as liaison between Ark Christian Academy and SJR State. Ark Christian Academy shall appoint an administrator who shall represent Ark Christian Academy in all matters pertaining to the operation of the Dual Enrollment classes and shall serve as liaison between Ark Christian Academy and SJR State.

#### **11. Determination of Student Eligibility and Monitoring of Student Performance:**

*A. High School Counseling Services:* Ark Christian Academy's counseling staff will maintain oversight and

monitoring responsibility to ensure the meeting of high school graduation requirements remains the priority. In addition, each high school's Dual Enrollment contact will check the unweighted GPA of Dual Enrollment students to confirm GPA qualifications are met. To ensure effective articulation and coordination, school counselors must meet with SJR State college advisors at least once per year – for review and training of college best practices.

*B. College Guidance Services: The Dual Enrollment Orientation introduces students to the College campus; highlights available guidance, career, library, and college planning services; and explains applicable College policies and procedures. A key advising point communicated to both students and parents is that Dual Enrollment grades are calculated into the student's college GPA, are the beginning of the official college transcript, and are a permanent academic record that may impact future university admission decisions. All Dual Enrollment students will be assigned a MySJRstate account, which serves as the College's primary communication portal for educational and career development information. In addition, Dual Enrollment students will work regularly with staff from SJR State's Dual Enrollment Office throughout the course planning and registration process. Dual Enrollment and Early Admission students are encouraged to meet regularly with College advisors and to develop a postsecondary academic plan and intended major during advising sessions. Students in these programs are required to meet with a College advisor upon completion of 20 college credit hours. Students are responsible for reviewing this material prior to beginning participation in the Dual Enrollment program. Program eligibility is located on our website at <https://sjrstate.edu/dual-eligibility>.*

*C. Responsibility for Student Screening: The P.E.R.T. placement test can be administered by Ark Christian Academy to high school students eligible for Dual Enrollment. Students who have a qualifying Pre-ACT., ACT., PSAT, or SAT (full list of college placement methods listed online) are not required to take the P.E.R.T. Ark Christian Academy will be solely responsible for providing test security while testing students at their high school site. Ark Christian Academy will administer and provide the P.E.R.T. test materials at no charge for high school students eligible for Dual Enrollment. SJR State will assist high school personnel in interpreting individual students' test results for course placement and assistance in the development of academic interventions by high schools to improve student's skills. The Dual Enrollment contact for Ark Christian Academy will be responsible for providing individual student's test scores to SJR State's Dual Enrollment Office as part of the Dual Enrollment online application approval process.*

*D. Testing at the High School Site: Testing at Ark Christian Academy for Dual Enrollment will be the responsibility of Ark Christian Academy. Reasonable accommodations will be provided at the test site at the expense of Ark Christian Academy for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.*

*E. Testing at the College Campus: With prior approval and in limited numbers, the P.E.R.T. may be administered at a testing center at SJR State at the request of the high school. All P.E.R.T. testing at the College campus must be approved by SJR State's Director of Dual Enrollment. Students approved to test at SJR State's Campus will be responsible for providing their own transportation to the College and for paying the College's \$20 testing fee. Reasonable accommodations will be provided at the test site at the expense of the College for the administration of the P.E.R.T. to students with disabilities. Testing accommodations must be arranged in advance.*

*F. Retaking the P.E.R.T.: Dual Enrollment students may retake the P.E.R.T. once during their high school tenure in accordance with SJR State's P.E.R.T. Policies and Procedures.*

*G. Alternative Placement Methods: Placement into college-level English and mathematics for Dual Enrollment students is determined by institutional placement standards consistent with Florida law (Florida Statute 1007.271). High school coursework does not serve as automatic placement into college-level courses. Students must meet approved readiness criteria prior to enrollment.*

*H. Student Policies, Procedures, and Behavioral Expectations:* Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of both Ark Christian Academy and SJR State. **Should a conflict be identified as a result of either institution's policies or procedures, Ark Christian Academy and SJR State will notify each other of behavioral infractions and will jointly resolve the conflict while providing due process for students.** College policies and procedures are published in the College Catalog/Handbook and are also available online on the Student Services website at [https://www.sjrstate.edu/catalog\\_handbook](https://www.sjrstate.edu/catalog_handbook).

*I. High School Site's Attendance Policy:* The attendance policy is dictated by the teacher's syllabus. At the high school site, the teacher may elect to excuse up to six absences due to the number of the course's contact hours. This is up to the discretion of the instructor. (This only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*J. High School's/School District's Disciplinary Action:* A student suspended from their high school may not attend their high school site's Dual Enrollment courses. Yet, they can attend their college site Dual Enrollment courses. If a student is sent to the district's alternative school, then the Dual Enrollment student loses their Dual Enrollment eligibility and will receive a "W" for all their registered Dual Enrollment courses.

## **12. Student Grades and Records:**

*A. Student Grades:* Transmission of student grades in Dual Enrollment: Grades assigned by the post-secondary institution for Dual Enrollment courses, including the "W," are to be accepted at face value by Ark Christian Academy and are not to be changed on the student's high school academic record (SBE Rule 6A-1.09941, F.A.C.).

*B. Student Records:* Ark Christian Academy and SJR State may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

## **13. Responsibility for Costs:**

*A. Student Fees:* Pursuant to Section 1007.271(16), F.S., Dual Enrollment students are exempt from the payment of tuition and fees. This includes not only tuition and registration and laboratory fees, but all other postsecondary institution fees. Ark Christian Academy will not pass costs associated with tuition and fees, including registration and laboratory fees, along to students. Students enrolled in Dual Enrollment courses will be responsible for the cost of any personal or consumable items associated with a specific course or program such as school supplies, Adobe Suite, calculators, background checks, blood tests, one-time-use online licensing fees, etc.

*B. Instructional Materials:* Instructional materials are defined in Section 1006.29(2), F.S., and shall include but not be limited to, textbooks, consumables, and online course codes. SJR State will loan instructional materials to Ark Christian Academy Dual Enrollment students. Each student is responsible for timely returning of all instructional materials assigned for use within courses except for single use materials like consumables or online course codes. Any unreturned loaned instructional materials will be deemed to be a financial obligation owed to SJR State by the student and may result in cancellation or prevention of registration for a student as well as any other penalties set forth.

*C. Instructor Fees:* SJR State is responsible for the full cost of the instructor for courses taught on SJR State's campuses and online. Ark Christian Academy is responsible for the full cost of the instructor for courses taught at the high school sites (this statement only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*D. Facility and Laboratory Fees:* SJR State is responsible for the full cost of any facility and laboratory fees for courses taught on SJR State's campuses. Ark Christian Academy is responsible for the full cost of any facility and laboratory fees for courses taught on the private school campus (this statement only applies if Ark Christian Academy offers Dual Enrollment high school site courses).

*E. Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. Students with disabilities must self identify. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State's campuses. Ark Christian Academy will be responsible for the cost of providing the necessary accommodations for courses taken at the high school sites and for the cost of adaptive textbooks and other materials. Contact information will be found on our website at <https://sjrstate.edu/disabledstudents>.

*F. Dual Enrollment Scholarship Reimbursement:* Pursuant to Fla. Stat. 1009.30, SJR State will seek reimbursement through the Dual Enrollment Scholarship Program for tuition and instructional materials for each fall, spring, and summer term.

**14. Responsibility for Student Transportation:**

Ark Christian Academy students will be responsible for providing their own transportation to and from Dual Enrollment classes on SJR State's campuses.

**15. Submission of Updated Dual Enrollment to the Florida DOE:**

The College shall be responsible for submitting annually an updated copy of the Dual Enrollment Articulation Agreement electronically to the Florida Department of Education, Office of Articulation, by August 1st.

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Ark Christian Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Ark Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Ark Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

**for the District Board of Trustees of St. Johns River State College:**

\_\_\_\_\_  
Chairman, St. Johns River State College

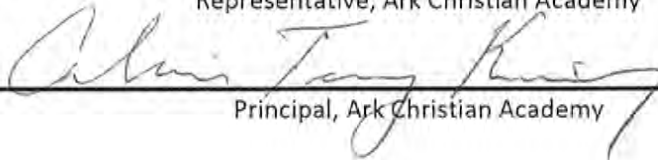
\_\_\_\_\_  
President, St. Johns River State College

Signed on this 20 day of May 2026

**for Ark Christian Academy:**



\_\_\_\_\_  
Representative, Ark Christian Academy

  
Principal, Ark Christian Academy

### **Appendices**

#### Dual Enrollment/Early Admissions/Early College Program (Collegiate High School) Forms

- 1 Principles of Participation/Student Responsibilities
- 2 Registration/Approval Form
- 3 Registration Adjustment/Drop Add Form
- 4 Student Initiated Course Withdrawal Form
- 5 Instructor Initiated Absence Warning/Withdrawal Form
- 6 State College Waiver Request

*Dual enrollment students will be enrolled in courses that count toward high school graduation and college credit, so understanding the expectations of being a college student is important. To ensure that students understand the policies and procedures regarding conduct, communication, curriculum, and college policies, all students are asked to read and abide by the following: Principles of Participation and Student Responsibilities. This document applies to any student who is registered in any dual enrollment courses, including public school students, private school students, charter school students, and homeschool students. This document applies to any Traditional Dual Enrollment or Early College Program student.*

**Principles of Participation for Dual Enrollment, Early Admission, and Early College Program students**

- Students are required to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc. If you are not sure who you need to communicate with, ask your high school contact or call the Dual Enrollment office at 386-312-4136
  - Students are expected to address any course issues with their instructor, it is the student's responsibility to notify the instructor of absences caused by illness, emergencies, etc.
  - Postsecondary institutions must abide by the Federal Family Educational Rights and Privacy Act (FERPA). SJR State's faculty and staff are not permitted to discuss student performance with anyone other than the student or designated educational staff unless the student signs a release. For a copy of this act, please call our office at 386-312-4136 to be provided with the information.
- Dual enrollment students are held to the same standards as regular/traditional college students, unless otherwise restricted by federal, state, or local requirements.
- Students must abide by all SJR State policies and procedures, including but not limited to, the SJR State Student Catalog/Handbook, attendance policies, academic integrity, and discipline policies as published.
  - The only excused (approved) absences are those sanctioned by SJR State. High school holidays, activities, and sports are not excused absences for students enrolled in classes at SJR State or dual enrollment courses held at the high school site. Students need to check the academic calendar before registering for courses to be sure there are no conflicts (spring break, winter break, summer vacation, etc.).
  - Academic work submitted by a student to the instructor is assumed to be the result of his or her own thought, research, or self-expression. When a student borrows ideas, workings, or organizations from another source, he or she is expected to acknowledge that fact in an appropriate manner (citation).
  - Dual enrollment students are entitled to the same appeal processes (grade appeal or Academic Misconduct) as regular college students. The appeals process can last until the following semester. This process is conducted by the SJR State Office of Student Affairs.

- Students are required to know the policies and outcomes, related to grades, academic history, and graduation.
  - o Students are not permitted to re-take courses in which they have earned a grade of “C” or higher.
  - o Any letter grade below a “C” will not count as credit toward the Gordon Rule requirement (English, Math, and Humanities). However, all grades will be calculated into the student’s GPA and will appear on their college transcript.
  - o All dual enrollment (college) grades will become part of the student’s permanent college transcript and may affect college admissions to other colleges and universities, financial aid, and Bright Futures eligibility. These grades are permanent.
  - o Withdrawal (“W”) from a course will be listed on the student’s permanent college transcript.
  - o College credits earned through the dual enrollment program will be recorded on both the student’s high school transcript and SJR State transcript.
  - o Students who receive a D, F, or W in a course may not register for another course within that same term until they have completed the petition process through the SJR State Dual Enrollment office. For example, if a student receives a W in a Fall A course, they may not register for a Fall B course until they have completed the petition process.
  - o Students are only permitted to take 2 courses during the Summer sessions (a maximum of 8 credit hours). Courses requiring a co-requisite will only count as 1 course.
  - o A student receiving an “I” grade must complete the course within a 30-day calendar period which begins on the first day of classes of the next term. Students are not eligible for graduation until all “I” grades have been removed from their academic record. Incomplete work will convert to an “IF” if the course work remains incomplete.
  - o Dual Enrollment students who have graduated high school, may participate in Summer A courses the year of graduation. Students must petition the Office of Student Affairs to attend these courses and are responsible for all fees. You can contact the Dual Enrollment Office for this petition process.
- Dual enrollment students must understand the differences between high school and the college’s curriculum, course structure, and student body.
  - o College courses, including those taught at the high school site, will maintain a consistent level of academic rigor without compromising standards. The course material in these classes are not developed to accommodate variations in student age and maturity and may reflect topics not typically included in secondary courses, which some parents may object to for “minors.”
  - o The curriculum, content, evaluation (grading practices), and selection of appropriate instructional materials are the right of the college instructor and will not differ for dual enrollment students. The same material will be presented to regular college students and dual enrollment students. College grading policy will be used for all dual enrollment courses. Instructors will not adapt their course for dual enrollment students.
  - o Dual enrollment at the high school site will follow the same standards as courses offered on SJR State’s college campuses.
  - o SJR State is an open campus, and classes (face to face and online) will have students of various ages and

backgrounds enrolled in these courses.

- o Dual enrollment students are required to attend/read New student orientation materials. The orientation presentation is available online, on campus, on the high school site, or can be sent to you via email. It is the student's responsibility for viewing and ensuring they understand the materials presented in the dual enrollment new student orientation.
- Dual enrollment students are held responsible for the following coordination and paperwork requirements:
  - o Students are required to ensure the accuracy of their information (full legal name as presented on the birth certificate, birthdate, and social security number). Students will be responsible to notify the Dual Enrollment Office of any changes to their address, phone number, high school, test scores, etc. It is the student's responsibility to provide updated test scores for placement to the high school and dual enrollment office.
  - o Students need to have the ability to log in to MySJRState, in order to view or access their schedules, Canvas (online course management system), grades, order transcripts, etc. Providing the correct social security number, date of birth, and zip code allows the student to be registered for this access and will alleviate login issues.
  - o Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
  - o Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations. The student must self-identify to receive these accommodations. Accommodations at the high school are not automatically sent over to SJR State, it is the responsibility of the student to provide these to the Advising Office/Disabilities Coordinator.
  - o Students are accountable for completing the appropriate college forms and meeting college-established deadlines for add/drop and/or withdrawal. Students must have prior approval from their designated high school contact to add/drop or withdrawal from college courses. Please note that dual enrollment deadlines are often different than the traditional College deadlines. All dates and deadlines are notated on the SJR State Dual Enrollment homepage ([www.sjrstate.edu/dual](http://www.sjrstate.edu/dual)). High school site deadlines are often also different, please be sure you are aware of dual enrollment deadlines at the high school site.
  - o Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
  - o It is the responsibility of the dual enrollment student to ensure they have their textbooks and necessary materials for their courses. For public school students, textbooks are handled through the school district; for private and charter school students, textbooks are the responsibility of the student; and for homeschool students, textbooks are handled through the SJR State bookstore. All textbooks for high school site classes are provided by the individual high school.
  - o All correspondence regarding dual enrollment classes, petitions, dates and deadlines, and any other messages will be sent to the student's SJR State email address ([name@vikings.sjrstate.edu](mailto:name@vikings.sjrstate.edu)), students will be responsible for knowing how to access this email address.
  - o Students enrolled as Dual Enrollment, Early Admission, Early College Program, or Career Early Admission shall be

exempt from the payment of registration, tuition, and laboratory fees. Students are not permitted to pay for extra courses over the designated limit. The student should work closely with an academic advisor to work out a course load that can be successfully completed each term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and a maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students need to understand the eligibility requirements listed below:
  - o Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for dual enrollment.
  - o 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, including when the progress of other students or the efficient administration of the course is hindered.
  - o Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
  - o Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
  - o Students may appeal eligibility requirements with the petition process through the Dual Enrollment Office. Students will only be granted a maximum of one petition during their dual enrollment career.
  - o Dual Enrollment students are all required to attend a New Student Orientation, it is located online and must be viewed before registering for courses.

## Student Responsibilities for Dual Enrollment, Early Admission, and Early College Program students

- Dual Enrollment Online Application needs to be completed with the correct information.
  - Full legal name as presented on birth certificate
  - Correct Social Security Number
  - Correct birthdate (please check your birth year)
- If using PERT, ACT, or SAT test scores, please provide a copy of your official test scores when turning in your Dual Enrollment application to your high school's dual enrollment contact. If your scores change, and you need to use your updated scores to register for a course, it is the student's responsibility to provide those scores to the high school counselor who provides them to the Dual Enrollment Office.
- If using AICE, AP, or IB test scores, please provide a copy of your official test scores when wanting to use these scores to satisfy prerequisite requirements.
- Students will need to be able to log into mySJRState, in order to view their schedules, grades, etc.
- Students will need to be able to communicate any issues to the appropriate people (high school contact, dual enrollment office, faculty, parents, etc.)
- Students will need to keep track of all deadlines (i.e., add/drop deadline, withdrawal deadline, etc.)
- Students are responsible for knowing which courses they are registered for, when the courses begin/end, and what delivery mode the course is being offered in.
- Students with disabilities need to provide documentation to SJR State's Advising Office, in order to receive accommodations.
- Students need to inform the Dual Enrollment Office of any changes: address, phone number, high school, test scores, name change etc.
- Students are responsible for knowing college and course policies (parking decal, academic integrity, etc.)
- Students are responsible for ordering/paying for their college transcript once they have graduated high school.
- When a student receives a "W," "D," or "F," it is their responsibility to obtain a Dual Enrollment Petition Form from the student's high school counselor (homeschool students please call the DE Office 386-312-4136). Students will not be permitted to register for courses until the DE Office has received this item.

Please retain this document as a reference for the SJR State Dual Enrollment program. When a student signs the SJR State Dual Enrollment online application signature page, you agree to the above statements.

For questions regarding any of the items listed above, please contact the SJR State's Dual Enrollment Office at (386) 312-4136 or [dualenrollment@sjrstate.edu](mailto:dualenrollment@sjrstate.edu).

The SJR State Dual Enrollment Office is located on the Palatka Campus, at 5001 St. Johns Avenue, Palatka, FL 32177



# SJR State Dual Enrollment/Early College Program/Early Admissions Registration/Approval Form

Updated: 9/22

CLASSIFICATION (PLEASE CHECK ONE): Dual Enrollment \_\_\_\_\_ Early College Program \_\_\_\_\_ Early Admissions \_\_\_\_\_

CLASS LOCATION: SJR State site \_\_\_\_\_ High School site \_\_\_\_\_ YEAR & TERM: \_\_\_\_\_

HIGH SCHOOL GRAD YEAR \_\_\_\_\_ NEW STUDENT \_\_\_\_\_ OR RETURNING STUDENT \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle

EMAIL: \_\_\_\_\_ SJR STATE X NUMBER (REQUIRED): X00 \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

I understand that I must have an unweighted 3.0 G.P.A. to participate in the Dual Enrollment Program. In addition, I understand that should I make below a "C" (including a W grade for withdrawing) in any dual enrollment course, I will be dropped from the program.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Students must have an overall 3.0 unweighted G.P.A. to participate in the Dual Enrollment Program. Students must provide recent (within 2 years) results of one of the following: Pre-ACT, ACT, PSAT, SAT, or PERT. Official test scores must be on file to enroll in College Dual Enrollment Courses. Students planning to enroll in English or Math courses must attain a qualifying score.

Overall Unweighted GPA: \_\_\_\_\_ Counselor's Initials: \_\_\_\_\_

This student is approved to take the following course(s) for Dual Enrollment and to satisfy the required high school credit.

**Please list the courses you would like to register for and total your credit hours. Under "Alternative Section" you can list a second CRN/Section Number in the event your first choice is closed. The DE Code is for office use only. It is your responsibility to check your concise student schedule to ensure your class schedule is correct.** Term: 1= Full Semester, 2 = A mini-semester, 3 = B mini-semester.

| Courses | Term<br>1-2-3 | CRN/Section<br>Number | Credit<br>Hours | D.E.<br>Code | Course Prefix &<br>Number | SJR State Course Title | Times/Online | M | T | W | R | F |
|---------|---------------|-----------------------|-----------------|--------------|---------------------------|------------------------|--------------|---|---|---|---|---|
| 1       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 2       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 3       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 4       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 5       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 6       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
|         |               | <b>Total Cr Hrs</b>   |                 |              |                           |                        |              |   |   |   |   |   |

**Alternative Section - Please list an alternate CRN/Section number in the event the first section is full when your registration form is processed. Please correspond the alternate sections with the "Courses" column numbers above.**

| Courses | Term<br>1-2-3 | CRN/Section<br>Number | Credit<br>Hours | D.E.<br>Code | Course Prefix &<br>Number | SJR State Course Title | Times/Online | M | T | W | R | F |
|---------|---------------|-----------------------|-----------------|--------------|---------------------------|------------------------|--------------|---|---|---|---|---|
| 1       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 2       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 3       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 4       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 5       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |
| 6       |               |                       |                 |              |                           |                        |              |   |   |   |   |   |

I hereby certify that this student has demonstrated the maturity, motivation, dependability, and academic ability to perform satisfactorily at the College Level.

X \_\_\_\_\_ Signature of High School Counselor X \_\_\_\_\_ Date



## Dual Enrollment and Early College Program

### Registration Adjustment Form

Updated 01-2023

1. You must obtain the High School Dual Enrollment Contact's signature.
2. If you submit a schedule change (add/drop), please let us know if we should process the request if the new course/section is closed. Otherwise, we will process the drop as requested.
3. You should only list a course to be dropped if you are officially registered in it already.
4. TERM: 1= Full Semester, 2 = A mini-semester, 3 = B mini-semester

☐ **KEEP CURRENT SCHEDULE IF NEW REQUEST CAN'T BE PROCESSED.**

#### ADD:

| Preferred | CRN/Section Number | Credit Hours | D.E. Code | Course Prefix & Number | SJR State Course Title | Times/Online | M | T | W | R | F |
|-----------|--------------------|--------------|-----------|------------------------|------------------------|--------------|---|---|---|---|---|
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
| Alternate |                    |              |           |                        |                        |              |   |   |   |   |   |
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
|           |                    |              |           |                        |                        |              |   |   |   |   |   |
|           | Total Cr Hrs       |              |           |                        |                        |              |   |   |   |   |   |

#### DROP:

| CRN/Section Number | Credit Hours | Course Prefix & Number | SJR State Course Title |
|--------------------|--------------|------------------------|------------------------|
|                    |              |                        |                        |
|                    |              |                        |                        |
|                    |              |                        |                        |
|                    |              |                        |                        |
| Total Cr Hrs       |              |                        |                        |

I ACCEPT FULL RESPONSIBILITY FOR ADDING OR DROPPING COURSES.

Print Name: \_\_\_\_\_ SJR State Student ID #: X00 \_\_\_\_\_

\_\_\_\_\_  
Student Signature High School Date

Student's SJR State Email (Required): \_\_\_\_\_

☐ Dual Enrollment ☐ Early Admissions ☒ Early College Program Dual

\_\_\_\_\_  
Enrollment Contact Signature Date/Time

Reason for adjustment: \_\_\_\_\_

\_\_\_\_\_

## STUDENT INITIATED COURSE WITHDRAWAL FORM

SJR State Student ID (Required) # X00 \_\_\_\_\_

Date \_\_\_\_\_ Term \_\_\_\_\_

Student's Name \_\_\_\_\_  
(Print) Last First Middle

Student's SJR State Email Address (Required) \_\_\_\_\_

*Please list all courses below that you would like to be withdrawn from:*

| Course Prefix & Number | CRN Number | Course Title |
|------------------------|------------|--------------|
|------------------------|------------|--------------|

|                        |            |              |
|------------------------|------------|--------------|
| Course Prefix & Number | CRN Number | Course Title |
|------------------------|------------|--------------|

|                        |            |              |
|------------------------|------------|--------------|
| Course Prefix & Number | CRN Number | Course Title |
|------------------------|------------|--------------|

|                        |            |              |
|------------------------|------------|--------------|
| Course Prefix & Number | CRN Number | Course Title |
|------------------------|------------|--------------|

**\*You will need to withdraw from both the science lecture and lab, please be sure to include both sections above. \***

\_\_\_\_\_  
HS DE Contact Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
High School

☐

Dual Enrollment

☐

Early College Program

☐

Early Admissions



**ST. JOHNS RIVER STATE COLLEGE DUAL ENROLLMENT PROGRAM  
INSTRUCTOR INITIATED ABSENCE WARNING/WITHDRAWAL FORM  
(for Dual Enrollment courses taught at the High School site)**

You have been absent \_\_\_\_\_ hours in Course # \_\_\_\_\_ Section/CRN \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. ☒ Any additional absences will cause loss of credit for the course.
2. ☐ Administrative Withdrawal. A grade of "W" has been recorded. (BY ADMINISTRATION ONLY.)
3. ☐ You have exceeded the allowable absences in the course and no credit will be given. A grade of "W" will be recorded. If all your absences can be justified as emergencies, you may appeal to the Petitions Committee for reinstatement in class.
4. ☒ Withdrawal for Academic Misconduct.

SJR State Student ID #X00 \_\_\_\_\_ Student Name: \_\_\_\_\_

Date Student Warned: \_\_\_\_\_ Last Date Attended: \_\_\_\_\_  
(Required for Item 3 only)



### Dual Enrollment State College Waiver Request

Students must complete the form below with the requested information. Use the lines provided below to explain why an exception should be made to the policy requiring your participation in Dual Enrollment be at the state college which serves the Clay, Putnam, or St. Johns Counties School Districts. Completing the petition process does not guarantee approval of waiver. Student will be notified regarding their request to their SJR State email address. Please note that once a dual enrollment student is released from SJR State, they will be unable to take any future dual enrollment courses at SJRState (they are eligible to attend after high school graduation/completion of dual enrollment career).

#### STUDENT INITIATED REQUEST

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Student X Number (Required):\_X00\_\_\_\_\_ Semester/Year of Request:\_\_\_\_\_

**EMAIL ADDRESS REQUIRED:** Student will be notified via their SJR State email regarding their request. If you are not a current student, please provide another email address. **If no email is provided, we will not process your waiver.**

SJR State Email Address (If current student):\_\_\_\_\_

Other Email Address (If not a current student ):\_\_\_\_\_

High School Graduation Date: \_\_\_\_\_ High School: \_\_\_\_\_

I, \_\_\_\_\_ (student name) request a waiver to attend a state college or university other than SJR State, due to the following:

- ☐ Class or program of study not offered at SJR State (indicate class or program) \_\_\_\_\_
- ☐ Other college or university is closer to my home or high school than SJR State
- ☐ Other (explain) \_\_\_\_\_

College or university you wish to attend: \_\_\_\_\_

Please use the space below to explain the rational for your request for a state college/university waiver request.

\_\_\_\_\_  
\_\_\_\_\_

#### SCHOOL DISTRICT APPROVAL

HS Principal (or Dual Enrollment Contact) & School District Designee:

Recommend:

- ☐ Approval
- ☐ Disapproval

Recommend:

- ☐ Approval
- ☐ Disapproval

Principal/Contact:\_\_\_\_\_ School District Designee:\_\_\_\_\_

Date: \_\_\_\_\_ Date : \_\_\_\_\_

#### ST. JOHNS RIVER STATE COLLEGE APPROVAL

Director of Dual Enrollment & Vice President for Academic Affairs/CAO

Recommend:

- ☐ Approval
- ☐ Disapproval

Recommend:

- ☐ Approval
- ☐ Disapproval

Director of DE: \_\_\_\_\_

VP for Academic Affairs: \_\_\_\_\_

Date: \_\_\_\_\_

Date : \_\_\_\_\_

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Beacon of Hope Christian Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Beacon of Hope Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Beacon of Hope Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

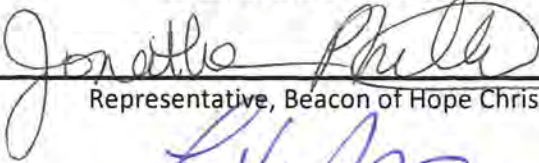
for the District Board of Trustees of St. Johns River State College:

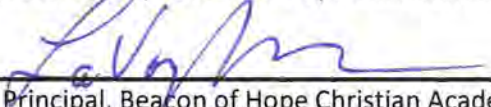
\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1<sup>st</sup> day of April 2026

for Beacon of Hope Christian Academy:

  
\_\_\_\_\_  
Representative, Beacon of Hope Christian Academy

  
\_\_\_\_\_  
Principal, Beacon of Hope Christian Academy

# ST. JOHNS RIVER

DUAL ENROLLMENT SECONDARY COLLEGE PROGRAM

## 2026-2027 Dual Enrollment Articulation Agreement Execution Between Calvary Christian Academy and St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Calvary Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Calvary Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 30 day of April 2026

for Calvary Christian Academy:

Brandie Martin

Representative, Calvary Christian Academy

Kerry Chidzen

Principal, Calvary Christian Academy

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Center Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Center Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Center Academy.

Signed on this \_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

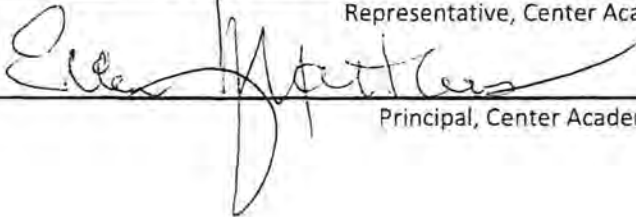
\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1<sup>st</sup> day of June 2026

for Center Academy:



\_\_\_\_\_  
Representative, Center Academy



\_\_\_\_\_  
Principal, Center Academy

**ST. JOHNS RIVER**  
STATE COLLEGE  
DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Christian Home Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Christian Home Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Christian Home Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 27 day of March 2026

for Christian Home Academy:

Jacqueline Bozeman Quinn R. By

Representative, Christian Home Academy

Gary Lenzi

Principal, Christian Home Academy

# ST. JOHNS RIVER

## DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

### 2026-2027 Dual Enrollment Articulation Agreement Execution Between Crescent City Christian Academy and St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Crescent City Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Crescent City Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 8 day of June 2026

for Crescent City Christian Academy:

Ariel Bass  
\_\_\_\_\_  
Representative, Crescent City Christian Academy

Jennifer Hobbs  
\_\_\_\_\_  
Principal, Crescent City Christian Academy

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Faith Christian Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Faith Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Faith Christian Academy.

Signed on this 1 day of June 2026

for the District Board of Trustees of St. Johns River State College:

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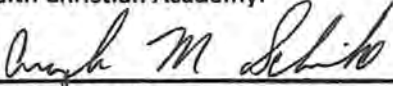
Chairman, St. Johns River State College

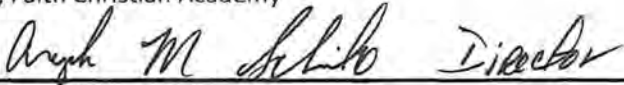
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President, St. Johns River State College

Signed on this 1 day of June 2026

for Faith Christian Academy:

  
Representative, Faith Christian Academy

  
Principal, Faith Christian Academy



DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Lighthouse Christian School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Lighthouse Christian School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Lighthouse Christian School.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

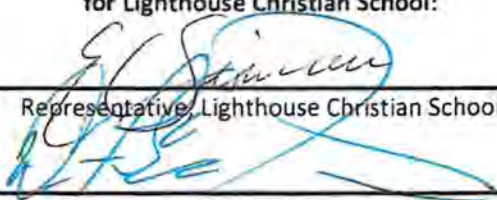
for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1 day of June 2026

for Lighthouse Christian School:

  
\_\_\_\_\_  
Representative, Lighthouse Christian School

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Matanzas Christian Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Matanzas Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Matanzas Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1<sup>st</sup> day of April 2026

for Matanzas Christian Academy:

\_\_\_\_\_  
Representative, Matanzas Christian Academy

  
\_\_\_\_\_  
Principal, Matanzas Christian Academy



**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Peniel Baptist Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Peniel Baptist Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Peniel Baptist Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 28 day of May 2026

for Peniel Baptist Academy:

\_\_\_\_\_  
Representative, Peniel Baptist Academy

\_\_\_\_\_  
Principal, Peniel Baptist Academy

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Putnam Banner Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Putnam Banner Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Putnam Banner Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

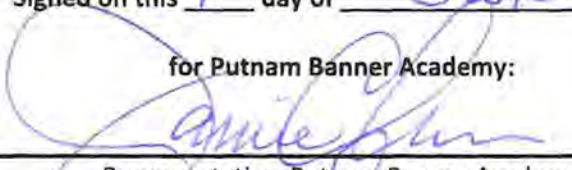
for the District Board of Trustees of St. Johns River State College:

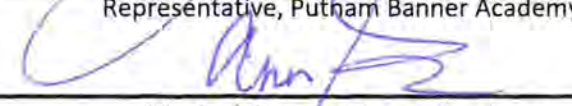
\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1<sup>st</sup> day of June 2026

for Putnam Banner Academy:

  
\_\_\_\_\_  
Representative, Putnam Banner Academy

  
\_\_\_\_\_  
Principal, Putnam Banner Academy

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Seamark Ranch and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Seamark Ranch and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Seamark Ranch .

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 14 day of May 2026

for Seamark Ranch :

M. Shroyer  
\_\_\_\_\_  
Representative, Seamark Ranch

M. Shroyer  
\_\_\_\_\_  
Principal, Seamark Ranch



**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Seven Bridges School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Seven Bridges School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Seven Bridges School

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 30 day of March 2026

for Seven Bridges School :

Melissa J. McCall

Representative, Seven Bridges School

Melissa J. McCall  
Principal, Seven Bridges School



DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Springs Academy School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Springs Academy School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Springs Academy School .

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 26 day of March 2026

for Springs Academy School :

  
\_\_\_\_\_  
Representative, Springs Academy School

\_\_\_\_\_  
Principal, Springs Academy School

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
St. Johns Classical Academy School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to St. Johns Classical Academy School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and St. Johns Classical Academy School .

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

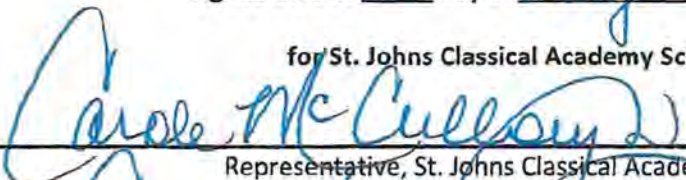
for the District Board of Trustees of St. Johns River State College:

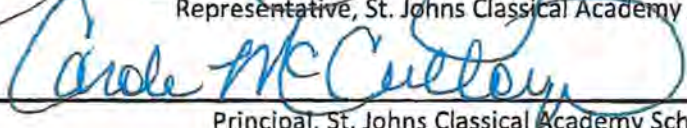
\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 15 day of May 2026

for St. Johns Classical Academy School :

  
\_\_\_\_\_  
Representative, St. Johns Classical Academy School

  
\_\_\_\_\_  
Principal, St. Johns Classical Academy School

# ST. JOHNS RIVER

## DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

### 2026-2027 Dual Enrollment Articulation Agreement Execution Between St. Johns Country Day School and St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to St. Johns Country Day School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and St. Johns Country Day School .

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 13 day of May 2026

for St. Johns Country Day School :

Carol Johnson

\_\_\_\_\_  
Representative, St. Johns Country Day School

K. Pan

\_\_\_\_\_  
Principal, St. Johns Country Day School

## ST. JOHNS RIVER

### 2026-2027 Dual Enrollment Articulation Agreement Execution Between St. Joseph Academy and St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to St. Joseph Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and St. Joseph Academy .

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

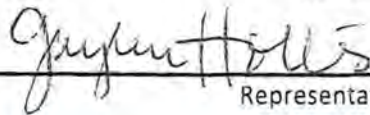
for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 15 day of June 2026

for St. Joseph Academy :



\_\_\_\_\_  
Representative, St. Joseph Academy

  
\_\_\_\_\_  
Principal, St. Joseph Academy

# ST. JOHNS RIVER

## DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

### 2026-2027 Dual Enrollment Articulation Agreement Execution Between The Broach School and St. Johns River State College

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to The Broach School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and The Broach School.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 27<sup>th</sup> day of March 2026

for The Broach School :

Kathy Foster, President  
\_\_\_\_\_  
Representative, The Broach School

Donna Hitter  
\_\_\_\_\_  
Principal, The Broach School



**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Turning Point Christian Academy and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Turning Point Christian Academy and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Turning Point Christian Academy.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 30 day of March 2026

for Turning Point Christian Academy:

Stacy A. Smith  
\_\_\_\_\_  
Representative, Turning Point Christian Academy

Michael Bradley  
\_\_\_\_\_  
Principal, Turning Point Christian Academy

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Victory Preparatory School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Victory Preparatory School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Victory Preparatory School.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

for the District Board of Trustees of St. Johns River State College:

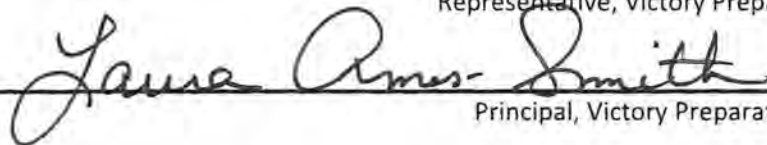
\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 9<sup>th</sup> day of April 2026

for Victory Preparatory School :

\_\_\_\_\_  
Representative, Victory Preparatory School

  
Principal, Victory Preparatory School



DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

**2026-2027 Dual Enrollment Articulation Agreement Execution Between  
Washington Classical Christian School and St. Johns River State College**

The Articulation Committee shall annually analyze and assess the effectiveness of mechanisms and strategies set forth in this agreement and report the results of such analyses to Washington Classical Christian School and the District Board of Trustees of St. Johns River State College. Analyses shall include identified problems, corrective actions, strategies, and associated costs.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

This agreement is made between the District Board of Trustees of St. Johns River State College and Washington Classical Christian School.

Signed on this \_\_\_\_\_ day of \_\_\_\_\_ 2026

**for the District Board of Trustees of St. Johns River State College:**

\_\_\_\_\_  
Chairman, St. Johns River State College

\_\_\_\_\_  
President, St. Johns River State College

Signed on this 1<sup>st</sup> day of April 2026

**for Washington Classical Christian School :**

*Alonzo Breyer*  
\_\_\_\_\_  
Representative, Washington Classical Christian School

*Kendrick B. Evans*  
\_\_\_\_\_  
Principal, Washington Classical Christian School

Link to the 2026-2027 Workforce Student Handbooks:

- Allied Health
- Criminal Justice
- Medical Assisting
- Nursing (ASN/LPN-RN Bridge)
- Nursing (CNA)
- Nursing (PN)
- Nursing (RN to BSN)

<https://sjrstate.edu/board2026/061726/wf-student-handbook-2026-27.pdf>



### MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Rosalind Humerick, Ph.D.  
VP/Chief Institutional Research Officer

DATE: June 9, 2026

RE: **CONSENT** Agenda Items  
June 17, 2026, District Board of Trustees Meeting

---

The following **Consent** items are submitted for the District Board of Trustees' consideration at the June 17, 2026, meeting:

1. Approval of Strengthening Community Colleges Grant – U.S. Department of Labor
2. Approval of Adult General Education Grant – Florida Department of Education
3. Approval of Perkins Postsecondary Grant – Florida Department of Education



### MEMORANDUM

TO: Joe H. Pickens, President

FROM: Rosalind Humerick, Vice President, Chief Institutional Research Officer

DATE: June 9, 2026

RE: Strengthening Community Colleges Grant

---

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

**Project:** Strengthening Community Colleges 6; Consortium with Miami Dade College

**Funding Agency:** US Department of Labor

**Funds Requested:** \$301,966

**Match/Institutional Commitment:** none

**Project Period:** September 2026-June 2030

**Purpose:** Develop capacity for Workforce Pell programs and data collection state-wide

**Project Director:** Russ Berger/Dr. Paterson

**Vice President:** Dr. Jordan



### MEMORANDUM

TO: Joe H. Pickens, President

FROM: Rosalind Humerick, Vice President, Chief Institutional Research Officer

DATE: June 9, 2026

RE: Adult General Education Grant

---

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

**Project:** Adult General Education Grant

**Funding Agency:** Florida Department of Education (Federal WIOA passthrough)

**Funds Requested:** \$226,798

**Match/Institutional Commitment:** none

**Project Period:** July 1, 2026-June 30, 2027

**Purpose:** Offer Adult Education in Putnam County

**Project Director:** Dr. Kester

**Vice President:** Dr. Jordan/AVP Keller



### MEMORANDUM

TO: Joe H. Pickens, President

FROM: Rosalind Humerick, Vice President, Chief Institutional Research Officer

DATE: June 9, 2026

RE: Perkins Postsecondary Grant

---

It is recommended that the District Board of Trustees approve the following grant application and authorize the President to execute documents upon award.

Details of the project are as follows.

**Project:** Perkins Postsecondary Grant

**Funding Agency:** Florida Department of Education (Federal passthrough)

**Funds Requested:** \$238,778

**Match/Institutional Commitment:** none

**Project Period:** July 1, 2026-June 30, 2027

**Purpose:** Support and expand Perkins-eligible Career and Technical Programs in the service district

**Project Director:** Dr. Paterson

**Vice President:** Dr. Jordan

## MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Melanie Brown, Ph.D.  
Chief Operating Officer/Senior Vice President

DATE: June 9, 2026

RE: Action Agenda Items

---

June 17, 2026, District Board of Trustees Meeting

The following items are submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

### Board Rules

1. Public Hearing on Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
2. Action to Approve Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation
3. Public Hearing on Amendment to Rule 7.19 Policies Concerning the Library
4. Action to Approve Amendment to Rule 3.32 Substantive Change Reporting Policy for Regional Accreditation

### Thrasher Horne Center

5. Action to Approve the Thrasher Horne Center Rental/Usage Fees for fiscal year 2027-2028

### Facilities

6. Action to Approve the 2026-2031 Educational Plant Survey
7. Action to Approve the 2027-2028 Capital Improvement Plan
8. Action to Accept as Complete the Gymnasium, Exterior Painting Project, Palatka Campus, and Approve Final Pay Application for Work Completed
9. Action to Accept as Complete the Beach Volleyball Courts Project, Palatka Campus, and Approve Final Invoice for Work Completed

10. Action to Approve Change Order #003, Scherer Construction, Remodel and Additions to the FloArts Building, Palatka Campus
11. Information Only: Change Order #001, Thomas May Construction, Gymnasium, Exterior Painting Project, Palatka Campus

Human Resources

12. Information Only: Please complete the President's Evaluation that you received via email from Chuck Romer before the end of June.

## Rule 3.32: Substantive Change Reporting Policy for Regional Accreditation

**CURRENT**

Approved 01/16/13

Specific Authorities: FS 1001.64

---

St. Johns River State College will follow the substantive change policies of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This includes notifying the Commission of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

## Rule 3.32: Substantive Change Reporting Policy for **Regional** **Institutional** Accreditation

**PROPOSED AMENDMENT**

Approved 01/16/13

Amended XXXX

Specific Authorities: FS 1001.64

---

St. Johns River State College will follow the substantive change policies of ~~the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)~~ its institutional accreditor. This includes notifying the ~~Commission~~ accreditor of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

## Rule 3.32: Substantive Change Reporting Policy for Institutional Accreditation

**NEW CLEAN COPY**

Approved 01/16/13

Amended XXXX

Specific Authorities: FS 1001.64

---

St. Johns River State College will follow the substantive change policies of its institutional accreditor. This includes notifying the accreditor of substantive changes, and when required, seeking approval prior to initiation of the substantive change. A substantive change is defined as a “significant modification or expansion of the nature and scope of an accredited institution.”

## Rule 7.19: Policies Concerning the College Library

**CURRENT**

Approved 01/18/06

Amended 06/15/22; 05/17/17; 08/15/12

Specific Authorities: FS 1001.64(4)(b); FS 1001.64(5); FS 1001.65(12); FS 1001.65(6)

---

As a means of meeting the informational, educational, cultural, and lifelong learning needs of the College community, the Board of Trustees recognizes the importance of providing library, tutoring, and academic support services and resources on each of the College's sites. As such, the Board will approve in the annual operating budget of the College funds to aid the department of Learning Resources in supplying the resources required for these operations. As such, the Board of Trustees directs the President and appropriate College Personnel to develop Operating Procedures for Learning Resources that comply with the standards established by relevant professional organizations, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state and national resource-sharing agencies, agreements, and systems, applicable state and federal laws, and appropriate rules of the State Board of Education.

## Rule 7.19: Policies Concerning the College Library

**PROPOSED AMENDMENT**

Approved 01/18/06

Amended **XXXX**; 06/15/22; 05/17/17; 08/15/12

Specific Authorities: FS 1001.64(4)(b); FS 1001.64(5); FS 1001.65(12); FS 1001.65(6)

---

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## Rule 7.19: Policies Concerning the College Library

**NEW CLEAN COPY**

Approved 01/18/06

Amended **XXXX**; 06/15/22; 05/17/17; 08/15/12

Specific Authorities: FS 1001.64(4)(b); FS 1001.64(5); FS 1001.65(12); FS 1001.65(6)

---

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## Memorandum

**TO:** Dr. Melanie Brown  
Senior VP/Chief Operations Officer

**FROM:** Bob Olson   
Executive Director, Thrasher-Horne Center

**DATE:** June 4, 2026

**SUBJECT:** Action on Thrasher Horne Center Rental Fees

The Thrasher-Horne Center staff annually reviews the rates charged to entities utilizing the various spaces and equipment within the Center. SJR State Procedure 6.9 governs and provides policy for the Thrasher-Horne Center rental agreements.

Enclosure (1) provides rental pricing adjustment recommendations for Board approval for the FY2027-2028 rental price list. Last year, we adopted the practice of setting rental rates two years in advance due to strong demand from clients booking well ahead of time. This approach ensures fair and consistent pricing for all clients, regardless of booking date, while minimizing the administrative burden of managing subsequent rate changes.

The proposed increases are in yellow, and the list below are the factors behind these proposed increases.

- Increase various rates of Contract Personnel due to increased labor costs.
- Increase equipment rental rate due to increased costs as well as to bring us nearer to market value and pricing.
- Increase rental rates for the Conference Center Suites due to increased fixed expenses.
- Increase rental rates for various Backstage Dressing Rooms due to increased expenses.
- Transition from wedding packages to a multi-day wedding package discount model (will begin starting FY2026-2027)

Upon Board approval these new rates will go into effect on July 1, 2026. Please place this item on the June 2026 Board agenda. Thank you.

Enclosure (1): Proposed THcenter Price List FY2027-2028

## FY2027-2028 THCenter Price List

|               | Type                              | Description                          | Price    | Amount of Increase |
|---------------|-----------------------------------|--------------------------------------|----------|--------------------|
| Service -     | Conference Center (01)            |                                      |          |                    |
|               | Service - Conference Center       | Set-up/Break Down A or B             | \$150.00 |                    |
|               | Service - Conference Center       | Set-up/Break Down AB                 | \$200.00 |                    |
|               | Service - Conference Center       | Set-up/Break Down C or D             | \$100.00 |                    |
|               | Service - Conference Center       | Set-up/Break Down CD                 | \$150.00 |                    |
|               | Service - Conference Center       | Set-up/Break Down E                  | \$50.00  |                    |
|               | Service - Conference Center       | Set-up/Break Down FOY                | \$50.00  |                    |
| Service -     | Facility (03)                     |                                      |          |                    |
|               | Service - Facility                | CLEANING                             | \$0.00   |                    |
|               | Service - Facility                | PIT SEATING INSTALL/REMOVAL          | \$400.00 |                    |
| Security (05) |                                   |                                      |          |                    |
|               | Security: CCSO                    | LAW ENFORCEMENT                      | \$60.00  |                    |
|               | Security: CCSO                    | Law Enforcement - Holiday            | \$90.00  |                    |
|               | Security: FOH/Bag Check           | FOH/ Bag Check - Holiday             | \$40.00  |                    |
|               | Security: FOH/Bag Check           | FOH/Bag Check                        | \$29.00  |                    |
|               | Security: Production - Production | Backstage/Stage Security             | \$29.00  |                    |
|               | Security: Production - Security   | SECURITY                             | \$29.00  |                    |
|               | Security: SJR Security            | CONTRACT/ TRAFFIC SECURITY           | \$29.00  |                    |
|               | Security: SJR Security            | CONTRACT/ TRAFFIC SECURITY - Holiday | \$44.00  |                    |
|               | Security: SJR Security            | SECURITY - AP                        | \$29.00  |                    |
|               | Security: SJR Security            | SECURITY/ EMT                        | \$30.00  |                    |
|               | Security: SJR Security            | SECURITY/ EMT - Holiday              | \$45.00  |                    |
|               | Security: SJR Security            | SECURITY-AP - Holiday                | \$44.00  |                    |
|               | Security: SJR Security            | SECURITY-C                           | \$29.00  |                    |
|               | Security: SJR Security            | SECURITY-C - Holiday                 | \$44.00  |                    |
| Contract      | Personnel - Production (11)       |                                      |          |                    |
|               | Contract Personnel - Production   | Event Supervisor                     | \$30.00  |                    |
|               | Contract Personnel - Production   | Event Supervisor (Overtime)          | \$46.00  |                    |
|               | Contract Personnel - Production   | Runner                               | \$325.00 |                    |
|               | Contract Personnel - Production   | Technical Director                   | \$40.00  |                    |
| Contract      | Personnel - IATSE (12)            |                                      |          |                    |
|               | Contract Personnel - IATSE        | Department Head                      | \$52.00  | \$3.00             |
|               | Contract Personnel - IATSE        | Department Head - OVERTIME           | \$78.00  | \$4.50             |
|               | Contract Personnel - IATSE        | Follow Spot Operator                 | \$51.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Head Rigger                          | \$59.00  | \$5.00             |
|               | Contract Personnel - IATSE        | Light Board Operator                 | \$53.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Lightboard Op - OVERTIME             | \$79.50  | \$6.00             |
|               | Contract Personnel - IATSE        | Loader                               | \$51.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Performance Light Board              | \$212.00 | \$16.00            |
|               | Contract Personnel - IATSE        | Performance Sound Board              | \$212.00 | \$16.00            |
|               | Contract Personnel - IATSE        | Performance Spot OP                  | \$204.00 | \$14.00            |
|               | Contract Personnel - IATSE        | Performance Stagehand                | \$204.00 | \$14.00            |
|               | Contract Personnel - IATSE        | Performance Steward                  | \$212.00 | \$16.00            |
|               | Contract Personnel - IATSE        | Performance Wardrobe                 | \$204.00 | \$14.00            |
|               | Contract Personnel - IATSE        | Rigger                               | \$56.50  | \$4.50             |
|               | Contract Personnel - IATSE        | Sound Board Operator                 | \$53.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Soundboard Op - OVERTIME             | \$79.50  | \$6.00             |
|               | Contract Personnel - IATSE        | Stage hand - OVERTIME                | \$76.50  | \$6.00             |
|               | Contract Personnel - IATSE        | Stagehand                            | \$51.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Steward                              | \$53.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Steward - OVERTIME                   | \$79.50  | \$6.00             |
|               | Contract Personnel - IATSE        | Wardrobe                             | \$51.00  | \$4.00             |
|               | Contract Personnel - IATSE        | Wardrobe - OVERTIME                  | \$76.50  | \$6.00             |

|           |                                     |                           |                |
|-----------|-------------------------------------|---------------------------|----------------|
| Contract  | Personnel - Guest Services (13)     |                           |                |
|           | Contract Personnel - Guest Services | Asst. House Manager       | \$27.00        |
|           | Contract Personnel - Guest Services | Box Office Staff          | \$26.00 \$1.00 |
|           | Contract Personnel - Guest Services | Box Office Supervisor     | \$37.00 \$1.00 |
|           | Contract Personnel - Guest Services | House Manager             | \$37.00 \$1.00 |
|           | Contract Personnel - Guest Services | Sign Language Interpreter | \$0.00         |
|           | Contract Personnel - Guest Services | Usher / Ticket Taker      | \$26.00 \$1.00 |
| Contract  | Personnel - Facilities (14)         |                           |                |
|           | Contract Personnel - Facilities     | Asst. Technical Director  | \$35.00        |
|           | Contract Personnel - Facilities     | Custodial                 | \$34.00 \$2.00 |
|           | Contract Personnel - Facilities     | Custodial - Holiday       | \$51.00 \$4.00 |
|           | Contract Personnel - Facilities     | Setup/Breakdown           | \$27.00 \$1.00 |
| Contract  | Personnel - Conference (15)         |                           |                |
|           | Contract Personnel - Conference     | Event Attendant           | \$27.00 \$2.00 |
| Purchase  | (16)                                |                           |                |
|           | Purchase                            | Tech Purchase             | \$0.00         |
|           | Purchase - Container                | HAZE Fluid                | \$30.00        |
| Purchase  | - Props - Stage (17)                |                           |                |
|           | Purchase: Props - Stage             | Grand Piano Tuning        | \$250.00       |
|           | Purchase: Props - Stage             | Upright Piano Tuning      | \$250.00       |
| Purchase  | - Lighting - Stage (18)             |                           |                |
|           | Purchase: Lighting - Stage          | BLACK LIGHT               | \$35.00        |
|           | Purchase: Lighting - Stage          | COLOR (GEL)               | \$15.00        |
| Purchase  | - Audio - Stage (19)                |                           |                |
|           | Purchase: Audio - Stage             | AUDIO & AV (SUPPLIED)     | \$0.00         |
|           | Purchase: Audio - Stage             | BACKLINE (SUPPLIED)       | \$0.00         |
| Linens    | - Conference Center (20)            |                           |                |
|           | Linens - Conference Center          | WHITE BRIDAL LINEN        | \$25.00        |
|           | Linens - Conference Center          | WHITE BRIDAL SKIRTING     | \$15.00        |
|           | Linens - Conference Center          | WHITE HIGH BOY STRETCH    | \$10.00        |
| Linens    | - Facility (21)                     |                           |                |
|           | Linens - Facility                   | Black 120"                | \$18.00        |
|           | Linens - Facility                   | TABLE SKIRTING (BURGUNDY) | \$10.00        |
|           | Linens - Facility                   | WHITE 120"                | \$18.00        |
|           | Linens - Facility                   | WHITE 52" X 120"          | \$18.00        |
| Furniture | (22)                                |                           |                |
|           | Furniture - Chairs                  | BAR STOOL                 | \$4.00         |
|           | Furniture - Chairs                  | BENCH                     | \$4.00         |
|           | Furniture - Chairs                  | BURGUNDY CUSHION CHAIR    | \$2.00         |
|           | Furniture - Chairs                  | CAFE CHAIR                | \$2.00         |
|           | Furniture - Chairs                  | OVERSTUFFED CHAIR         | \$10.00        |
|           | Furniture - Chairs                  | PURPLE CUSHION CHAIR      | \$2.00         |
|           | Furniture - Chairs                  | SOFA                      | \$10.00        |
|           | Furniture - Props Stage             | BLACK STACK CHAIR         | \$2.00         |
|           | Furniture - Props Stage             | STOOL                     | \$4.00         |
|           | Furniture - Tables                  | 2X6 TABLE                 | \$5.00         |
|           | Furniture - Tables                  | 2X8 TABLE                 | \$5.00         |
|           | Furniture - Tables                  | 5 FT 1/2 ROUND            | \$5.00         |
|           | Furniture - Tables                  | 5 FT. ROUND               | \$5.00         |
|           | Furniture - Tables                  | 6 FT. ROUND               | \$5.00         |
|           | Furniture - Tables                  | HIGH BOY                  | \$5.00         |
|           | Furniture - Tables                  | RND CAFE TABLE            | \$5.00         |
|           | Furniture - Tables                  | SQR CAFE TABLE            | \$5.00         |
|           | Furniture - Tables                  | TABLE MISC. STAGE         | \$5.00         |
|           | Furniture - Tables                  | UTILITY TABLE             | \$5.00         |
|           | Furniture - Utility                 | TRASH CAN - SMALL         | \$0.00         |

|                                |                    |                                   |                |
|--------------------------------|--------------------|-----------------------------------|----------------|
| <b>Service Packages (25)</b>   |                    |                                   |                |
|                                | Service Packages   | "That Extra Touch" Bridal Package | \$662.00       |
| <b>Stage - Equipment (29)</b>  |                    |                                   |                |
|                                | Stage Equipment    | Forklift                          | \$500.00       |
|                                | Stage Equipment    | Magnetometer                      | \$80.00        |
|                                | Stage Equipment    | ORCHESTRA LIFT                    | \$150.00       |
|                                | Stage Equipment    | STUDIO SEATING                    | \$150.00       |
|                                | Stage Equipment    | WASHER & DRYER                    | \$0.00         |
| <b>Soft Goods - Stage (30)</b> |                    |                                   |                |
|                                | Soft Goods - Stage | AMERICAN FLAG - OVERSIZED         | \$20.00        |
|                                | Soft Goods - Stage | CURTAIN / SOFT GOODS              | \$100.00       |
| <b>Props - Stage (31)</b>      |                    |                                   |                |
|                                | Props - Stage      | DANCE FLOOR (THEATRICAL)          | \$180.00       |
|                                | Props - Stage      | DRUM CARPET                       | \$5.00         |
|                                | Props - Stage      | GARMENT 'Z' RACK                  | \$5.00         |
|                                | Props - Stage      | GRAND PIANO                       | \$500.00       |
|                                | Props - Stage      | Guitar Stand                      | \$5.00         |
|                                | Props - Stage      | IRON                              | \$5.00         |
|                                | Props - Stage      | LECTERN W/ MICROPHONE (DELUXE)    | \$60.00 \$5.00 |
|                                | Props - Stage      | MIRROR BALL 16"                   | \$30.00        |
|                                | Props - Stage      | MIRROR BALL 24"                   | \$40.00        |
|                                | Props - Stage      | MUSIC STAND                       | \$5.00         |
|                                | Props - Stage      | MUSIC STAND-FOLDING               | \$5.00         |
|                                | Props - Stage      | National Flag                     | \$0.00         |
|                                | Props - Stage      | ORCHESTRA SHELL                   | \$400.00       |
|                                | Props - Stage      | PIPE AND DRAPE (black)            | \$32.00        |
|                                | Props - Stage      | PLANT (FERN)                      | \$5.00         |
|                                | Props - Stage      | PLANT (LILY)                      | \$5.00         |
|                                | Props - Stage      | PLANT (PALM)                      | \$10.00        |
|                                | Props - Stage      | RISER (3X8)                       | \$40.00        |
|                                | Props - Stage      | RISER (4X4)                       | \$25.00        |
|                                | Props - Stage      | RISER (4X6)                       | \$35.00        |
|                                | Props - Stage      | RISER (4X8)                       | \$50.00        |
|                                | Props - Stage      | STANCHION                         | \$40.00        |
|                                | Props - Stage      | State Flag                        | \$0.00         |
|                                | Props - Stage      | STEAMER                           | \$5.00         |
|                                | Props - Stage      | STEP UNIT (2X16")                 | \$10.00        |
|                                | Props - Stage      | STEP UNIT (3X24")                 | \$10.00        |
|                                | Props - Stage      | TECH TABLE                        | \$10.00        |
|                                | Props - Stage      | Towels                            | \$5.00         |
|                                | Props - Stage      | UPRIGHT PIANO                     | \$300.00       |
| <b>Lighting - Stage (32)</b>   |                    |                                   |                |
|                                | Lighting - Stage   | COLOR SCROLLER                    | \$10.00        |
|                                | Lighting - Stage   | COLOR SCROLLER POWER UNIT         | \$20.00        |
|                                | Lighting - Stage   | ELATION 15R PRO                   | \$30.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 10DEG                 | \$10.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 19DEG                 | \$10.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 26DEG                 | \$10.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 36DEG                 | \$10.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 50DEG                 | \$10.00        |
|                                | Lighting - Stage   | ELLIPSODIAL 5DEG                  | \$10.00        |
|                                | Lighting - Stage   | FAR CYC                           | \$10.00        |
|                                | Lighting - Stage   | FAR CYC -GR                       | \$10.00        |
|                                | Lighting - Stage   | FOG MACHINE                       | \$45.00        |
|                                | Lighting - Stage   | FOLLOW SPOT                       | \$75.00        |
|                                | Lighting - Stage   | FRESNEL                           | \$10.00        |
|                                | Lighting - Stage   | GOBO                              | \$18.00        |

|                  |                  |          |
|------------------|------------------|----------|
| Lighting - Stage | HAZER            | \$45.00  |
| Lighting - Stage | LIGHT LADDER     | \$10.00  |
| Lighting - Stage | LIGHT TREE (10') | \$15.00  |
| Lighting - Stage | LIGHTING SYSTEM  | \$200.00 |
| Lighting - Stage | PAR              | \$10.00  |
| Lighting - Stage | SNOW MACHINE     | \$50.00  |
| Lighting - Stage | STRIP            | \$15.00  |

#### Conference Center Expo (34)

|                         |                                             |          |
|-------------------------|---------------------------------------------|----------|
| Conference Space        | Expo Booth 10x10                            | \$450.00 |
| Conference Space        | Expo Booth 5x10                             | \$300.00 |
| Conference Space        | Parking Space                               | \$150.00 |
| Discount - CC           | 15% Early Bird Registration Vendor Discount | \$0.00   |
| Discount - CC           | 20% Return Vendor Discount                  | \$0.00   |
| Discount - CC           | 25% Early Vendor Registration               | \$0.00   |
| Discount - CC           | In-Kind Discount                            | \$0.00   |
| Discount - CC           | Special Promo Discount                      | \$0.00   |
| Fee - Conference Center | Electrical Service                          | \$50.00  |
| Furniture - Chairs      | BURGUNDY CUSHION CHAIR                      | \$0.00   |
| Furniture - Tables      | 2X6 TABLE                                   | \$0.00   |
| Furniture - Tables      | RND CAFE TABLE                              | \$15.00  |
| Marketing               | Bridal Bag Insert                           | \$50.00  |
| Marketing               | Bridal Brochure Ad - Eighth Page            | \$35.00  |
| Marketing               | Bridal Brochure Ad - Full Page              | \$200.00 |
| Marketing               | Bridal Brochure Ad - Half Page              | \$100.00 |
| Marketing               | Bridal Brochure Ad - Half page (Back Cover) | \$200.00 |
| Marketing               | Bridal Brochure Ad - Quarter Page           | \$50.00  |
| Marketing               | Bridal Brochure Ad- Full page (Front Cover) | \$300.00 |
| Marketing               | Email Banner Ad                             | \$100.00 |

#### Conference Equipment (35)

|                      |                                 |          |
|----------------------|---------------------------------|----------|
| Conference Equipment | A/V PRESENTATION MEDIA CART     | \$160.00 |
| Conference Equipment | CEILING HANGINGS                | \$0.00   |
| Conference Equipment | DANCE FLOOR (NON-THEATRICAL)    | \$350.00 |
| Conference Equipment | EASEL                           | \$10.00  |
| Conference Equipment | FLIP CHART PAD                  | \$9.00   |
| Conference Equipment | Guestbook                       | \$20.00  |
| Conference Equipment | LECTERN - SMALL                 | \$50.00  |
| Conference Equipment | LECTERN W/ MICROPHONE (DELUXE)  | \$60.00  |
| Conference Equipment | LECTERN W/CORDLESS MIC ON STAND | \$50.00  |
| Conference Equipment | MICROPHONE - LAVALIERE          | \$50.00  |
| Conference Equipment | MICROPHONE - WIRED              | \$30.00  |
| Conference Equipment | PIPE AND DRAPE (white)          | \$32.00  |
| Conference Equipment | PORTABLE PROJECTOR              | \$30.00  |
| Conference Equipment | UP-LIGHT                        | \$30.00  |

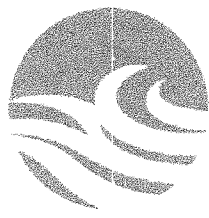
#### Audio - Stage (36)

|             |                                   |          |          |
|-------------|-----------------------------------|----------|----------|
| Audio-Stage | 32 Channel mixer w/ stage box     | \$500.00 | New Item |
| Audio-Stage | DI BOX                            | \$7.00   |          |
| Audio-Stage | DI BOX - USB                      | \$10.00  |          |
| Audio-Stage | DVD / VCR PLAYER                  | \$20.00  |          |
| Audio-Stage | LISTEN ASSIST                     | \$5.00   |          |
| Audio-Stage | MICROPHONE - AKG 414              | \$40.00  |          |
| Audio-Stage | MICROPHONE - AKG D112             | \$30.00  |          |
| Audio-Stage | MICROPHONE - BETA 56A             | \$30.00  |          |
| Audio-Stage | MICROPHONE - BETA 87A             | \$30.00  |          |
| Audio-Stage | MICROPHONE - BETA 98              | \$30.00  |          |
| Audio-Stage | MICROPHONE - CM31                 | \$30.00  |          |
| Audio-Stage | MICROPHONE - Earthworks Piano Bar | \$30.00  |          |
| Audio-Stage | MICROPHONE - P51                  | \$30.00  |          |

|                |                                |                                      |          |          |
|----------------|--------------------------------|--------------------------------------|----------|----------|
|                | Audio-Stage                    | MICROPHONE - PCC160                  | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - PG 81                   | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - SENN 421                | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - SM 57                   | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - SM 58                   | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - SM81-LC                 | \$30.00  |          |
|                | Audio-Stage                    | MICROPHONE - VP89                    | \$40.00  |          |
|                | Audio-Stage                    | MICROPHONE - WIRELESS HEADSET        | \$50.00  |          |
|                | Audio-Stage                    | MICROPHONE - WIRELESS HH             | \$50.00  |          |
|                | Audio-Stage                    | MICROPHONE - WIRELESS LAPEL          | \$50.00  |          |
|                | Audio-Stage                    | MONITOR SPEAKER                      | \$40.00  |          |
|                | Audio-Stage                    | PORTABLE MIXING CONSOLE (8CHANNEL)   | \$100.00 |          |
|                | Audio-Stage                    | PRODUCTION INTERCOM                  | \$10.00  |          |
|                | Audio-Stage                    | PROJECTION SCREEN                    | \$50.00  |          |
|                | Audio-Stage                    | PROJECTOR                            | \$30.00  |          |
|                | Audio-Stage                    | PROJECTOR - PH1000U                  | \$70.00  |          |
|                | Audio-Stage                    | TV/VCR/DVD COMBO CART                | \$50.00  |          |
|                | Audio-Stage                    | WALKIE TALKIE                        | \$10.00  |          |
| Purchase (39)  |                                |                                      |          |          |
|                | Purchase - Production - Each   | HOSPITALITY                          | \$0.00   |          |
|                | Purchase - Production - Person | CREW - DINNER                        | \$0.00   |          |
|                | Purchase - Production - Person | CREW - LUNCH                         | \$0.00   |          |
| Marketing (40) |                                |                                      |          |          |
|                | Contract Personnel - Marketing | Graphic Designer                     | \$36.00  | \$1.00   |
|                | Marketing                      | 3 Show Posters                       | \$200.00 |          |
|                | Marketing                      | Dedicated Email Blast                | \$300.00 |          |
|                | Marketing                      | Direct Mail D                        | \$0.00   |          |
|                | Marketing                      | Direct Mail S                        | \$0.00   |          |
|                | Marketing                      | Direct Mail, top zipcodes            | \$0.00   |          |
|                | Marketing                      | Email - Dedicated                    | \$300.00 |          |
|                | Marketing                      | Email - Shared B                     | \$100.00 |          |
|                | Marketing                      | Lobby Banner (vertical)              | \$300.00 |          |
|                | Marketing                      | Lobby Display                        | \$50.00  |          |
|                | Marketing                      | Marquee Day of Event                 | \$0.00   |          |
|                | Marketing                      | On-Sale Email                        | \$0.00   |          |
|                | Marketing                      | Other Marketing Services             | \$0.00   |          |
|                | Marketing                      | Postage                              | \$0.00   |          |
|                | Marketing                      | Pre-Sale Email                       | \$0.00   |          |
|                | Marketing                      | Print Ads                            | \$500.00 |          |
|                | Marketing                      | Social Media Boost                   | \$0.00   |          |
|                | Marketing                      | Social Media Setup                   | \$25.00  |          |
|                | Marketing                      | THCenter Webpage Setup               | \$0.00   |          |
|                | Marketing                      | Thrasher-Horne Marquee               | \$100.00 |          |
|                | Marketing                      | Website Slider                       | \$50.00  |          |
| Fee (41)       |                                |                                      |          |          |
|                | Fee - Conference Center        | ADMIN FEE - MULTI ROOM/MULTI DAY     | \$99.00  |          |
|                | Fee - Conference Center        | ADMIN FEE - RENTAL SUITE C OR D ONLY | \$58.00  |          |
|                | Fee - Conference Center        | ADMIN FEE - RENTAL SUITE E ONLY      | \$45.00  |          |
|                | Fee - Conference Center        | ADMIN FEE- RENTAL SUITE A OR B ONLY  | \$99.00  |          |
|                | Fee - Conference Center        | DECORATIVE ASSISTANCE                | \$5.00   |          |
|                | Fee - Facility                 | DAMAGE ASSESSMENT                    | \$250.00 |          |
|                | Fee - Facility                 | Event Liability Insurance            | \$0.00   |          |
|                | Fee - Facility                 | Hardline Internet Connection         | \$150.00 | New Item |
|                | Fee - Facility                 | Non-Refundable Admin Deposit         | \$0.00   |          |
|                | Fee - Facility                 | RETURNED CHECK CHARGE                | \$0.00   |          |
|                | Fee - Facility                 | Room Charge Adjustment               | \$72.00  |          |
|                | Fee - Production               | Executive Director Sponsorship       | \$0.00   |          |

|                                   |                                                  |            |         |
|-----------------------------------|--------------------------------------------------|------------|---------|
| Fee - Production                  | TURNOVER                                         | \$300.00   |         |
| Box Office (46)                   |                                                  |            |         |
| Box Office                        | Box Office Setup                                 | \$100.00   |         |
| Box Office                        | Dance Recital Box Office Package                 | \$300.00   |         |
| Box Office                        | Graduation Box Office Package                    | \$300.00   |         |
| Box Office                        | Ticket Ad                                        | \$125.00   |         |
| Box Office                        | Ticket Printing                                  | \$0.25     |         |
| Box Office                        | Ticket Re-Printing                               | \$0.25     |         |
| Space Rental (BK)                 |                                                  |            |         |
| 4-Hour Rate (Base Minimum)        | Galleries-4 Hour Rate (Base Minimum)             | \$400.00   |         |
| 4-Hour Rate (Base Minimum)        | Jack Mitchell Gallery-4 Hour Rate (Base Minimum) | \$0.00     |         |
| 4-Hour Rate (Base Minimum)        | Lee Adams Gallery-4 Hour Rate (Base Minimum)     | \$0.00     |         |
| 4-Hour Rate (Base Minimum)        | Suite A-4 Hour Rate (Base Minimum)               | \$561.00   | \$51.00 |
| 4-Hour Rate (Base Minimum)        | Suite AB-4 Hour Rate (Base Minimum)              | \$728.00   | \$48.00 |
| 4-Hour Rate (Base Minimum)        | Suite B-4 Hour Rate (Base Minimum)               | \$561.00   | \$51.00 |
| 4-Hour Rate (Base Minimum)        | Suite C-4 Hour Rate (Base Minimum)               | \$295.00   | \$20.00 |
| 4-Hour Rate (Base Minimum)        | Suite CD-4 Hour Rate (Base Minimum)              | \$492.00   | \$32.00 |
| 4-Hour Rate (Base Minimum)        | Suite D-4 Hour Rate (Base Minimum)               | \$295.00   | \$20.00 |
| 4-Hour Rate (Base Minimum)        | Suite E-4 Hour Rate (Base Minimum)               | \$225.00   | \$15.00 |
| Additional Hourly Rate (Saturday) | Suite A-Add'l Hourly Rate (Sat)                  | \$140.25   | \$12.75 |
| Additional Hourly Rate (Saturday) | Suite AB-Add'l Hourly Rate (Sat)                 | \$182.00   | \$12.00 |
| Additional Hourly Rate (Saturday) | Suite B-Add'l Hourly Rate (Sat)                  | \$140.25   | \$12.75 |
| Additional Hourly Rate (Saturday) | Suite C-Add'l Hourly Rate (Sat)                  | \$74.00    | \$4.25  |
| Additional Hourly Rate (Saturday) | Suite CD-Add'l Hourly Rate (Sat)                 | \$123.00   | \$8.00  |
| Additional Hourly Rate (Saturday) | Suite D-Add'l Hourly Rate (Sat)                  | \$74.00    | \$4.25  |
| Additional Hourly Rate (Saturday) | Suite E-Add'l Hourly Rate (Sat)                  | \$56.00    | \$3.50  |
| Additional Hourly Rate (Sun-Fri)  | Suite A-Add'l Hourly Rate (Sun-Fri)              | \$126.00   | \$11.25 |
| Additional Hourly Rate (Sun-Fri)  | Suite AB-Add'l Hourly Rate (Sun-Fri)             | \$163.00   | \$10.00 |
| Additional Hourly Rate (Sun-Fri)  | Suite B-Add'l Hourly Rate (Sun-Fri)              | \$126.00   | \$11.25 |
| Additional Hourly Rate (Sun-Fri)  | Suite C-Add'l Hourly Rate (Sun-Fri)              | \$66.00    | \$5.50  |
| Additional Hourly Rate (Sun-Fri)  | Suite CD-Add'l Hourly Rate (Sun-Fri)             | \$110.75   | \$7.25  |
| Additional Hourly Rate (Sun-Fri)  | Suite D-Add'l Hourly Rate (Sun-Fri)              | \$66.00    | \$5.50  |
| Additional Hourly Rate (Sun-Fri)  | Suite E-Add'l Hourly Rate (Sun-Fri)              | \$51.00    | \$3.75  |
| Daily Rate                        | CC Lot - Full Usage                              | \$515.00   | \$15.00 |
| Daily Rate                        | CC Lot - Limited Impact                          | \$257.50   | \$7.50  |
| Daily Rate                        | CC Lot - No Impact                               | \$129.00   | \$4.00  |
| Daily Rate                        | Conference Foyer-Daily Rate                      | \$232.00   | \$17.00 |
| Daily Rate                        | Dance Studio - Daily Rate                        | \$140.00   | \$1.00  |
| Daily Rate                        | Dressing Room A-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room B-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room C-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room D-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room E-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room F-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room G-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Dressing Room H-Daily Rate                       | \$79.00    | \$1.00  |
| Daily Rate                        | Green Room-Daily Rate                            | \$95.00    | \$1.00  |
| Daily Rate                        | Kitchen-Daily Rate                               | \$210.00   | \$15.00 |
| Daily Rate                        | Laundry / Storage-Daily Rate                     | \$80.00    |         |
| Daily Rate                        | Men's Chorus Room-Daily Rate                     | \$100.00   |         |
| Daily Rate                        | Parking Lot-Daily Rate                           | \$1,545.00 | \$45.00 |
| Daily Rate                        | Scene Shop-Daily Rate                            | \$0.00     |         |
| Daily Rate                        | Storage C-Daily Rate                             | \$0.00     |         |
| Daily Rate                        | Studio Theatre - Daily Rate (Dressing Room Use)  | \$340.00   | \$10.00 |
| Daily Rate                        | Theatre Back Lot - Full Usage                    | \$1,030.00 | \$30.00 |
| Daily Rate                        | Theatre Back Lot - Limited Impact                | \$515.00   | \$15.00 |
| Daily Rate                        | Theatre Back Lot - No Impact                     | \$257.50   | \$7.50  |

|                     |                                   |                                        |          |          |
|---------------------|-----------------------------------|----------------------------------------|----------|----------|
|                     | Daily Rate                        | Women's Chorus Room-Daily Rate         | \$100.00 |          |
|                     | Load In/Out Hourly                | Lower Lobby-Load In/Out Hourly         | \$90.00  |          |
|                     | Load In/Out Hourly                | Main Lobby-Load In/Out Hourly          | \$120.00 |          |
|                     | Load In/Out Hourly                | Main Stage Theater-Load In/Out Hourly  | \$210.00 |          |
|                     | Load In/Out Hourly                | Main Stage-Load In/Out Hourly          | \$210.00 |          |
|                     | Load In/Out Hourly                | Studio Theater-Load In/Out Hourly      | \$66.60  |          |
|                     | Load In/Out Hourly                | Upper Lobby-Load In/Out Hourly         | \$90.00  |          |
|                     | Performance Hourly                | Lower Lobby-Performance Hourly         | \$300.00 |          |
|                     | Performance Hourly                | Main Lobby-Performance Hourly          | \$400.00 |          |
|                     | Performance Hourly                | Main Stage Theater-Performance Hourly  | \$700.00 |          |
|                     | Performance Hourly                | Main Stage-Performance Hourly          | \$700.00 |          |
|                     | Performance Hourly                | Studio Theater-Performance Hourly      | \$222.00 |          |
|                     | Performance Hourly                | Upper Lobby-Performance Hourly         | \$300.00 |          |
|                     | Rehearsal Hourly                  | Lower Lobby-Rehearsal Hourly           | \$180.00 |          |
|                     | Rehearsal Hourly                  | Main Lobby-Rehearsal Hourly            | \$240.00 |          |
|                     | Rehearsal Hourly                  | Main Stage Theater-Rehearsal Hourly    | \$420.00 |          |
|                     | Rehearsal Hourly                  | Main Stage-Rehearsal Hourly            | \$420.00 |          |
|                     | Rehearsal Hourly                  | Studio Theater-Rehearsal Hourly        | \$133.20 |          |
|                     | Rehearsal Hourly                  | Upper Lobby-Rehearsal Hourly           | \$180.00 |          |
| Discount (DC)       | Adjustments                       | Courtesy Compensation                  | \$0.00   |          |
|                     | Discount - PAC                    | 10% Promoter Discount                  | \$0.00   |          |
|                     | Discount - PAC                    | 10% Returning Customer Discount        | \$0.00   |          |
|                     | Discount - PAC                    | 20% Current Employee Discount          | \$0.00   |          |
|                     | Discount - PAC                    | 20% Promoter Discount                  | \$0.00   |          |
|                     | Discount - PAC                    | 5% Multi-Day Discount                  | \$0.00   |          |
|                     | Discount - PAC                    | 5% Multi-Year Discount                 | \$0.00   |          |
|                     | Discount - PAC                    | 10% Wedding Package Multi-Day Discount | \$0.00   | New Item |
|                     | Discount - PAC                    | Community Partnership                  | \$0.00   |          |
|                     | Discount - PAC                    | MOA Agreement                          | \$0.00   |          |
|                     | Discount - PAC                    | Presidential Waiver                    | \$0.00   |          |
| Package Orders (PO) | 4-Hour Rate (Base Minimum)        | Suite AB-4 Hour Rate (Base Minimum)    | \$728.00 | \$48.00  |
|                     | 4-Hour Rate (Base Minimum)        | Suite CD-4 Hour Rate (Base Minimum)    | \$492.00 | \$32.00  |
|                     | Additional Hourly Rate (Saturday) | Suite AB-Add'l Hourly Rate (Sat)       | \$182.00 | \$12.00  |
|                     | Additional Hourly Rate (Sun-Fri)  | Suite AB-Add'l Hourly Rate (Sun-Fri)   | \$163.00 | \$10.00  |
|                     | Conference Equipment              | BRIDAL LINEN                           | \$25.00  |          |
|                     | Conference Equipment              | DANCE FLOOR (NON-THEATRICAL)           | \$350.00 |          |
|                     | Conference Equipment              | Guestbook                              | \$20.00  |          |
|                     | Conference Equipment              | PIPE AND DRAPE (white)                 | \$32.00  |          |
|                     | Conference Equipment              | UP-LIGHT                               | \$30.00  |          |
|                     | Daily Rate                        | Conference Foyer-Daily Rate            | \$221.00 | \$6.00   |
|                     | Daily Rate                        | Kitchen-Daily Rate                     | \$201.00 | \$6.00   |
|                     | Fee - Conference Center           | NON-REFUNDABLE ADMINISTRATIVE FEE      | \$99.00  | \$4.00   |
|                     | Furniture - Tables                | 5 FT 1/2 ROUND                         | \$0.00   |          |
|                     | Furniture - Tables                | HIGH BOY                               | \$0.00   |          |
|                     | Furniture - Tables                | RND CAFE TABLE                         | \$0.00   |          |
|                     | Linens - Conference Center        | WHITE HIGH BOY STRETCH                 | \$15.00  |          |
|                     | Linens - Facility                 | WHITE 120"                             | \$18.00  |          |
| Surcharge(s) (SC)   | Surcharge - PAC                   | PAC Holiday Surcharge                  | \$0.00   |          |



# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: 2026 Educational Plant Survey

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The **Educational Plant Survey** is a systematic study and evaluation of existing educational facilities at the College. The survey aids in the determination of future educational plant needs with respect to provision of appropriate facilities for accommodating educational programs and services for students. At least every five years, each Florida college District Board of Trustees arranges for a district-wide educational plant survey pursuant to requirements in Section 9 (d) of Article XII of the State Constitution, as amended, and Section 1013.31, Florida Statutes (F.S.). The purpose of the Plant Survey is to aid in the formulation of plans for housing the educational program, student population, faculty, administrators, staff, and auxiliary and ancillary services of the College for the following five-year period.

**Program Facilities List**, found on page 33 of the Educational Plant Survey, is developed and based on existing inventoried educational programs. The Program Facilities List (PFL) shows existing and new programs allocated between construction and remodeling, based on each site's Capital Outlay Full-Time Equivalent (COFTE). The total of changed or additional space is based on a needs analysis. Projected COFTE is converted to student stations, compared to existing inventory, and the resulting difference (over or under built) is outlined in the Plant Survey under Recommendations.

**DVE 768** is the list of the college's existing and proposed Career and Adult Education Programs approved by the Florida Department of Education. The current SJR State DVE 768 was approved by FDOE on June 5, 2020. The DVE 768 and the Program Facilities List are compared to existing inventory to demonstrate the need for construction of new facilities. Career and Technical programs cannot be included in the Educational Plant Survey unless they are included in DVE 768.

Your approval of the Educational Plant Survey is requested. Please contact me if you have any questions.

Link to the Educational Plant Survey:

<https://www.sjstate.edu/board2026/061726/edu-plant-survey-2026.pdf>

### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: 2027-2028 Capital Improvement Plan

---

The Capital Improvement Plan (CIP) is the college's plan for implementation of building needs funded through the State (PECO, Lottery, General Revenue), Capital Improvement Fees, and Local funds. The CIP also requests authorization for non-state funded projects to use state operating funds. This CIP covers the period from 2027-28 through 2029-30. The CIP only includes projects based on the current Educational Plant Survey recommendations. Not every Plant Survey recommendation is included in the projects listed in the CIP.

Typically, only the top two ranked projects are included in the Florida College Division's Legislative Budget Request for facilities funding. Your approval of the 2027-2028 Capital Improvement Plan is requested.

The list below is a summary of the projects requested in the CIP by order of priority:

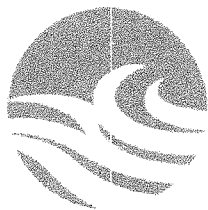
- 1. Renovation, Classroom Building and Workforce Training Center Addition –** Project will provide instructional space for maritime and building trades, including structural steel fabrication & welding; marine, residential, and commercial carpentry, electrical, HVAC, and plumbing; inboard and outboard engine maintenance and repair; generator maintenance and repair; fiberglass repair; painting; and masonry. When completed, approximately 15,400 gross square feet will be remodeled in the existing Classroom Building and an additional 36,584 gross square feet will create crucial space needed for establishing trades programs as our impending lease expires for the Workforce Training Center owned by the Putnam County School District. Total project cost: \$28,773,926. The college is waiting for the final PECO allocation of \$9,386,963.
- 2. College Wide, Building Automation Systems Upgrades –** Project will modernize critical building systems across St. Johns River State College's Palatka, St. Augustine, and Orange Park campuses by upgrading HVAC controls, fire alarm systems, and access control systems. These improvements will enhance campus safety and security, reduce deferred maintenance, and extend the useful life of existing facilities while improving overall operational efficiency. Total project cost: \$5,500,000.

3. **Orange Park Campus, Thrasher-Horne Center Roof Restoration Project** – Project will resolve current and recurring leaks in the original roofing system and restore the roof to a new 20-year warranty standard. The existing roof, installed in 2004, has exceeded its expected service life and continues to require frequent repairs to address active leaks. Without full restoration, the college will continue to experience increasing costs associated with ongoing patching and reactive maintenance. Total project cost: \$1,200,000.
4. **St. Augustine Campus, Site Improvements and Infrastructure Repairs Project** – Project focuses on three areas: site improvement, structural renovations, and parking lots initiatives. Site improvements include storm water/drainage issues, water management and improvements to vehicular access to this campus. Infrastructure repairs include roof restoration and repairs needed for the covered walkways and other outside areas. Parking lot initiatives including the resurfacing parking areas which is crucial for safety, improved appearance, increased life span, and is an efficient way to maintain and improve parking areas across the campus at a lower cost to the College. Total project cost: \$8,893,200.
5. **Renovation St. Augustine Campus with Additions** – Project includes renovation of classroom building and Library with additions to accommodate expansion of Nursing and Health programs as well as site improvements and infrastructure repairs as needed. Total project cost: \$24,074,783. The College has contributed \$2,327,544 in local and Capital Improvement Fees (CIF) funds.
6. **Collegewide, Site Improvements and Infrastructure Repairs** – Project focuses on three areas: site improvements, structural renovations, and campus safety initiatives. Site improvement issues include the repair of roadways and parking lots; installation of new signage; storm water/drainage issues and improvements to vehicular access on all campuses. Collegewide structural renovations include the reroofing of multiple buildings, HVAC/Chiller equipment installations and upgrades and miscellaneous repairs as needed. Collegewide safety initiatives include the integration of door access control, fire, burglar alarms, and monitors in security offices on all campuses. Total Project Cost is: \$29,472,321. The College has contributed \$1,123,349 in Sum-of-Year Digits (SYD) funds and received \$5,947,195 in State Deferred Maintenance funds. The College has received no SYD funding since 2018/19.

Please let me know if I can answer any questions.

Link to the Capital Improvement Plan:

<https://www.sjstate.edu/board2026/061726/capital-impro-plan-2026.pdf>



### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: Accept as Complete the Gymnasium Exterior Painting Project

This is an action item for the Board of Trustees at their meeting on June 17, 2026. During the month of June, Thomas May Construction completed their contract for the exterior painting of the gymnasium on the Palatka campus.

The focus of the project included cleaning, preparing, and refinishing the gymnasium building's exterior surfaces to enhance appearance, durability, and protection. The scope of this work included cleaning all existing brick, exposed concrete, and stucco to remove debris, prep to receive new finish and provide new exterior primer and new paint for the existing 2 story gym building.

I am requesting the Board of Trustees accept this project as complete and approve the final pay application for work completed by Thomas May Construction in the amount of \$2,885.73.

Please let me know if I may answer any questions regarding this recommendation.

Additional supporting documentation will be available for review at the meeting.

# APPLICATION AND CERTIFICATION FOR PAYMENT

|                    |                                                                                                     |                                         |                                                                          |                             |            |                                     |            |
|--------------------|-----------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------------------------------------------------------------|-----------------------------|------------|-------------------------------------|------------|
| <b>TO OWNER</b>    | ST JOHNS RIVER STATE COLLEGE<br>5001 ST. JOHNS AVENUE<br>ATTN: ACCOUNTS PAYABLE<br>PALATKA FL 32177 | <b>PROJECT:</b>                         | SJRSC GYM EXTERIOR PAINTING<br>5001 ST. JOHNS AVENUE<br>PALATKA FL 32177 | <b>APPLICATION NO:</b>      | 3          | <b>Distribution to:</b>             |            |
|                    |                                                                                                     |                                         |                                                                          | <b>PERIOD TO:</b>           | 06/01/2026 |                                     |            |
| <b>FROM</b>        | THOMAS MAY CONSTRUCTION COMPANY VIA ARCHITECT:                                                      | CRG ARCHITECTS PALATKA, INC             | CONTRACT FOR:                                                            | SJRSC GYM EXTERIOR PAINTING |            | <input checked="" type="checkbox"/> | OWNER      |
| <b>CONTRACTOR:</b> | 310 COLLEGE DRIVE<br>ORANGE PARK FL 32065                                                           | 216 A ST. JOHNS AVE<br>PALATKA FL 32177 | <b>CONTRACT DATE:</b>                                                    | 01/21/2026                  |            | <input checked="" type="checkbox"/> | ARCHITECT  |
|                    |                                                                                                     |                                         | <b>PROJECT NOS:</b>                                                      | 03242026                    |            | <input checked="" type="checkbox"/> | CONTRACTOR |
|                    |                                                                                                     |                                         |                                                                          |                             |            | <input type="checkbox"/>            | CONSULTANT |

## CONTRACTOR'S APPLICATION FOR PAYMENT

|                                                                              |            |
|------------------------------------------------------------------------------|------------|
| 1. ORIGINAL CONTRACT SUM                                                     | 113,800.00 |
| 2. Net change by Change Orders                                               | 1,629.30   |
| 3. CONTRACT SUM TO DATE (Line 1+2)                                           | 115,429.30 |
| 4. TOTAL COMPLETED & STORED TO DATE<br>(Column G on detailed sheet)          | 115,429.30 |
| 5. RETAINAGE:                                                                |            |
| a. 0.00 % of Completed Work<br>(Column D + E on detailed sheet)              | 0.00       |
| b. 0.00 % of Stored Material<br>(Column F on detailed sheet)                 | 0.00       |
| Total Retainage (Lines 5a + 5b or<br>Total in Column I of detailed sheet)    | 0.00       |
| 6. TOTAL EARNED LESS RETAINAGE<br>(Line 4 less Line 5 Total)                 | 115,429.30 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT<br>(Line 6 from prior Certificate) | 112,543.57 |
| 8. CURRENT PAYMENT DUE                                                       | 2,885.73   |
| 9. BALANCE TO FINISH, INCLUDING RETAINAGE<br>(Line 3 less Line 6)            | 0.00       |

| CHANGE ORDER SUMMARY                                 | ADDITIONS | DEDUCTIONS |
|------------------------------------------------------|-----------|------------|
| Total Changes approved in<br>Previous month by Owner | 0.00      | 0.00       |
| Total approved this Month                            | 0.00      | 0.00       |
| NET CHANGES by Change Order                          | 1,629.30  | 0.00       |
| TOTAL                                                | 1,629.30  |            |

## CONTRACTOR'S CERTIFICATION OF WORK

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

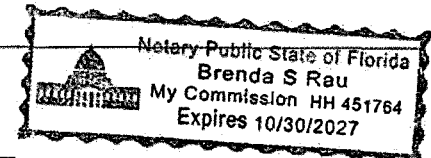
CONTRACTOR: Thomas May Construction Company Date: 05/28/2026

State of: FLORIDA County of: CLAY

Subscribed and sworn to before me this 28TH day of MAY, 2026  
PERSONALLY KNOWN TO ME

Notary Public: Brenda S. Rau

My Commission Expires: OCTOBER 30, 2027



## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising the above application, the Architect certifies to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED.....\$

(Attach explanation if amount certified differs from amount applied for). Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is non negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor on this Contract.

CONTINUATION SHEET

Schedule of Work Completed

APPLICATION NO: 3

APPLICATION DATE: 06/01/2026

PERIOD TO: 06/01/2026

ARCHITECT'S PROJECT NO: 03242026

| A              | B                             |                   |                   | E           | F               | G                 |               |            | I         |
|----------------|-------------------------------|-------------------|-------------------|-------------|-----------------|-------------------|---------------|------------|-----------|
| Item           | Description of                | Scheduled         | From Previous     | Work Com    | Stored          | Total Completed   | %             | Balance to | Retainage |
| No.            | Wor                           | Value             | Applications      | This Period | Materials       | & Stored to Date  | (G/C)         | Finish     |           |
|                |                               |                   |                   |             | (Not in D or E) | (D+E+F)           |               | (C-G)      |           |
| 1              | MOBILIZATION                  | 4,000.00          | 4,000.00          |             |                 | 4,000.00          | 100.00        |            |           |
| 2              | GENERAL CONDITIONS            | 32,800.00         | 32,800.00         |             |                 | 32,800.00         | 100.00        |            |           |
| 3              | BONDS / INSURANCE             | 3,700.00          | 3,700.00          |             |                 | 3,700.00          | 100.00        |            |           |
| 4              | MISC DEMOLITION               | 1,000.00          | 1,000.00          |             |                 | 1,000.00          | 100.00        |            |           |
| 5              | SEEDING                       | 750.00            | 750.00            |             |                 | 750.00            | 100.00        |            |           |
| 6              | CARPENTRY/STUCCO REPAIRS      | 11,020.00         | 11,020.00         |             |                 | 11,020.00         | 100.00        |            |           |
| 7              | PAINTING                      | 46,900.00         | 46,900.00         |             |                 | 46,900.00         | 100.00        |            |           |
| 8              | OH & P                        | 13,630.00         | 13,630.00         |             |                 | 13,630.00         | 100.00        |            |           |
| 9              |                               |                   |                   |             |                 |                   |               |            |           |
| 10             |                               |                   |                   |             |                 |                   |               |            |           |
| 11             | CHANGE ORDER #001             |                   |                   |             |                 |                   |               |            |           |
| 12             | COP #1 - FASCIA/SOFFIT REPAIR | 1,098.00          | 1,098.00          |             |                 | 1,098.00          | 100.00        |            |           |
| 13             | COP #2 - REPAIR DRYWALL DAM   | 531.30            | 531.30            |             |                 | 531.30            | 100.00        |            |           |
| <b>Totals:</b> |                               | <b>115,429.30</b> | <b>115,429.30</b> |             |                 | <b>115,429.30</b> | <b>100.00</b> |            |           |

WAIVER AND RELEASE OF LIEN  
UPON FINAL PAYMENT

The undersigned lienor, in consideration of the final payment  
in the amount of \$ 2,885.73 , hereby waives and releases  
its lien and right to claim a lien for labor, services or  
materials furnished to THOMAS MAY CONSTRUCTION COMPANY on the  
project for ST. JOHNS RIVER STATE COLLEGE , for the  
(Owner of Property)

following described property:

Project: SJRSC EXTERIOR PAINTING GYM PALATKA CAMPUS JOB #26014

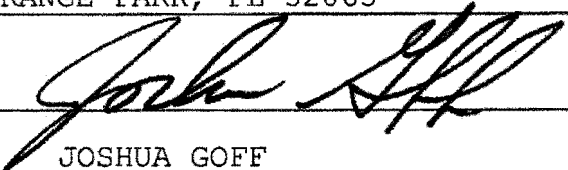
Location: 5001 ST. JOHNS AVENUE PALATKA, FL. 32177

This waiver and release does not cover any retention of labor,  
services, or materials furnished after the date specified.

Dated on 05/28 20 26 THOMAS MAY CONSTRUCTION COMPANY  
(Lienor's Name)

310 COLLEGE DRIVE  
(ADDRESS)

ORANGE PARK, FL 32065

By: 

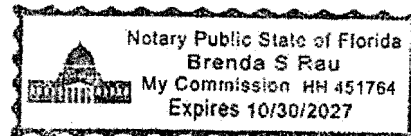
Name: JOSHUA GOFF

Title: VICE-PRESIDENT

Sworn to and subscribed before me on this:

28th day of MAY A.D., 20 26

Brenda S. Rau  
(Notary Public)



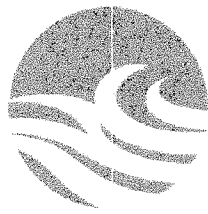
My Commission Expires: OCTOBER 30, 2027

Personally known to me: X

Produced Identification:

Driver's License #

Note: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.



# ST. JOHNS RIVER

## S T A T E C O L L E G E

### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: Accept as Complete the Volleyball Court Project

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This is an action item for the Board of Trustees at their meeting on June 17, 2026. During the month of June, Sand Court Experts completed their contract for the competition beach volleyball courts project on the Palatka Campus.

The scope of this project included all labor, equipment, and materials to construct four (4) beach volleyball courts including custom nets, lines, antennas, pole pads, sand drainage per pipe, rock, four (4) Monson Poles system, concrete sitting border and a rinse station per competition requirements.

I am requesting the Board of Trustees accept this project as complete and approve the final invoice for work completed by Sand Court Experts in the amount of \$94,173.04.

Please let me know if I may answer any questions regarding this recommendation.

Additional supporting documentation will be available for review at the meeting.

INVOICE

Sand Court Experts  
35816 Pinegate Trl  
Eustis, FL 32736-8337

butch@sandcourtextperts.com  
+1 (352) 267-1670  
www.sandcourtextperts.com



#771 St Johns River  
Bill to  
St Johns River  
5001 St Johns Ave  
Palatika, Florida 32177

Ship to  
St Johns River  
5001 St Johns Ave  
Palatika, Florida 32177

Invoice details  
Invoice no.: 828-3  
Terms: Due on receipt  
Invoice date: 06/02/2026

| Description            | Amount      |
|------------------------|-------------|
| Final Draw (4) Payment | \$94,173.04 |
| Total                  | \$94,173.04 |

Ways to pay

BANK

View and pay



# ST. JOHNS RIVER

## S T A T E C O L L E G E

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### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: Change Order #003 to Scherer Construction Contract

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This is an action item for the Board of Trustees at their meeting on June 17, 2026. Change Order #003 will be executed, after the Board meeting, by the College to the Scherer Construction contract for the Remodel and Additions to the FloArts Building on the Palatka campus.

Change Order #003 is a deductive change order in the amount of \$470,187.36. This change order includes

- Deductions to the contract include reduction in structural steel bracing (22,492.38), deletion of concrete stairs/handrails to provide an ADA compliant sidewalk (6,185.51), non-performance of preliminary test and balance prior to demolition (9,537.05), owner direct purchases sales tax savings (\$32,834.95), painting reimbursement for exterior building (\$10,294.24) owner direct purchase orders (\$688,817.91) Total deductions \$770,629.09
- Increases to the contract include unforeseen conditions (\$98,820.17), correcting/modifying existing conditions (\$34,183.46), ADA compliance (\$4,960.27), design (\$11,390.45), mold remediation (\$7,529.68), owner direct purchases (\$143,557.70), Total increases \$300,441.73.

I am requesting the Board of Trustees approve deductive Change Order #003 for the FloArts project.

Please let me know if I may answer any questions regarding this recommendation.

Additional supporting documentation will be available for review at the meeting.

Link to the Change Order #003:

<https://www.sjstate.edu/board2026/061726/change-order-0003-floarts.pdf>



### MEMORANDUM

TO: Dr. Melanie Brown, Chief Operating Officer and Senior Vice President

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Information Item: Change Order #001 to Thomas May Construction Contract

This is an information item for the Board of Trustees at their meeting on June 17, 2026. Change Order #001 was executed by the College to the Thomas May Construction contract for the Gymnasium Exterior Painting Project on the Palatka campus.

Change Order #001 was an additive change order in the amount of \$1,629.30. This change order included

- 24 feet of fascia and soffit repairs - \$1,098.00
- Repair drywall damage - \$531.30

Please let me know if I may answer any questions regarding this recommendation.

Additional supporting documentation will be available for review at the meeting.

# AIA Document G701 - 2017

## Change Order

|                                                                                                                                     |                                                                                                                    |                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> (Name and address)<br>015ZA04 - SJR State Exterior Painting<br>Gymnasium Project - Palatka Campus<br>Palatka Campus | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: January 21, 2026                   | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 001<br><br>Date: April 27, 2026                               |
| <b>OWNER:</b> (Name and address)<br>St. Johns River State College<br>5001 St. Johns Avenue<br>Palatka, FL 32177                     | <b>ARCHITECT:</b> (Name and address)<br>CRG Architects/Palatka, Inc.<br>216A St. Johns Avenue<br>Palatka, FL 32177 | <b>CONTRACTOR:</b> (Name and address)<br>Thomas May Construction Company<br>310 College Drive<br>Orange Park, FL 32065 |

### THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

COP #1 24 Linear Ft of Fascia and Soffit Repairs - \$1,098.00

COP #2 Repair Drywall Damaged Soffit at NW Soffit/Fascia - \$531.30

Total \$1,629.30

|                                                                          |               |
|--------------------------------------------------------------------------|---------------|
| The original Contract Sum was                                            | \$ 113,800.00 |
| The net change by previously authorized Change Orders                    | \$ 0.00       |
| The Contract Sum prior to this Change Order was                          | \$ 113,800.00 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 1,629.30   |
| The new Contract Sum including this Change Order will be                 | \$ 115,429.30 |

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

CRG Architects/Palatka, Inc.

ARCHITECT (Print name)

SIGNATURE

Joseph C. Kuchmeister, President

PRINTED NAME AND TITLE

4/27/2026

DATE

Thomas May Construction Company

CONTRACTOR (Print name)

SIGNATURE

Keith R. Ward, President/Principal

PRINTED NAME AND TITLE

4/27/2026

DATE

St. Johns River State College

OWNER (Print name)

SIGNATURE

Joe A. Pickens, President

PRINTED NAME AND TITLE

4/27/2026

DATE

**THOMAS MAY CONSTRUCTION COMPANY**  
**310 COLLEGE DRIVE**  
**ORANGE PARK, FL 32065**

**CHANGE ORDER PROPOSAL NO. 1**

Project: SJRC Palatka Paint Exterior Gym  
 Owner: SJRC  
 Architect: CRG Architects  
 TMC Job: 26014  
 Date: 2-Apr-26



| COST<br>CODE | DESCRIPTION          | QTY | UM | UNIT PRICES |        | SUB | EXTENDED TOTALS |       |       | TOTALS |
|--------------|----------------------|-----|----|-------------|--------|-----|-----------------|-------|-------|--------|
|              |                      |     |    | LABOR       | MAT'L  |     | LABOR           | MAT'L | OTHER |        |
| 004-01000    | GENERAL CONDITIONS   |     |    |             |        |     |                 |       |       |        |
| 004-01020    | PROJECT MANAGER      |     | DY | 456.00      |        |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01030    | SUPERINTENDENT       |     | DY | 384.00      |        |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01040    | ASST. SUPERINTENDENT |     | DY | 296.00      |        |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01200    | JOB OFFICE           |     | DY |             |        |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01230    | TOILET FACILITIES    |     | DY |             | 9.35   |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01240    | TEMP. POWER / WATER  |     | DY |             |        |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01270    | DRINKING WATER       |     | DY |             | 1.92   |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01400    | TELEPHONES           |     | DY |             | 9.35   |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01420    | TRAVEL EXPENSES      |     | DY |             | 30.25  |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01470    | CLEAN-UP, PERIODIC   |     | DY | 19.80       | 19.80  |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01540    | EQUIPMENT RENTAL     |     | DY |             | 137.50 |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01590    | FUEL & LUBE          |     | DY |             | 9.90   |     | 0.00            | 0.00  | 0.00  | 0.00   |
| 004-01740    | STORAGE CONTAINERS   |     | DY |             |        |     | 0.00            | 0.00  | 0.00  | 0.00   |

**TOTAL GENERAL CONDITIONS** 0.00 0.00 0.00 0.00

**24 Lineal Ft of Fascia & Soffit Repairs**

|      |                 |   |    |  |  |          |      |      |         |         |
|------|-----------------|---|----|--|--|----------|------|------|---------|---------|
| 6100 | Rough Carpentry | 1 | LS |  |  | 1,098.00 | 0.00 | 0.00 | 1098.00 | 1098.00 |
|      |                 |   | LS |  |  |          | 0.00 | 0.00 | 0.00    | 0.00    |
|      |                 |   | LS |  |  |          | 0.00 | 0.00 | 0.00    | 0.00    |
|      |                 |   | LS |  |  |          | 0.00 | 0.00 | 0.00    | 0.00    |
|      |                 |   | LS |  |  |          | 0.00 | 0.00 | 0.00    | 0.00    |

**SUB TOTALS** 0.00 0.00 1098.00 1098.00

|                 |      |   |  |  |  |  |  |  |  |      |
|-----------------|------|---|--|--|--|--|--|--|--|------|
| SOCIAL SECURITY | 0.16 | % |  |  |  |  |  |  |  | 0.00 |
| LIABILITY INS   | 0.02 | % |  |  |  |  |  |  |  | 0.00 |
| UNEMPLOYMENT    | 0.04 | % |  |  |  |  |  |  |  | 0.00 |
| FRINGE BENEFITS | 0.10 | % |  |  |  |  |  |  |  | 0.00 |
| WORKERS COMP    | 0.36 | % |  |  |  |  |  |  |  | 0.00 |
| SALES TAX       | 0.07 | % |  |  |  |  |  |  |  | 0.00 |

**SUB TOTALS** 0.00 0.00 1098.00 1098.00

|                   |      |   |                        |  |  |  |  |  |  |  |
|-------------------|------|---|------------------------|--|--|--|--|--|--|--|
| OVERHEAD & PROFIT | 0.10 | % | (SUBCONTRACTOR WORK)   |  |  |  |  |  |  |  |
| OVERHEAD & PROFIT | 0.15 | % | (GEN. CONTRACTOR WORK) |  |  |  |  |  |  |  |

**SUB TOTALS** 1098.00

BUILDERS RISK / INSURANCES  
 SURETY BONDS

THOMAS MAY CONSTRUCTION CO. HEREBY RESERVES THE RIGHT  
 TO ADDRESS ANY IMPACTS TO THE CONSTRUCTION SCHEDULE  
 THAT ARE CAUSED, DIRECTLY OR INDIRECTLY, BY THIS CHANGE.

**PROPOSAL TOTAL** 1098.00

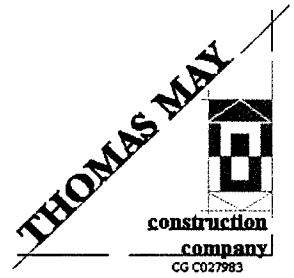
**ADDITIONAL DAYS**

PRICING ON THIS CHANGE ORDER PROPOSAL IS VALID FOR A PERIOD OF 30  
 DAYS FROM THE DATE ABOVE.

**THOMAS MAY CONSTRUCTION COMPANY**  
**310 COLLEGE DRIVE**  
**ORANGE PARK, FL 32065**

**CHANGE ORDER PROPOSAL NO. 2**

Project: SJRC Palatka Paint Exterior Gym  
 Owner: SJRC  
 Architect: CRG Architects  
 TMC Job: 26014  
 Date: 20-Apr-26



| COST<br>CODE | DESCRIPTION          | QTY | UM | UNIT PRICES |        | SUB | EXTENDED TOTALS |       |      | TOTALS |
|--------------|----------------------|-----|----|-------------|--------|-----|-----------------|-------|------|--------|
|              |                      |     |    | LABOR       | MAT'L  |     | LABOR           | MAT'L | SUB  |        |
| 004-01000    | GENERAL CONDITIONS   |     |    |             |        |     |                 |       |      |        |
| 004-01020    | PROJECT MANAGER      |     | DY | 456.00      |        |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01030    | SUPERINTENDENT       |     | DY | 384.00      |        |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01040    | ASST. SUPERINTENDENT |     | DY | 296.00      |        |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01200    | JOB OFFICE           |     | DY |             |        |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01230    | TOILET FACILITIES    |     | DY |             | 9.35   |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01240    | TEMP. POWER / WATER  |     | DY |             |        |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01270    | DRINKING WATER       |     | DY |             | 1.92   |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01400    | TELEPHONES           |     | DY |             | 9.35   |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01420    | TRAVEL EXPENSES      |     | DY |             | 30.25  |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01470    | CLEAN-UP, PERIODIC   |     | DY | 19.80       | 19.80  |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01540    | EQUIPMENT RENTAL     |     | DY |             | 137.50 |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01590    | FUEL & LUBE          |     | DY |             | 9.90   |     | 0.00            | 0.00  | 0.00 | 0.00   |
| 004-01740    | STORAGE CONTAINERS   |     | DY |             |        |     | 0.00            | 0.00  | 0.00 | 0.00   |

*TOTAL GENERAL CONDITIONS*

0.00 0.00 0.00 0.00

**Add to repair drywall damaged soffit at Northwest soffit/fascia per RFI#2**

|        |                 |   |    |  |  |        |      |      |        |        |
|--------|-----------------|---|----|--|--|--------|------|------|--------|--------|
| 6100-S | Rough Carpentry | 1 | LS |  |  | 483.00 | 0.00 | 0.00 | 483.00 | 483.00 |
|        |                 |   | LS |  |  |        | 0.00 | 0.00 | 0.00   | 0.00   |
|        |                 |   |    |  |  |        | 0.00 | 0.00 | 0.00   | 0.00   |

*SUB TOTALS*

0.00 0.00 483.00 483.00

|                 |      |   |  |
|-----------------|------|---|--|
| SOCIAL SECURITY | 0.16 | % |  |
| LIABILITY INS   | 0.02 | % |  |
| UNEMPLOYMENT    | 0.04 | % |  |
| FRINGE BENEFITS | 0.10 | % |  |
| WORKERS COMP    | 0.36 | % |  |
| SALES TAX       | 0.07 | % |  |

0.00 0.00 0.00 0.00 0.00 0.00

*SUB TOTALS*

0.00 0.00 483.00 483.00

|                   |      |   |                        |       |
|-------------------|------|---|------------------------|-------|
| OVERHEAD & PROFIT | 0.10 | % | (SUBCONTRACTOR WORK)   | 48.30 |
| OVERHEAD & PROFIT | 0.15 | % | (GEN. CONTRACTOR WORK) | 0.00  |

*SUB TOTALS*

531.30

BUILDERS RISK / INSURANCES  
 SURETY BONDS

THOMAS MAY CONSTRUCTION CO. HEREBY RESERVES THE RIGHT  
 TO ADDRESS ANY IMPACTS TO THE CONSTRUCTION SCHEDULE  
 THAT ARE CAUSED, DIRECTLY OR INDIRECTLY, BY THIS CHANGE.

**PROPOSAL TOTAL**

**531.30**

**ADDITIONAL DAYS**

PRICING ON THIS CHANGE ORDER PROPOSAL IS VALID FOR A PERIOD OF 30  
 DAYS FROM THE DATE ABOVE.



### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Action Agenda Items June 17, 2026, District Board of Trustees Meeting

---

The following Action items are submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

**ACTION AGENDA ITEMS:**

1. Action to approve Disaster Recovery and Remediation Services contract with Cotton Commercial USA, Inc.
2. Action to approve Disaster Debris Removal and Management Services contract with James W. Turner Construction, LTD.
3. Action to approve Accounts Receivable Write-Offs
4. Action to approve 2026-2027 Student Tuition and Fees
5. Action to approve 2026-2027 Operating Budget-Unrestricted Fund
6. Action to approve 2026-2027 Plant fund Capital Outlay Budget



### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Disaster Recovery and Remediation Services

---

St. Johns River State College (SJR State) issued Request for Proposal RFP-SJR-03-2026 (RFP) for Disaster Recovery and Remediation Services. As a result, there were 4 bids submitted. The Evaluation Committee evaluated all responses in accordance with criteria stated in the RFP. The Evaluation Scoring Meeting took place on May 7, 2026, with a recommendation to award the bid to Cotton Commercial USA, Inc. Therefore, I recommend that the District Board of Trustees of SJR State enter into an agreement with Cotton Commercial USA, Inc., for disaster recovery and remediation services.

The agreement will commence on July 1, 2026, for a period of 3 years. The contract with SJR State and Cotton Commercial USA, Inc. can be extended for an additional 2 years for a cumulative total of 5 years.

Disaster recovery services are critical to the college given the need to make buildings accessible quickly and safely to students, faculty, and other employees. Examples of disaster recovery services are water damage restoration, use of dehumidification equipment, mold removal and abatement, corrosion control for electronics and equipment, fire damage restoration, smoke and odor removal, temporary board-up, emergency power, and temporary roof repairs.



**MASTER SERVICES AGREEMENT**  
**for**  
**RFP-SJR-03-2026 DISASTER RECOVERY AND REMEDIATION SERVICES**

This agreement (hereinafter referred to as the “Agreement” or “Contract”) is made between the District Board of Trustees of St Johns River State College, Florida, a political subdivision of the state of Florida (hereinafter referred to as “SJR State” or “College”) and Cotton Commercial USA, Inc., located at 840 W Sam Houston Parkway North 2<sup>nd</sup> Floor (hereinafter referred to as the “Contractor”), (hereinafter collectively referred to as the “Parties”).

**WHEREAS**, SJR State issued a Request for Proposal (hereinafter referred to as “RFP-SJR-03-2026”) and Contractor was selected as the most responsive and responsible, and;

**WHEREAS**, SJR State wishes to contract with Contractor to provide or deliver disaster recovery and remediation services (hereinafter referred to as the “Services” or “Project”) to SJR State, and;

**WHEREAS**, SJR State and Contractor have caused to be made a part hereto, the following documents, which shall take precedence in the order listed:

- This Agreement
- Exhibit A: Solicitation #RFP-SJR-03-2026
- Exhibit B: Contractor’s Response to RFP-SJR-03-2026

**THEREFORE**, the Parties hereto intending to be bound hereby agree as follows:

- 1. SCOPE OF WORK** – Contractor will provide Services as outlined in RFP-SJR-03-2026, attached as Exhibit A. Contractor warrants that it has, and agrees to perform all services with the professional skills, expertise, and abilities necessary to effectuate the work contemplated by this Agreement, and will perform its obligations under this Agreement in a manner consistent with other contractors performing similar services in Contractor’s industry at the highest level. Should the College wish to engage Contractor to provide services not listed below, a detailed, written addendum to this Agreement shall be executed describing the additional services and any additional protections or conditions applicable.
- 2. CONTRACT TERM** – This Agreement shall commence effective July 1, 2026 and shall extend for a period of three (3) years from that date. This Agreement may, by mutual assent of the Parties, be extended for an additional two (2) year term, up to a cumulative total of five (5) years.

3. **TERMINATION** – Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party. Termination under this clause will not affect any financial obligations incurred prior to termination.
4. **PRICING** – Pricing applicable to this Agreement is provided in Exhibit B, attached hereto, which is fully incorporated by reference as if fully set forth herein. Pricing for work performed that is not covered by the Agreement shall be negotiated by the parties and agreed to in writing prior to the start of the work.
5. **ASSIGNMENT** – Contractor shall not assign (by operation of law, change of control or otherwise) any part of this Agreement without the prior written consent of the College.
6. **GOVERNING LAW AND VENUE** – This Agreement and any disputes hereunder, shall be governed by and construed in accordance with the laws of the State of Florida. Venue and jurisdiction for any action related to this Agreement shall rest in Putnam County, Florida.
7. **FORCE MAJEURE** – In any event that the performance of any covenant(s) of this Contract shall be prevented by an act of God, physical disability, act or regulations of public authorities or labor union labor difficulties, strike, civil tumult, terrorism, war, epidemic, or any other reasons proven beyond their control, the Contractor and SJR State shall respectively be relieved of their obligations stated in this Agreement.
8. **INDEPENDENT CONTRACTOR** – Contractor personnel are and at all times shall remain the employees of the Contractor, an Independent Contractor. The payment of Federal, State, and/or local tax, social security benefits, unemployment compensation tax, and employee compensation, shall be the sole function and responsibility of the Contractor.
9. **SEVERABILITY** – Should any provision of this Agreement be or become invalid, void, illegal or not enforceable, it shall be considered separate and severable from the Agreement and the remaining provisions shall remain in force and be binding upon the parties hereto as though such provision had not been included.
10. **SOVEREIGN IMMUNITY** – The parties hereto acknowledge and agree the College is a political subdivision of the State of Florida. As such, the College's performance under this agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all federal, state, and local laws and regulations and District Board of Trustee Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein. The Parties acknowledge that the College's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein).

**11. INDEMNIFICATION** – Contractor shall indemnify, defend and hold harmless SJR State and its directors, trustees, officers, agents, and employees from all loss, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone arising out of this Agreement or the services covered by this Agreement, or by any act or omission of Contractor or any of its officers, agents, employees, subcontractors, guests, vendors, or third-party contractors.

**12. GRAMM LEACH BLILEY ACT** – Contractor will implement and maintain appropriate safeguards for any customer or student information that comes into its possession as a result of its business relationship with the College as described in this Agreement.

**13. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** – Florida Statute section 1002.225 and FERPA protect the privacy of students’ education records. If Contractor gains possession of records in the process of performing services under this Agreement, Contractor will not use, share or further disclose such records, and Contractor will promptly return records to College.

**14. INSURANCE** – Contractor agrees to procure and maintain, throughout the period of this agreement, insurance as specified under RFP-SJR-03-2026 “Insurance Requirements and Forms” (Exhibit A).

**15. ENTIRE AGREEMENT** – This Agreement constitutes the entire agreement between the Parties, and no addition, modification or amendment hereto shall be effective unless in writing and executed by the parties hereto.

**16. SIGNATURES**

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

**ST JOHNS RIVER STATE COLLEGE**  
**Joe H. Pickens, President**

**COTTON COMMERCIAL USA, INC.**  
**James Scaife, COO**

**Signature:**\_\_\_\_\_

**Signature:**\_\_\_\_\_

**Name:**\_\_\_\_\_

**Name:**\_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_



### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Debris Removal and Management Services

---

St. Johns River State College (SJR State) issued Request for Proposal RFP-SJR-02-2026 (RFP) for Debris Removal and Management Services. As a result, there were 2 bids submitted. However, SJR State was already under contract with one of the bidders, so the remaining bid was awarded to James W. Turner Construction, LTD. Therefore, I recommend that the District Board of Trustees of SJR State enter into an agreement with James W. Turner Construction, LTD, for debris removal and management services.

The agreement will commence on July 1, 2026, for a period of 3 years. The contract with SJR State and James W. Turner Construction, LTD , can be extended for an additional 2 years for a cumulative total of 5 years.



## **CONTINUING SERVICES AGREEMENT**

**for**

### **RFP-SJR-02-2026 DISASTER DEBRIS REMOVAL AND MANAGEMENT SERVICES**

This agreement (hereinafter referred to as the “Agreement” or “Contract”) is made between the District Board of Trustees of St Johns River State College, Florida, a political subdivision of the state of Florida (hereinafter referred to as “SJR State” or “College”) and James W. Turner Construction, LTD., located at 14215 Mary Jane Lane, Tomball, TX 77377 (hereinafter referred to as the “Contractor”), (hereinafter collectively referred to as the “Parties”).

**WHEREAS**, SJR State issued a Request for Proposal (hereinafter referred to as “RFP-SJR-02-2026”) and Contractor was selected as the most responsive and responsible, and;

**WHEREAS**, SJR State wishes to contract with Contractor to provide or deliver disaster debris removal and management services (hereinafter referred to as the “Services” or “Project”) to SJR State, and;

**WHEREAS**, SJR State and Contractor have caused to be made a part hereto, the following documents, which shall take precedence in the order listed:

- This Agreement
- Exhibit A: Solicitation RFP-SJR-02-2026
- Exhibit B: Contractor’s Response to RFP-SJR-02-2026

**THEREFORE**, the Parties hereto intending to be bound hereby agree as follows:

- 1. SCOPE OF WORK** – Contractor will provide Services as outlined in RFP-SJR-02-2026, attached as Exhibit A. Contractor warrants that it has, and agrees to perform all services with the professional skills, expertise, and abilities necessary to effectuate the work contemplated by this Agreement, and will perform its obligations under this Agreement in a manner consistent with other contractors performing similar services in Contractor’s industry at the highest level. Should the College wish to engage Contractor to provide services not listed below, a detailed, written addendum to this Agreement shall be executed describing the additional services and any additional protections or conditions applicable.
- 2. CONTRACT TERM** – This Agreement shall commence effective July 1, 2026 and shall extend for a period of three (3) years from that date. This Agreement may, by mutual assent of the Parties, be extended for an additional two (2) year term, up to a cumulative total of five (5) years.

3. **TERMINATION** – Either party may terminate this Agreement for any reason upon thirty (30) days written notice to the other party. Termination under this clause will not affect any financial obligations incurred prior to termination.
4. **PRICING** – Pricing applicable to this Agreement is provided in Exhibit B, attached hereto, which is fully incorporated by reference as if fully set forth herein. Pricing for work performed that is not covered by the Agreement shall be negotiated by the parties and agreed to in writing prior to the start of the work.
5. **ASSIGNMENT** – Contractor shall not assign (by operation of law, change of control or otherwise) any part of this Agreement without the prior written consent of the College.
6. **GOVERNING LAW AND VENUE** – This Agreement and any disputes hereunder, shall be governed by and construed in accordance with the laws of the State of Florida. Venue and jurisdiction for any action related to this Agreement shall rest in Putnam County, Florida.
7. **FORCE MAJEURE** – In any event that the performance of any covenant(s) of this Contract shall be prevented by an act of God, physical disability, act or regulations of public authorities or labor union labor difficulties, strike, civil tumult, terrorism, war, epidemic, or any other reasons proven beyond their control, the Contractor and SJR State shall respectively be relieved of their obligations stated in this Agreement.
8. **INDEPENDENT CONTRACTOR** – Contractor personnel are and at all times shall remain the employees of the Contractor, an Independent Contractor. The payment of Federal, State, and/or local tax, social security benefits, unemployment compensation tax, and employee compensation, shall be the sole function and responsibility of the Contractor.
9. **SEVERABILITY** – Should any provision of this Agreement be or become invalid, void, illegal or not enforceable, it shall be considered separate and severable from the Agreement and the remaining provisions shall remain in force and be binding upon the parties hereto as though such provision had not been included.
10. **SOVEREIGN IMMUNITY** – The parties hereto acknowledge and agree the College is a political subdivision of the State of Florida. As such, the College's performance under this agreement and any amendments hereto or attachments connected herewith, shall at all times be subject to any and all federal, state, and local laws and regulations and District Board of Trustee Rules which are applicable to the College's operations, commitments and/or activities in furtherance of any terms specified herein. The Parties acknowledge that the College's performance under this Agreement is subject to the provisions and limitations of Section 768.28, F. S. (the provisions and limitations of which are not waived, altered, or expanded by anything herein).

**11. INDEMNIFICATION** – Contractor shall indemnify, defend and hold harmless SJR State and its directors, trustees, officers, agents, and employees from all loss, cost and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by anyone arising out of this Agreement or the services covered by this Agreement, or by any act or omission of Contractor or any of its officers, agents, employees, subcontractors, guests, vendors, or third-party contractors.

**12. GRAMM LEACH BLILEY ACT** – Contractor will implement and maintain appropriate safeguards for any customer or student information that comes into its possession as a result of its business relationship with the College as described in this Agreement.

**13. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)** – Florida Statute section 1002.225 and FERPA protect the privacy of students’ education records. If Contractor gains possession of records in the process of performing services under this Agreement, Contractor will not use, share or further disclose such records, and Contractor will promptly return records to College.

**14. INSURANCE** – Contractor agrees to procure and maintain, throughout the period of this agreement, insurance as specified under RFP-SJR-02-2026 “Insurance Requirements and Forms” (Exhibit A).

**15. ENTIRE AGREEMENT** – This Agreement constitutes the entire agreement between the Parties, and no addition, modification or amendment hereto shall be effective unless in writing and executed by the parties hereto.

**16. SIGNATURES**

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

**ST JOHNS RIVER STATE COLLEGE**  
**Joe H. Pickens, President**

**JAMES W. TURNER CONSTRUCTION, LTD.**  
**James W. Turner, President/CEO**

**Signature:**

---

**Name:**

---

**Title:**

---

**Date:**

---

**Signature:**

---

**Name:**

---

**Title:**

---

**Date:**

---

### MEMORANDUM

TO: Randy Peterson, Vice President for Finance/CFO

FROM: Amy Tincher, Senior Accountant

DATE: June 2, 2026

RE: Write-offs of Accounts Receivable

---

Prior to the closing of each fiscal year, we request approval to write off accounts receivable that are deemed uncollectible. This is required in order to present the accounts receivable balance at a fair value on the College financial statements. SJR State policy dictates that an account is uncollectible if it is over two years old. All accounts written off are over two years old and have gone through the collection agency process without payment. The write-off does not extinguish the debt owed by the student. The student record remains in a hold status, and no future registrations are allowed until the student provides full remuneration. The total write-off request for 2025-2026 is \$98,662.69.

Please place this item on the June Board of Trustees agenda. I will be happy to answer any questions you have.

### 2025-26 Accounts Receivable Write-Offs

|                         |                     |
|-------------------------|---------------------|
| <b>Summary:</b>         |                     |
| <b>Application Fee</b>  | <b>\$ 360.00</b>    |
| <b>Books</b>            | <b>\$ 1,161.10</b>  |
| <b>Loan</b>             | <b>\$ 21,019.50</b> |
| <b>Pell</b>             | <b>\$ 42,761.09</b> |
| <b>Return Check Fee</b> | <b>\$ 250.00</b>    |
| <b>Third Party</b>      | <b>\$ 5,186.34</b>  |
| <b>Tuition</b>          | <b>\$ 18,428.52</b> |
| <b>Veterans</b>         | <b>\$ 9,496.14</b>  |
| <b>Total</b>            | <b>\$ 98,662.69</b> |



### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Action on 2026-2027 Student Tuition and Fees

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The legislature did not accommodate a tuition and fee increase for the fiscal year 2026-2027; therefore, the proposed 2026-2027 Operating Budget does not include any tuition and related fee increases. The attached tuition and fee schedule is presented for Board approval and reflects the adoption of the same rates currently in place for tuition and fees for fiscal year 2025-2026.

Please place this as an agenda item for the June 17, 2026, Board of Trustees Meeting.

## Resident Fees

|                                                     | Current-FY 25-26 | Proposed for-FY 26-27 |
|-----------------------------------------------------|------------------|-----------------------|
| <u>College Credit (Advanced &amp; Professional)</u> |                  |                       |
| Tuition                                             | \$ 78.84         | \$ 78.84              |
| Financial Aid Fee                                   | 3.51             | 3.51                  |
| Student Activity Fee                                | 7.88             | 7.88                  |
| Capital Improvement Fee                             | 11.83            | 11.83                 |
| Technology Fee                                      | 3.94             | 3.94                  |
| Access Fee                                          | 2.00             | 2.00                  |
| Total Credit Hour Rate                              | 108.00           | 108.00                |
| Academic Year Cost (30 Hrs)                         | \$ 3,240.00      | \$ 3,240.00           |
| <u>Baccalaureate</u>                                |                  |                       |
| Tuition                                             | \$ 91.79         | \$ 91.79              |
| Financial Aid Fee                                   | 4.51             | 4.51                  |
| Student Activity Fee                                | 9.18             | 9.18                  |
| Capital Improvement Fee                             | 12.68            | 12.68                 |
| Technology Fee                                      | 4.59             | 4.59                  |
| Access Fee                                          | 2.00             | 2.00                  |
| Total Credit Hour Rate                              | 124.75           | 124.75                |
| Academic Year Cost (30 Hrs)                         | \$ 3,742.50      | \$ 3,742.50           |
| <u>Career &amp; Technical</u>                       |                  |                       |
| Tuition                                             | \$ 69.93         | \$ 69.93              |
| Financial Aid Fee                                   | 3.57             | 3.57                  |
| Capital Improvement Fee                             | 3.50             | 3.50                  |
| Technology Fee                                      | 3.50             | 3.50                  |
| Access Fee                                          | 2.00             | 2.00                  |
| Total Credit Hour Rate                              | 82.50            | 82.50                 |
| Contact Hour Rate                                   | 2.75             | 2.75                  |
| <u>Adult General Education Fees</u>                 |                  |                       |
| Tuition                                             | \$30 per term    | \$30 per term         |

## **Non- Resident Fees**

|                                                            | Current-FY 25-26 | Proposed for-FY 26-27 |
|------------------------------------------------------------|------------------|-----------------------|
| <b><u>College Credit (Advanced &amp; Professional)</u></b> |                  |                       |
| Tuition                                                    | \$ 78.84         | \$ 78.84              |
| Non Resident Fee                                           | 236.69           | 236.69                |
| Financial Aid Fee                                          | 14.20            | 14.20                 |
| Student Activity Fee                                       | 7.88             | 7.88                  |
| Capital Improvement Fee                                    | 33.55            | 33.55                 |
| Technology Fee                                             | 15.78            | 15.78                 |
| Access Fee                                                 | 2.00             | 2.00                  |
| Total Credit Hour Rate                                     | 388.94           | 388.94                |
| Academic Year Cost (30 Hrs)                                | \$ 11,668.20     | \$ 11,668.20          |
| <b><u>Baccalaureate</u></b>                                |                  |                       |
| Tuition                                                    | \$ 91.79         | \$ 91.79              |
| Non Resident Fee                                           | 373.36           | 373.36                |
| Financial Aid Fee                                          | 23.18            | 23.18                 |
| Student Activity Fee                                       | 9.18             | 9.18                  |
| Capital Improvement Fee                                    | 47.24            | 47.24                 |
| Technology Fee                                             | 23.25            | 23.25                 |
| Access Fee                                                 | 2.00             | 2.00                  |
| Total Credit Hour Rate                                     | 570.00           | 570.00                |
| Academic Year Cost (30 Hrs)                                | \$ 17,100.00     | \$ 17,100.00          |
| <b><u>Career &amp; Technical</u></b>                       |                  |                       |
| Tuition                                                    | \$ 69.93         | \$ 69.93              |
| Non Resident Fee                                           | 209.79           | 209.79                |
| Financial Aid Fee                                          | 14.55            | 14.55                 |
| Capital Improvement Fee                                    | 13.99            | 13.99                 |
| Technology Fee                                             | 13.99            | 13.99                 |
| Access Fee                                                 | 2.00             | 2.00                  |
| Total Credit Hour Rate                                     | 324.25           | 324.25                |
| Contact Hour Rate                                          | 10.81            | 10.81                 |
| <b><u>Adult General Education Fees</u></b>                 |                  |                       |
| Tuition                                                    | \$30 per term    | \$30 per term         |

### MEMORANDUM

TO: Joe Pickens, President

FROM: Randy Peterson, Vice President/CFO

DATE: June 8, 2026

RE: Action on 2026-27 Operating Budget – Unrestricted Current Fund

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The College Administration has worked collaboratively to build an operating budget for the 2026-27 fiscal year. The budget was developed under the following major assumptions:

- General Appropriations to the college will increase by \$320,828 based upon the state budget approved by the state legislature.
- PIPELINE funding and expenditures will decrease by \$281,195 based upon the state budget approved by the state legislature.
- Student FTE up from the 2025-26 projection of 4,871 to 5,344 in fiscal year 2026-27.
- No tuition rate increases.
- Across-the-board salary increase for non-bargaining unit employees of 3.0% with a minimum of \$1,500. Estimated cost is \$525,000. Bargaining unit employee salaries will remain the same as no agreement has been reached with the faculty's bargaining team.
- A 3.0% increase to the hourly pay rate for eligible permanent part-time employees. Estimated cost to be \$37,000.
- No change to the State Group Health Insurance premiums. However, there is a budget increase of approximately \$725,000 due to the delay by the Florida Legislature in passing a budget last year, causing the college to use existing rates in the budget calculation for the board to fulfill its requirement of approving a budget at the June 2025 board meeting.
- No change to the Florida Retirement System rates.
- A net of 7 new employee positions added. Approximate cost is \$285,000.
- Deferred Maintenance transfer to fund 7 of \$500,000.

The budget process involved input from approximately 90 departments and periodic Executive Management Team meetings from February to May. A board budget workshop was conducted in May to share information and enable feedback from Board members.

The budget shows an overall increase in revenue of \$871,143 primarily due to the increase in tuition and fees of \$869,314, the increase in state appropriations of \$324,024, offset by a decrease in interest earnings of \$157,300, and a decrease in Pipeline funding of \$158,195. Salaries and Benefits increased \$2.1 million largely due to an increase of \$525,000 for salary increases, \$725,000 for State Group Health Insurance premiums, \$350,000 increase due to compensated absence and retirement payouts, and \$285,000 for a net of 7 new employee positions added. Operating expenses show a decrease of \$27,108.

Capital outlay expenditures are down \$2,217,693 due to a \$2,017,037 reduction in Pipeline funded capital expenditures and a \$200,654 reduction in traditional fund 1 capital expenditures. Transfers to other funds show a decrease of \$6.85 million due to the elimination of the transfer for the Flo Arts Renovation.

The bottom line shows an excess of revenues over expenses of \$419,255. This will enable the College to have adequate carry-forward funds for future needs and projects.

The Board is required to adopt an operating budget in June each year, with the College submission deadline to the Florida College System Budget Office of no later than June 30, 2026.

Please place this item on the June Board agenda. I will be happy to answer any questions you have on this proposed operating budget.

| <b>St. Johns River State College</b><br><b>Revenue Budget</b><br><b>Fiscal Year 2026-27</b> |                                        |                                         |                          |                           |
|---------------------------------------------------------------------------------------------|----------------------------------------|-----------------------------------------|--------------------------|---------------------------|
|                                                                                             | <b>FY 25-26<br/>Current<br/>Budget</b> | <b>Proposed<br/>FY 26-27<br/>Budget</b> | <b>Amount<br/>Change</b> | <b>Percent<br/>Change</b> |
| <b>STUDENT FEES:</b>                                                                        |                                        |                                         |                          |                           |
| Resident Tuition                                                                            | \$ 10,510,277                          | \$ 11,083,795                           | \$ 573,518               | 5.46%                     |
| Non-Resident Tuition                                                                        | 646,436                                | 654,699                                 | 8,263                    | 1.28%                     |
| Other Fees                                                                                  | 2,305,818                              | 2,593,351                               | 287,533                  | 12.47%                    |
| <b>TOTAL STUDENT FEES</b>                                                                   | <b>13,462,531</b>                      | <b>14,331,845</b>                       | <b>869,314</b>           | <b>6.46%</b>              |
| <b>STATE SUPPORT:</b>                                                                       |                                        |                                         |                          |                           |
| College Program Fund                                                                        | 31,628,449                             | 31,949,277                              | 320,828                  | 1.01%                     |
| Lottery Funds                                                                               | 4,348,523                              | 4,348,523                               | -                        | 0.00%                     |
| Performance Funding                                                                         | 345,619                                | 348,815                                 | 3,196                    | 0.92%                     |
| Subtotal-State Approp.                                                                      | 36,322,591                             | 36,646,615                              | 324,024                  | 0.89%                     |
| Other                                                                                       | 2,108,767                              | 1,950,572                               | (158,195)                | -7.50%                    |
| <b>TOTAL STATE SUPPORT</b>                                                                  | <b>38,431,358</b>                      | <b>38,597,187</b>                       | <b>165,829</b>           | <b>0.43%</b>              |
| <b>OTHER REVENUES:</b>                                                                      |                                        |                                         |                          |                           |
| Interest Earnings                                                                           | 1,334,300                              | 1,177,000                               | (157,300)                | -11.79%                   |
| Sales & Services                                                                            | 19,000                                 | 19,000                                  | -                        | 0.00%                     |
| Transfers In                                                                                | 209,000                                | 200,000                                 | (9,000)                  | -4.31%                    |
| Miscellaneous                                                                               | 51,500                                 | 53,800                                  | 2,300                    | 4.47%                     |
| <b>TOTAL OTHER</b>                                                                          | <b>1,613,800</b>                       | <b>1,449,800</b>                        | <b>(164,000)</b>         | <b>-10.16%</b>            |
| <b>Grand Total Revenues</b>                                                                 | <b>\$ 53,507,689</b>                   | <b>\$ 54,378,832</b>                    | <b>\$ 871,143</b>        | <b>1.63%</b>              |

|                                      |                                    |                                         |                          |                           |
|--------------------------------------|------------------------------------|-----------------------------------------|--------------------------|---------------------------|
| <b>St. Johns River State College</b> |                                    |                                         |                          |                           |
| <b>Budget Summary</b>                |                                    |                                         |                          |                           |
| <b>Fiscal Year 2026-27</b>           |                                    |                                         |                          |                           |
|                                      |                                    |                                         |                          |                           |
|                                      |                                    |                                         |                          |                           |
|                                      |                                    |                                         |                          |                           |
|                                      |                                    |                                         |                          |                           |
|                                      | <b>FY 25-26 Current<br/>Budget</b> | <b>Proposed<br/>FY 26-27<br/>Budget</b> | <b>Amount<br/>Change</b> | <b>Percent<br/>Change</b> |
| Revenue                              | \$ 53,507,689                      | \$ 54,378,832                           | \$ 871,143               | 1.6%                      |
| Salaries and Benefits                | 39,489,037                         | 41,548,520                              | 2,059,483                | 5.2%                      |
| Operating Expenses                   | 11,118,981                         | 11,091,873                              | (27,108)                 | -0.2%                     |
| Capital Outlay                       | 3,036,877                          | 819,184                                 | (2,217,693)              | -73.0%                    |
| Transfers to Other Funds             | 7,350,000                          | 500,000                                 | (6,850,000)              | -93.2%                    |
| Total Expenditures                   | 60,994,895                         | 53,959,577                              | (7,035,318)              | -11.5%                    |
| Net Operating Surplus (Deficit)      | \$ (7,487,206)                     | \$ 419,255                              | \$ 7,906,461             | -105.6%                   |



### MEMORANDUM

TO: Randy Peterson, Vice President for Finance/CFO

FROM: Terry Thomas, AVP of Facilities, Planning and Capital Projects

DATE: June 17, 2026

RE: Action Item: 2026-27 Plant Fund Capital Outlay Budget

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The Board is directed by statutes to approve two budgets. The Operating Budget authorizes funds for the general operation of college business while the Capital Outlay Budget authorizes expenditures for capital projects and large equipment items. Frequently, capital projects overlap years, and there is always significant carry-forward funding due to projects in progress. The current year is no exception.

The Capital Outlay budget includes the following new revenue sources:

- Capital Improvement Fees - \$1,300,000
- College Funds: Deferred Maintenance (Fund 1 to Fund 7 Transfer) - \$500,000
- College Funds: Rem/Add FloArts Bldg. (Fund 1 to Fund 7 Transfer) - \$1,000,000
- Other Sources (License Tag Allocations & Proceeds from sale of assets) - \$141,000

In addition to the new revenue sources, the College is estimating carry-forward of \$27,996,263 in funds from current projects. The major projects for the upcoming fiscal year include:

- College-wide Academic and Student Technology projects
- College-wide Infrastructure and Site Improvements
- Rem/Add FloArts Building
- Deferred Maintenance Projects
- Renovation, Classroom Building T and Workforce Center Addition

Even though College needs are much greater than this list, administration will work collaboratively to both identify and allocate capital funding to the most critical projects first. We appreciate your consideration of this budget.

Please place this item on the June Board agenda. I will be happy to answer any questions you have on this matter.

Attachment (1)

| <b>REVENUE BUDGET</b>                                            | <b>2026-27<br/>BUDGET</b> |
|------------------------------------------------------------------|---------------------------|
| Capital Outlay & Debt Service (CO&DS)                            | \$ 140,000                |
| Capital Improvement Fee                                          | 1,300,000                 |
| College Funds: Rem/Add FloArts Building (Fund 1/Fund 7 Transfer) | 1,000,000                 |
| College Funds: Deferred Maintenance (Fund 1/Fund 7 Transfer)     | 500,000                   |
| Sub-Total                                                        | 2,941,000                 |
|                                                                  |                           |
| Proceeds from Sale of Assets                                     | 1,000                     |
|                                                                  |                           |
| <b>2026-27 Carry Forward Budget Total</b>                        | <b>\$ 2,941,000</b>       |
|                                                                  |                           |
| <b>2025-26 Carry Forward Budget Total</b>                        | <b>27,996,263</b>         |
|                                                                  |                           |
| <b>Total Resources Available</b>                                 | <b>\$30,937,263</b>       |
|                                                                  |                           |
| <b>EXPENDITURE BUDGET</b>                                        |                           |
| <b>Capital Outlay &amp; Debt Service</b>                         |                           |
| Furniture Replacement                                            | \$3,761                   |
| C/W Roof Repairs                                                 | 56,853                    |
| PAC Storm Water Master Plan                                      | 50,000                    |
| Contingency/Unallocated                                          | 759,115                   |
|                                                                  | <b>\$869,729</b>          |
| <b>Capital Improvement Fee</b>                                   |                           |
| PAC Remodel/Additon to FloArts Building                          | \$268,250                 |
| Classroom Equipment – Learning Resources                         | 20,097                    |
| Academic Departmental Capital Equipment Needs                    | 17,355                    |
| C/W Carpet Replacement                                           | 15,192                    |
| Technology Refresh 2025-26                                       | 280,062                   |
| SAC, Bldg. C Auditorium/Classrooms Furniture                     | 350,000                   |
| Contingency/Unallocated                                          | 3,337,614                 |
|                                                                  | <b>\$4,288,571</b>        |
| <b>Capital Improvement Fee – PSAV</b>                            |                           |
| Contingency/Unallocated                                          | \$54,435                  |
|                                                                  | <b>\$54,435</b>           |
| <b>Sale of Assets</b>                                            |                           |
| Sale of Assets Expense                                           | \$4,575                   |
| Miscellaneous Projects                                           | 11,497                    |
| Contingency/Unallocated                                          | 41,804                    |
|                                                                  | <b>\$57,875</b>           |
| <b>Local-Transfers</b>                                           |                           |
| PAC Remodel/Addition to the FloArts Building                     | \$3,987,344               |
| PAC Administration Building Ren/Rem                              | 2,250                     |
| Tree Campus                                                      | 4,021                     |
| Facilities Planning                                              | 385                       |
| Contingency/Unallocated                                          | 25,770                    |
|                                                                  | <b>\$4,019,770</b>        |

| EXPENDITURE BUDGET                                              |                     |
|-----------------------------------------------------------------|---------------------|
| <b>Local-Deferred Maintenance</b>                               |                     |
| C/W Sidewalk Repairs                                            | \$4,573             |
| C/W Miscellaneous Maintenance Projects                          | 1,769,336           |
| C/W Elevator Upgrades                                           | 64,376              |
| PAC Miscellaneous (Beautification)Maintenance                   | 445,931             |
| Gymnasium Projects, Palatka                                     | 413,948             |
| Contingency/Unallocated                                         | 1880                |
|                                                                 | <b>\$2,700,045</b>  |
| <b>Deferred Maintenance (HEERF)</b>                             |                     |
| PAC Library Restroom/Window Wall System, ADA/Life Safety        | \$1,067             |
|                                                                 | <b>\$1,067</b>      |
| <b>Public Education Capital Outlay (PECO)</b>                   |                     |
| Ren/Add Classroom Building and Workforce Center Addition (PECO) | \$18,945,772        |
|                                                                 | <b>\$18,945,772</b> |
|                                                                 |                     |
| <b>Capital Outlay Expenditure Budget Total</b>                  | <b>\$30,937,263</b> |

## MEMORANDUM

TO: Joe Pickens, J.D.  
College President

FROM: Edward P. Jordan, Ph.D.  
Vice President for Academic and Student Affairs

DATE: May 29, 2026

RE: Action and Information Agenda Items – June 17, 2026, District Board of Trustees Meeting

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The following items are submitted for the Board of Trustees' consideration at the June 17, 2026, meeting:

### Action

- Approval of the 2026-2027 SJR State Catalog/Handbook

### Information

- Adult Education General Education Diploma (GED) Graduation  
Thursday, June 11, 2026, 6:00 pm  
Mt. Tabor First Baptist Church, Palatka
- Practical Nursing (PN) Pinning Ceremony  
Thursday, June 18, 2026, 11:00 am  
Thrasher-Horne Center, Orange Park Campus
- Florida School of the Arts Graduation  
Friday, June 19, 2026, 5:00 pm  
Thrasher-Horne Center, Orange Park Campus
- Basic Law Enforcement Graduation  
Monday, June 22, 2026, 7:00 pm  
Thrasher-Horne Center, Orange Park Campus

- Associate of Science in Nursing (ASN) Pinning Ceremony  
Thursday, August 8, 2026, 2:00 pm  
Thrasher-Horne Center, Orange Park Campus

Link to the SJR State 2026-2027 Catalog/Handbook:

<https://www.sjstate.edu/board2026/061726/catalog-handbook-2026-27.pdf>