

**2023-2024 Articulation Agreement Between  
Eligible Home Education 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 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 <http://www.fldoe.org/articulation/pdf/DEList.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 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 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.

*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 <http://www.sjrstate.edu/forms/dualprinciples.pdf> and Appendix 2) 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 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 accommodations 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:* Home School Dual Enrollment students will work with their parent/guardian and the Dual Enrollment Office to determine an appropriate course load. Dual Enrollment students may take a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) dual enrollment credit hours in the spring term, and six (6) to eight (8) Dual Enrollment credit hours (a maximum of 2 courses) in 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.

*H. Final Course Grades:* Students may view their final course grades through SJR State’s online portal, MySJRstate, on the Dual Enrollment tab at [mysjrstate.sjrstate.edu](http://mysjrstate.sjrstate.edu)

*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 <http://www.sjrstate.edu/academcal.html>

*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 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 (<http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.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.sjrstatedu/pdfs/Principles\\_Participation.pdf](https://www.sjrstatedu/pdfs/Principles_Participation.pdf)) 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 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.sjrstatedu/pdfs/DE\\_enrollment\\_dates.pdf](https://www.sjrstatedu/pdfs/DE_enrollment_dates.pdf)), 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 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 also available online on the Student Services website at <http://www.sjrst.edu/catalog.html>

*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 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:**

*A. 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.).

*B. Student Records:* Students may view their unofficial transcript through SJR State's online portal, MySJRstate on the Dual Enrollment tab at [mysjrst.edu](http://mysjrst.edu).

## **11 Responsibility for Costs:**

*A. 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 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 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.

*B. Transportation:* Transportation is the responsibility of the home education student.

*C. Disability Services:* As required by law, students with disabilities must receive appropriate accommodations. SJR State will be responsible for the cost of providing the necessary accommodations for courses taken on SJR State campuses. Students with disabilities will be responsible for providing appropriate documentation so that accommodations can be provided. Students are responsible for contacting the SJR State Disabilities Office to receive their accommodations for both on campus and online courses.

***D. 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.



### **2023-2024 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 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.
  - Students are not permitted to re-take courses in which they have earned a grade of “C” or higher.
  - 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.
  - 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.
  - Withdrawal (“W”) from a course will be listed on the student’s permanent college transcript.
  - College credits earned through the dual enrollment program will be recorded on both the student’s high school transcript and SJR State transcript.
  - 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.
  - 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.
  - 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.
  - 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.
  - The depth, breadth, rigor, and pace of college courses will be at the college level and will not be “brought down” to the high school level to accommodate variations in student age and maturity. The course material in these classes may reflect topics not typically included in secondary courses, which some parents may object to for “minors.”
  - 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.
  - Dual enrollment at the high school site will follow the same standards as courses offered on SJR State’s college campuses.
  - 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.

- 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:
  - 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.
  - Students need to have the ability to log in to MySJRState, 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.
  - Students who do not log in to their online course within the first week, may be dropped from the course for non-attendance.
  - Students with disabilities need to provide documentation to SJR State's Advising Office, 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.
  - 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.
  - Students are responsible for ordering/paying for their college transcript once they have graduated from high school.
  - 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.
  - 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.
  - 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, a maximum of ten (10) Dual Enrollment credit hours in the fall term, ten (10) dual enrollment credit hours in the spring term, and six (6) to eight (8) Dual Enrollment credit hours (a maximum of 2 courses) in the summer term. Early Admission Dual Enrollment students must take a minimum of twelve (12) and maximum of sixteen (16) Dual Enrollment credit hours each fall and spring term.

- Dual enrollment students are eligible for a total of 3 years' worth of service. For example, if a student began the program in the Fall semester, they would end in the summer semester (start Fall 2018, student would finish Summer 2021). Dual enrollment students are limited to 9 semesters of dual enrollment.
- Dual enrollment students need to understand the eligibility requirements listed below:
  - Students whose unweighted high school GPA drops below 3.0 and college GPA drops below 2.0 will lose eligibility for 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, including when the progress of other students or the efficient administration of the course is hindered.
  - Students sentenced to disciplinary action from the high school may lose eligibility for dual enrollment at the high school site, due to excessive absences.
  - Students with excessive absences, at the high school, college or online, may be withdrawn from the course by instructor.
  - 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.
  - 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, 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 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



## DUAL ENROLLMENT & EARLY COLLEGE PROGRAM

## 2023-2024 Dual Enrollment Articulation Agreement Execution Between Home Education Students and Parents and St. Johns River State College

The student and the parent/guardian of the home 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 program to St. Johns River State College. By signing the SJR State Dual Enrollment application and Home School 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.

Home Education Student Name (Please print)

Date of High School Graduation

Student (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Director of Dual Enrollment (Signature) Date

VP for Academic Affairs (Signature)      Date



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