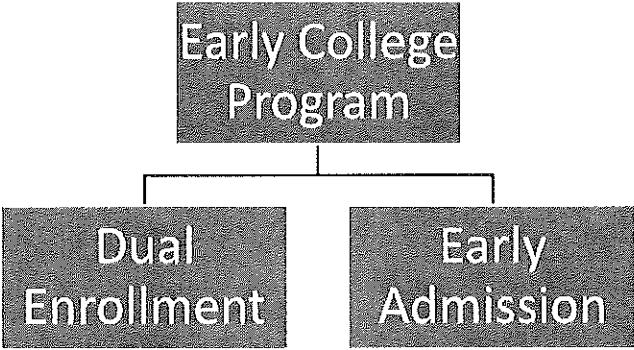


**EARLY COLLEGE
PROGRAM MANUAL &
ARTICULATION AGREEMENT**



**HOME SCHOOL
&
STATE COLLEGE OF FLORIDA,
MANATEE-SARASOTA**

2023-2024

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Home Education Early College Articulation Agreement

This agreement is made in accordance with: 1007.271, F.S. (Dual enrollment programs); 1007.27, F.S. (Articulated acceleration mechanisms); 1002.41, F. S. (Home education programs)

General Requirements

Definitions

Early College is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. College-preparatory instruction and other forms of pre-collegiate instruction such as developmental coursework and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity are ineligible for inclusion in the dual enrollment program.

Program

A. Home Education Program Student Eligibility

A student interested in dual enrollment at SCF must meet the following criteria:

1. SCF Early College Deadlines:
 - a. Summer/Fall Deadline: May 15th
 - b. Spring Deadline: December 1st

All paperwork and course registration must be completed by the deadline. After the deadline, holds will be placed on student accounts.

The student should be enrolled in a secondary curriculum program. Written verification from the county office is required.

2. The student must demonstrate placement test scores (ACT, SAT, CPT, PERT) for entrance into college courses. SCF defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading. Students who wish to enroll in dual enrollment will be required to place into college-level English **and** Reading **and/or** Mathematics in order to be eligible for the dual enrollment program.

B. SCF Placement Testing Policy

Dual Enrollment students may take the SCF Placement Test only one time per semester and at most two times per calendar year.

SEMESTER ENROLLMENT ELIGIBILITY		
Fall Semester Testing	Spring Semester Testing	Summer Semester Testing
Enrollment <i>following Spring semester</i>	Enrollment <i>following Fall semester</i>	Enrollment <i>following Spring semester</i>

College Level English

ACT: 17+ (and Reading 19+)

PERT: 103+ (and Reading 106+)

SAT scores: 25+

College Level Math

ACT: 21+

PERT: 123+

SAT scores: 27+

****Please note math scores above meet the minimum college-level math requirement—higher scores are required for upper-level math courses.***

College Level Reading

Required for all courses excluding Math

ACT: 19+

PERT: 106+

SAT scores: 24+

Students must satisfy the college preparatory testing requirements of 1008.30, F.S. and Rule 6A-10.0315, F.A.C. Within the dual enrollment program, students must satisfy this requirement with an appropriate test score on the tests listed above.

Only college credit level classes will be considered part of the dual enrollment program. This excludes any non-credit or developmental (remedial) courses, private music lessons and physical education courses. If a student chooses to take courses below college level (remedial), this will not qualify them for entrance into the dual enrollment program. Students will be required to retest and successfully place into college level courses by meeting SCF qualifying scores as reflected on the ACT, SAT, or PERT.

Students must demonstrate readiness for college-level coursework if the student is to be enrolled in college courses. Students must demonstrate readiness for career-level coursework if the student is to be enrolled in career courses.

C. Dual Enrollment Student Eligibility

Home education students who meet the dual enrollment criteria are eligible to take three courses per semester with no more than 11 credits. Students may take full-term (16-week period) classes in the Fall semester and the Spring semester under the Early College program. Students must enroll in courses at SCF that are creditable toward a degree or certificate program after completion of an SCF online orientation program. The online orientation will be sent to the student's SCF email for completion.

D. Early Admission Eligibility

Home education students who meet the dual enrollment criteria are eligible to participate in the SCF Early Admission Program to complete their senior year (two-semesters) at the SCF. Through this program, home education students must maintain full-time status, which is a minimum of 12 credit hours up to a maximum of 15 credit hours Fall and Spring terms only. Students may take

full-term (16-week period) classes in the Fall semester and the Spring semester under the Early College program. Students must enroll in courses at SCF that are creditable toward a degree or certificate program after completion of an SCF online orientation program. The online orientation will be sent to the student's SCF email for completion.

E. Length of Dual Enrollment

Home Education students must be at a 10th grade level to participate in the Early College program at SCF. Students may participate in Dual Enrollment/Early Admissions for up to three (3) academic years. For the purposes of dual enrollment, a student may be no older than 19 at the date of graduation. The original Early College admissions application graduation date cannot be adjusted on the student's record. The graduation date is final with SCF even if the student changes the graduation date with the county. In addition, students must meet all other GPA, qualifying test scores, and other eligibility requirements to participate in any SCF Early College Program.

GRADE-LEVEL EXCEPTION FOR STUDENT IN THE 9TH GRADE OR BELOW: Approval for students in grades 6-9 to dual enroll in a specific SCF course may be made only with the approval of the Program Director for Early College and/or designee. Students must qualify by achieving a qualifying score in Reading AND Writing AND Math of the ACT, SAT, or PERT by the published deadlines. The applicant and parent of the applicant must submit a written request including the reasons for wishing to participate in dual enrollment and specify the college level course the student wishes to enroll in. The applicant must also include evidence of ability to master the postsecondary courses.

F. Maintaining Program Eligibility

Students must earn a "C" or better in all attempted dual enrollment classes in order to remain eligible for the program. If a student earns a D, W or F in a dual enrolled class the student may not participate in a dual enrollment program for the following dual enrollment semester. The student may reapply to the program if eligibility returns. The student has maintained a college term GPA of at least 2.0.

Designation of College-Level Courses

Courses offered under this Agreement will include those offered at SCF for which credit may be applied toward an associate degree in accordance with section 1007.271, F.S. and Rule 6A-14.064, F.A.C. By rule this excludes any non-credit or developmental (remedial) courses, private music lessons and physical education courses.

Transfer of Credits

Credits earned during dual enrollment or early admission will apply toward the completion of an associate degree or career certificate program at SCF. Students transferring to other colleges and universities prior to earning a degree at SCF should confer with the school they are entering as to how their SCF credits will transfer.

The following standards apply to college credit dual enrollment:

1. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a

student's GPA and will appear on their college transcript.

2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
3. While appropriate for college-level study, course materials and class discussions may reflect a broad range of topics not typically included in secondary courses. Courses will not be modified to accommodate variations in student age and/ or maturity. The decision to participate in a course cannot be amended after the normal drop add period based on the nature of content being covered in the course.
4. The student is responsible for making sure that courses taken satisfy high school degree requirements. Students should seek college academic advising for the selection of courses to meet college degree or career certificate requirements.

Communication with the Home Education Program Official (parent or legal guardian)

- The student must provide proof of enrollment in a home education program pursuant to 1002.41, F.S.
- Approval for enrollment shall be reflected by the signature of the Home Education Program Official (Parent or Guardian) and the appropriate public school district official on district letterhead from either Manatee County Schools or Sarasota County Schools.
- The Home Education Program Official as identified in this document and by their signature will certify that the student is meeting the requirements of the Home Education Program.

Communication between SCF and the Student

- Once the student is enrolled in classes at SCF, all communications will be addressed directly to the student through his/her SCF email account.
- SCF staff members will continue to provide programs and services including, but not limited to, the areas of admission, placement testing, orientation, college course advising, financial aid, and career development.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, is a federal law that protects the students' rights to privacy regarding their student records. FERPA governs (1) the release of education records maintained by an educational institution and (2) access to these records. All college students have educational privacy rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the institution and all records directly related to a student and that are maintained by the institution. A record is directly related to a student if it contains personally identifiable information about the student.

Home Education Program Official's Responsibilities

- Before enrolling in the Dual Enrollment program, parents and students are encouraged to discuss the student's academic and career goals and how those goals affect the classes the student takes at SCF.
- It is the Home Education Program Official's responsibility to make sure that the student is in compliance with the county in reference to his/her home education curriculum.
- It is the Home Education Official's responsibility to ensure classes taken are needed for high school completion or Florida Bright Futures eligibility. The Home Education Program Official should work directly with the county office and Bright Futures to determine the student's eligibility. The link to high school completion information and Florida Bright Futures is available at www.flvc.org.

Assurance of Transfer of Credit Policies

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges, and School Districts].

Enrichment Coursework

Students wishing to take coursework beyond the scope of dual enrollment are required to apply to the college as non-degree seeking. During any term in which a student has chosen to become a non-degree seeking student, the student will not be eligible to also be dual enrolled. Students who plan to return to Early College after participating in college enrichment/non-degree programs are required to submit a new application and contract by the published deadline.

Students taking courses beyond the scope of the dual enrollment program will be required to submit residency documentation prior to the start of classes, or they will be charged the out-of-state rate for the additional coursework.

All repeat courses, for which a D, F, or W grade was earned, will not be eligible to be retaken as a dual enrollment student. A student wishing to repeat any such courses as a part of grade forgiveness, must register with the college as a non-degree seeking student for the semester in which they wish to repeat the courses and will not take part in dual enrollment for that semester.

Behavior & Expectations

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. This is in accordance with section 1007.271, F.S. For the State College of Florida this policy resides in the student code of conduct section of the SCF Catalog. <https://catalog.scf.edu/content.php?catoid=11&navoid=796>

Collegiate Environment

While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.

Impact on Future College/University Admissions and Scholarships

Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. There is a general attendance policy available in the SCF Catalog; however, each instructor will communicate a specific attendance policy that notes consequences (deduction of points for late arrival, early departure, or complete absence.)

Academic Misconduct

Should any instance of academic misconduct arise, the instructor will confer with the Department Chair on the proper manner in which to proceed. A statement on penalties shall be included in syllabus. Additional information on the student code of conduct can be found in the current SCF Catalog at www.scf.edu and the Student Handbook/Planner.

Statement of Plagiarism Policy

Plagiarism is the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. Expulsion, suspension, or any lesser penalty may be imposed for plagiarism.

Required Documentation

Students must submit the following paperwork to earlycollege@scf.edu

- Annual County home school verification letter.
- Signed Electronic Home Education Early College Contract available at: www.scf.edu/earlycollege
- Contract will acknowledge the Articulation Agreement
- Contract will provide approval for course registration if student meets all other eligibility requirements

Special Notes and Requirements

- 1) Dual Enrollment students are permitted to take courses on an SCF campus, which includes online, blended, SCF Go Live, and lecture courses.

- 2) Students are required to take full term (16 week) courses only during Fall and Spring semesters. Students interested in Summer coursework should be aware of various start and end times. Students may select 5, 6, 8, 10 or 12 week courses. As state funds become available students may enroll in a maximum of six (6) credit hours.
- 3) Students who do not officially withdraw from classes by the drop/add deadline will be reported as a no-show and will receive a "W" on their transcript. Students may not reattempt a course in which a grade of W was received as a dual enrollment course but may retake the course through the enrichment process described herein.
- 4) Students who receive a grade of D, W, or F, will not be eligible for the early college program for one semester, unless approved to do so as an exception approved by the private school representative, and the Program Director for Early College.
- 5) Students are permitted to enroll in dual enrollment courses offered before, during or after school hours for the Spring and Fall semesters. Summer dual enrollment will be allowed contingent upon available funding from the state.
- 6) Students may not be classified as both Dual Enrollment and College Enrichment in the same semester.
- 7) Courses must be worth 3 or more college credits in order to earn high school credit.
- 8) The FLDOE's Dual Enrollment Scholarship Program shall reimburse SCF for tuition and related instructional materials costs for dual enrollment courses taken by Private School students during the fall or spring terms. The FLDOE's Dual Enrollment Scholarship Program shall reimburse SCF for tuition and related instructional materials costs for dual enrollment courses taken. Textbooks shall be provided by the State College of Florida as state funds become available.

Students Requesting Accommodation for a Documented Disability

SCF provides reasonable academic accommodations to qualified DE students with disabilities enrolled in dual enrollment courses on SCF and SCF e-Campuses. The Disability Resource Center (DRC) has established a comprehensive plan for responding to all requests for the provision of accommodations (adaptive devices and/or auxiliary staff and services) to meet the individual and unique needs of individuals with disabilities. Students must self-identify to the DRC office and provide documentation of their disability. DRC staff will review submitted documentation and meet with the student to develop an Accommodation Agreement. The DRC staff will explain the accommodation process, DRC services/resources, the importance of self-advocacy and working collaboratively with instructors. Students must take an active role in the accommodation process and are responsible for requesting accommodations each semester.

Flex Start Course Policy

For the purposes of dual enrollment, only full-term courses will be approved for Fall and Spring.

Withdrawal Policy

A student may withdraw from any course without the academic penalty of an "F" grade by the withdrawal deadline as listed in the State College of Florida, Manatee-Sarasota Academic Calendar. SCF encourages students to discuss withdrawal with the instructor or SCF Advisor and the high school counselor prior to withdrawing.

It is the responsibility of the student to initiate the withdrawal procedure. Prior to withdrawing from a dual enrollment course, the student must speak with his/her school counselor. For

students taking DE courses on an SCF campus or online, they would log into their SCF Connect account and withdraw online. Failure to follow this procedure could result in a grade of “F” being recorded for the student and “F” calculated in the grade point average [GPA]. This policy applies to all part- and full-time degree credit and college preparatory credit students.

Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student’s control. All such requests must be made directly to the Associate Provost for Faculty and Academic Affairs, who has the final approval/disapproval authority. In such approved cases, the “F” would be changed to a “W” grade, with no GPA consequences.

Statement of Nondiscrimination

SCF is an equal opportunity and access institution that does not discriminate on the basis of sex, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, sexual orientation, and any other factor prohibited under applicable federal, state, and local civil rights laws, rules, and regulations in any of its educational programs, services, or activities, including admission and employment. To report or discuss equity concerns, contact the SCF Equity Officer at 941-752-5323.

State College of Florida, Manatee-Sarasota conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via SCF Connect.

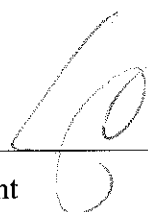
STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA AND HOME SCHOOL ARTICULATION AGREEMENT 2023-2024

The purpose of this agreement is to define the acceleration mechanisms available between Private School and State College of Florida, Manatee-Sarasota and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This agreement is pursuant to and in furtherance of the provision of 1007.271.

The term of this agreement shall remain in effect for the 2023-2024 academic year, which includes Fall 2023, Spring 2024, and Summer 2024. An executed and signed letter of intent will constitute annual renewal.

STATE COLLEGE OF FLORIDA, MANATEE-SARASOTA APPROVAL:



President

5/4/23

Date

State College of Florida, Manatee-Sarasota