

District Interinstitutional Articulation Cooperative Agreement
Dual Enrollment
Between the District Board of Trustees of the College of Central Florida
and Seven Rivers Christian School
2011-2012

I. Articulation Agreement for Dual Enrollment Programs of Study

A. Courses and programs available to students eligible for dual enrollment and advising services

1. Courses to be provided by the College of Central Florida under this agreement will be mutually agreed upon by the College of Central Florida and Seven Rivers Christian School and will avoid unnecessary duplication of existing courses in grades 9-12. Current Law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.
2. The College of Central Florida will furnish Seven Rivers Christian School with a copy of the current course (and URL for Web access) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on the Seven Rivers Christian School campus shall be mutually agreed upon by the school headmaster and the College of Central Florida.
3. A student education plan will be developed by the College of Central Florida for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in a college credit certificate, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
4. Seven Rivers Christian School will assure that appropriate high school credit will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the State Articulating Committee recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment.
5. Only **seniors** (beginning with the summer between their junior and senior year) will be allowed to enroll full-time (12 to a maximum of 15 credit hours in any given semester) through dual enrollment. More than 15 credits per semester must be approved by the high school principal and the CF Vice President for Instructional Affairs or designee.
6. Registration for dual enrollment students taking classes on the college campus will not take place prior to the 10+ credit hour priority registration date each semester. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43.
7. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of the school headmaster and parents before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.

8. The College of Central Florida will make available advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes and provide a progress and attendance report to Seven Rivers Christian School at the college mid-term and upon completion of the college term. Students with unsatisfactory progress will be reported to the guidance counselor immediately upon receipt via email.

B. The process by which parents and students are notified of the option to participate

1. References to *students* in this document, means any student enrolled in Seven Rivers Christian School.
2. The College of Central Florida will provide information to the Seven Rivers Christian School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
3. Seven Rivers Christian School, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. Seven Rivers Christian School will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
4. The College of Central Florida will post application deadline and registration dates on its dual enrollment Web page at least one term in advance.

C. The process by which students and parents exercise their option to participate

Students and the parents or guardians of students wishing to pursue participation in an articulated acceleration program must contact the Seven Rivers Christian School guidance counselors to discuss admissions criteria and to obtain the necessary application forms.

D. Eligibility criteria for student participation in dual enrollment courses and programs

1. The student must be enrolled in Seven Rivers Christian School and must be working towards a high school diploma.
2. The student must pass all portions of the ACT, SAT or CPT (or equivalent) demonstrating college readiness for college-level coursework if the student is to be enrolled in college courses. Passing scores are as follows: CPT scores of 83 Reading/Sentence, 72 Algebra; ACT scores of 17 English, 18 Reading, 19 Math; SAT scores of 440 Verbal/Critical Reading, 440 Math. Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Beginning fall 2007, students must take the CLM (college level math exam) and achieve qualifying scores to enroll in a college level math class beyond MAT1033, Intermediate Algebra – (a score of 40 or above).
3. Students who are enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a **co-requisite** during the same semester. Students who have a score of three (3) or above on the Advance Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in the subsequent semester.
4. Permission for participation must be granted by the student's parent or legal guardian.
5. The student must have completed their sophomore year in high school and be sixteen (16) years old or older for consideration for dual enrollment courses. Students are no longer eligible for dual enrollment once they reach the age of nineteen (19), but may finish the semester in which they turn nineteen (19) if currently enrolled in dual enrollment courses. Any exceptions to the age, GPA or other requirements must be approved by both the high school and college's Dual Enrollment Petitions Committee. Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee's decision by phone within one week following the meeting. Students may only petition the age

requirement of 16 if they are turning 16 years of age within the subsequent semester and have a letter of recommendation on school letterhead from the HS Principal or designee.

E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The student must be recommended by the headmaster. Student screening for eligibility to enter a program is the responsibility of the headmaster according to district and state requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses and a 2.0 on an unweighted 4.0 scale for vocational dual enrollment courses.
2. Seven Rivers Christian School shall identify those students qualified to participate in dual enrollment classes and will verify their continued eligibility throughout their participation. The headmaster will approve student eligibility for participation.
3. Students attending dual enrollment classes, which are held in Seven Rivers Christian School facilities during regular school hours, will be subject to the approved attendance regulations.
4. Students attending dual enrollment classes which are held in college facilities during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies. Required documentation of enrollment shall be reported to Seven Rivers Christian School.
5. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. Grades will be electronically transmitted by the College of Central Florida to Seven Rivers Christian School.
6. If a dual enrollment student earns a D or F grade, he/she will be able to repeat ONLY those classes within the next 3 consecutive semesters. This is a one-time allowance for the duration of their dual enrollment participation and the student must pass all repeated courses with a C grade or higher. These students will not enroll in additional DE courses until they re-establish GPA eligibility.
7. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
8. **STUDENT RECORDS:** The parties 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.

F. Criteria by which the quality of dual enrollment courses and programs are to be judged and maintained

1. The College of Central Florida shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other College of Central Florida students. To this end, the following will apply to dual enrollment courses taught on high school campuses:
 - a. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 - b. Dual Enrollment faculty shall be provided a copy of course plans, objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.
 - c. The course syllabus must be provided to students and filed with the CF discipline chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.

- d. Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chair at the college.
2. Final examinations must be approved by the appropriate discipline chair as a comprehensive assessment of expected learning outcomes. Final exams will be provided to the dual enrollment faculty by the college in a timely manner to ensure availability prior to scheduled administration dates. All scored exams must be returned to the appropriate instructional department at CF and held on file for a period of one year.
3. Faculty selected to teach dual enrollment classes must meet the College of Central Florida's certification requirements and submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts which will be kept on file in the CF Human Resources Office. The instructors must meet CF faculty requirements set by the Southern Association of Colleges and Schools Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, 2008 Edition* (section 3.7.1). The school headmaster will recommend qualified high school teachers as instructors for dual enrollment courses to be taught during the regular school day or extended school day on the Seven Rivers Christian School campus. The College of Central Florida will give preference to those qualified instructors recommended by the school headmaster.
4. The College of Central Florida will select and certify the instructors for dual enrollment courses taught at college facilities.
5. Seven Rivers Christian School instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the school headmaster using the district-wide evaluations instrument. These instructors shall also be observed for evaluation purposes by a CF administrator, faculty liaison, or a trained Marion County School District official in accordance with CF faculty evaluation processes. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the district administrator.
6. All Seven Rivers Christian School employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend **a new fall faculty or adjunct** orientation given by the College of Central Florida where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook.
7. As is appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
8. Any course-, discipline-, college-, or system-wide assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.
9. The college shall analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation and future success is comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.
10. The College of Central Florida and Seven Rivers Christian School will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.

11. **IMPORTANT:** If a high school wants to offer 15 or more credits (i.e., 25% of an Associate Degree program) on their campus, they must submit a request to the Vice President for Instructional Affairs at The College of Central Florida at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Instructional Affairs at least 9 months in advance. If approved by CF officials, the high school and/or district administration will work with the college to create and submit a "substantive change" to SACS. Approval must be received from SACS before the courses on the high school campus may be advertised or offered.

G. Institutional responsibilities for the cost of dual enrollment courses and programs

1. Each institution will assume the operating costs of each dual enrollment class housed on its campus during regular and non-regular school hours.
2. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
3. Textbooks and other instructional materials will be paid for by the students.
4. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a The College of Central Florida facility must meet the requirements established by CF's Office of Access Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

H. Responsibility for providing student transportation

The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

I. Semester Scheduling

The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the school's calendar. Courses offered after the regular school day or on the College campus will be scheduled on the College's calendar. Courses taught by college faculty will follow the College's academic calendar.

ACCOUNTABILITY

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the District Superintendent, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the College President and the Headmaster of Seven Rivers Christian School. Courses of study and programs are to be incorporated into the agreement before instruction begins. This Agreement shall be valid for the 2011-2012 school year.

IN WITNESS WHEREOF, Seven Rivers Christian School and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., District Interinstitutional Articulation Agreements.

Date Chair, Betty Strifler, District Board of Trustees, The College of Central Florida

Date Dual Enrollment Coordinator, Seven Rivers Christian School

Date Headmaster, Seven Rivers Christian School