

Dual Enrollment Articulation Agreement and Application
Between a Home Education Student and Parent(s) or Legal Guardian(s) and
The University of North Florida Board of Trustees

This Dual Enrollment Articulation Agreement, hereinafter referred to as (“Agreement”), between an eligible home education student, hereinafter referred to as (“Student”), the student’s parent or legal guardian, hereinafter referred to as (“Parent”), and The University of North Florida Board of Trustees, hereinafter referred to as (the “University”), pursuant to section (s.)1007.271(13)(b), Florida Statutes (F.S.), allows the Student to participate in the Dual Enrollment program. All parties are in mutual agreement of the following:

- A. Programs and courses available to students eligible for Dual Enrollment.** “Dual Enrollment” is the enrollment of a student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a Dual Enrollment student. s. 1007.271 (1), F.S.

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. 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. 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. The Dual Enrollment Student may not be permitted to pay to take any college courses. The list of courses, “List of postsecondary courses that are guaranteed to meet high school diploma requirements”, can be found at <http://www.fldoe.org/policy/articulation/>. This list is not a limit to the total number of Dual Enrollment courses that may be available at the University. Courses and programs may be added, revised, or deleted at any time by the University.

Maximum Course Load: The Student may take a maximum of six (6) Dual Enrollment credit hours per term. The University offers dual enrollment courses in the fall and spring terms only.

- B. Student eligibility requirements for participation in the Dual Enrollment program.** An eligible Florida home education student must: (1) provide proof of enrollment in a home education program, pursuant to s. 1002.41, F.S.; and (2) sign the home education articulation agreement.

Students eligible for Dual Enrollment must have completed the sixth (6th) grade, have a 3.0 unweighted high school GPA, and have SAT, rSAT ACT, CPT, or PERT scores that meet state mandated minimums as follows:

CPT: 83 Reading Comprehension, 83 Sentence Skills, and 72 Elementary Algebra

SAT: 460 Verbal and 460 Math

rSAT: 24 Reading, 25 Writing and Language, 24 Math

ACT: 18 English, 19 Math, and 19 Reading

PERT: 114 Math, 106 Reading, and 103 Writing

Continued Eligibility: To maintain eligibility for continued enrollment in college credit Dual Enrollment courses, the Student must maintain a 3.0 unweighted high school grade point average and a 2.5 college grade point average and must have continued approval by the Parent. Students who meet initial and subsequent eligibility criteria may become ineligible to participate in the Dual Enrollment program 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. Additional requirements included in the Agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in Dual Enrollment courses. Dual Enrollment applications are valid on a semester-to-semester basis. Students must reapply for Dual Enrollment every semester. Prior acceptance into the program does not guarantee future acceptance.

Instructional Materials and Other Fees: As per the provisions set forth in Florida Statute s. 1007.271 F.S., dual enrollment students are exempt from payment of tuition, registration fees and laboratory fees. Students are responsible for other university fees (e.g. activity fees, parking fees, etc.). The University does not purchase or provide textbooks to dual enrolled students.

- C. **Student transportation.** The Student will be responsible for providing his or her own transportation to and from Dual Enrollment courses taken at the University. The Student is responsible for any fees or fines related to parking.

- D. **Transfer Guarantees.** The Department of Education's Dual Enrollment Transfer Guarantees document is available on the website at <http://www.fldoe.org/policy/articulation>.

- E. **Disability Services and Resources.** The University does not discriminate on the basis of disability in admission or access to its programs or activities. The University's Disability Resource Center (DRC) ensures that all students with disabilities have equal access to educational opportunities at the University of North Florida. Visit the DRC webpage for more information: <https://www.unf.edu/drc/>.

- F. **Participants and Combining Classes.** Dual enrollment courses taught online or on a high school campus may not be combined with any noncollege-credit high school course. Participation in any dual enrollment course is limited to admitted applicants only.

G. Student Records. The University, Parent and Student agree to share student data consistent with the restrictions imposed by state and federal laws and statutes. The purpose of this sharing will be to inform students of educational opportunities, monitor academic achievement, measure program effectiveness and facilitate on-going research. In accordance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g, its implementing regulations, 32 C.F.R. Part 99 (“FERPA”), Section 228.091, Florida Statutes, and UNF regulation, the parties agree to protect the confidentiality of student education records. Each organization agrees to treat such shared student information as confidential and agrees not to release personally identifiable information to third parties, except as permitted by law.

H. Student Policies, Procedures, and Behavioral Expectations: Students enrolled in Dual Enrollment classes will be subject to the student policies and procedures of the University. Students 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. The University shall not commit or permit discrimination or harassment on the basis of genetic information, race, color, religion, age, sex, disability, gender identity/expression, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity it offers.

Agreement Signatures

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____



For Internal Use Only

Admission Type: DB DE
 Status: Accept Cancel

Home Education Dual Enrollment Application

Student Information

Full Name: _____ SS Number: _____
Last First (Middle)

Address: _____
Street Address or PO Number Apartment/Unit #

Sex: Female Male
City State Zip Code Prefer not to disclose

Phone: _____ Email: _____

Date of Birth: _____ Birthplace: _____ Country of Citizenship: _____

Admission Information

Please provide your transcript at time of application

High School Name: _____ FL School ID: _____

Unweighted High School GPA: _____ Expected Date of Graduation: _____

Test Scores: Please provide official scores for at least one

<input type="checkbox"/> SAT	Math: _____ <small>Min. 460</small>	Verbal: _____ <small>Min. 460</small>		Test Date: _____
<input type="checkbox"/> rSAT	Math: _____ <small>Min. 24</small>	Read: _____ <small>Min. 24</small>	Write: _____ <small>Min. 25</small>	Test Date: _____
<input type="checkbox"/> ACT	Math: _____ <small>Min. 19</small>	Read: _____ <small>Min. 19</small>	English: _____ <small>Min. 18</small>	Test Date: _____
<input type="checkbox"/> CPT	Algebra: _____ <small>Min. 72</small>	Read: _____ <small>Min. 83</small>	Sentence: _____ <small>Min. 83</small>	Test Date: _____
<input type="checkbox"/> PERT	Math: _____ <small>Min. 114</small>	Read: _____ <small>Min. 106</small>	Write: _____ <small>Min. 103</small>	Test Date: _____

Parent/Guardian Information

Full Name: _____ Relationship: _____

Street/PO: _____ Phone: _____

City, ST Zip: _____

Enrollment Plan

Please list desired courses to be taken at UNF including backup courses in the event a preferred course is not available. Note that registration in courses is governed by UNF policies and may be subject to cancellation, pre-requisites or limited access programs. Students may register for a maximum of 6 credit hours per term, in the fall and spring semesters only.

High School Class	UNF Equivalent	UNF Credits	Term/Year

Misconduct and Criminal Offenses

Failure to answer these questions and attach necessary documentation may result in the denial of your application.

Are you currently or have you ever been charged with or subject to disciplinary action for misconduct at a post-secondary institution? YES NO

Have you ever been convicted and/or have charges pending of any criminal offense other than a minor traffic violation? YES NO

If your answer to either of these questions is "Yes", you are required to provide an explanation of the event. You may be required to furnish UNF with statements from your school administrator or legal representative and copies of all official documents explaining the final disposition of the proceedings. If your records have been expunged pursuant to the applicable law, you are not required to answer "Yes" to these questions.

Application Signature

*To be completed by the **parent(s) or guardian(s)** of home school applicants:*

I/we, the undersigned, attest that _____ is enrolled in a home school program. I/we submit this application and agreement to recommend that he/she be allowed to enroll in the course(s) listed on the application. I/we approve of my child's enrollment in the dual enrollment program at the University of North Florida. I understand that the grade my child receives in class will become part of the permanent college record. I also consent to necessary exchanging of academic records, including transcripts, dual enrollment admission status, and course grades, as necessary for purposes related to enrollment as a dual enrollment student at UNF. I understand that my student must contact UNF to drop this class. I am aware that dropping this class after UNF's Drop/Add period will result in a "W" on my child's permanent college record.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

*To be completed by the **student**:*

I hereby request admission to the University of North Florida as a dual enrollment home school student. I have checked this form for errors and certify that the information is complete and accurate. I agree to abide by all the rules and regulations of the University. I also consent to UNF and my parent/guardian exchanging my academic records, including transcripts, dual enrollment admission status, and course grades, as necessary for purposes related to my enrollment as a dual enrollment student at UNF.

I understand that if I elect to apply to the University of North Florida in a degree-seeking capacity, I will be required to submit the appropriate application materials and application fee. I understand that dual enrollment admission to the University does not guarantee future degree-seeking admission.

I understand that the grade I receive in the class listed on the first page of this document will be reflected on my college transcript and will become a part of my permanent college record. I understand that I must contact UNF to drop this class. I am aware that dropping this class after UNF's Drop/Add period will result in a "W" on my permanent college record.

Student Signature: _____ Date: _____

Please contact the University's Dual Enrollment Coordinator with any questions.
904-620-5242 records@unf.edu