



Dual Enrollment Agreement for Home School Education Students

THIS AGREEMENT is entered into by and between The District Board of Trustees of Pensacola State College, Florida, hereinafter referred to as "College," and _____, hereinafter referred to as "Parent."

WHEREAS, Parent is the natural parent or legal guardian of a minor child whose name is _____ hereinafter referred to as "Student" who is enrolled in a home education program pursuant to Florida law; and

WHEREAS, Parent now desires to enroll the Student in the College's Dual Enrollment Program; and

WHEREAS, pursuant to 1007.271(13), F.S., the Dual Enrollment Program is available for an eligible home education secondary student in a postsecondary course creditable toward a career certificate, an associate degree, or a baccalaureate degree; and

WHEREAS, pursuant to 1007.271(13)(b), F.S., College and Parent are required to enter into a home education articulation agreement which shall identify eligibility criteria for Student participation in dual enrollment courses and programs; and

WHEREAS, pursuant to 1007.271(3), F.S., the College may establish additional admissions criteria to be included in the Agreement to ensure student readiness for postsecondary instruction;

THEREFORE, the College and the Parent hereby agree as follows:

1. Courses and Programs

College-level courses, including college credit and vocational credit, may be offered by the College for secondary students participating in the Early College/Dual Enrollment Program. Course offerings include courses shown on the Florida Department of Education's Dual Enrollment Course Equivalency List that are taught by the College. A list of the state approved college courses for dual enrollment can be found online at <https://www.fldoe.org/policy/articulation/dual-enrollment-agreements.shtml>. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours, and during summer semesters. Developmental education instruction, other forms of pre-collegiate instruction, and physical education skills-based courses shall be ineligible for inclusion in the dual enrollment program. In addition, courses which are not graded, such as courses taken for audit, are not eligible for dual enrollment. Repeatable courses, such as music ensembles and applied lessons, are eligible for dual enrollment only for the number of credit hours specified in the Common Prerequisite Manual, which may be accessed through Common Prerequisites Manual. Courses and programs may be added, revised, or deleted at any time, 1007.271(13), F.S.

Career dual enrollment courses (A.S. only courses and vocational courses) must lead to

certifications that are included on the Florida Department of Education's Postsecondary Industry Certification List <https://www.fldoe.org/academics/career-adult-edu/cape-secondary/cape-industry-cert-funding-list-current.shtml> to be eligible for dual enrollment. Clock hour dual enrollment courses must be included on the Florida Department of Education's Clock Hour Dual Enrollment Course List for Inclusion in School and District Accountability. Eligible programs and associated courses are available to dual enrollment students via the Workday student application. District students must meet all entry requirements as indicated in the *College Catalog* for a listed program to enroll in program courses as dual enrollment students. Career dual enrollment shall be available for students seeking a degree or certificate from a complete job-preparatory program but shall not support student enrollment in isolated career and technical courses, 1007.271(7), F.S.

Students who wish to enroll in ineligible courses may be permitted to pay tuition and fees and participate in college coursework at the discretion of the College. Ineligible courses are not considered part of Florida's dual enrollment program.

2. Eligibility and Participation

A Student whose Parent chooses to teach and direct the education of the child at home under a home education program as defined by 1002.01(1), F.S. and who meets all requirements for home education programs set forth in 1002.41, F.S., shall be permitted to enroll in dual enrollment coursework at the College as permitted under 1007.271(13), F.S. To meet eligibility requirements for participation in the Dual Enrollment Program, a home education student shall meet the following criteria. A Student must be in any of grades six (6) through twelve (12) to enroll in postsecondary courses on the College campus as set forth below in this Agreement, provide proof of registration with the Escambia County, FL or Santa Rosa County, FL School Board as a home education student for each semester student is enrolled in College courses, and be in good standing with the School District.

If student was enrolled in a District school and has left the District school within the previous twelve (12) calendar months, then student must also meet the following eligibility criteria as indicated in the District Dual Enrollment Articulation Agreement.

While there is no grade point average to initially enroll, home education students must present qualifying scores on a college placement test (SAT, ACT, or PERT). Pursuant to Section 1008.30, F.S., alternative methods in lieu of the common placement tests are also utilized to assess student readiness for college-level work in communication and computation. The College recognizes scores and grades on alternative methods specified in paragraphs (3)(a) through (3)(c) of 6A-10.0315 as valid for placement purposes for a minimum of two years.

Home education students are exempt from payment of tuition and fees.

Home education students must provide proof of enrollment in a home education program, pursuant to s. 1002.41, F.S.

Students must be participating in a secondary curriculum designed to accelerate toward a postsecondary degree.

The total courses that can be taken by a home education dual enrollment student is dependent on student grade level and college semester as indicated in the following table.

Student's Grade level	College Semester Course Limits		
	Fall	Spring	Summer
Six (6)* – ten (10)	Two (2) college courses plus any companion labs	Two (2) college courses plus any companion labs	One (1) college course plus any companion labs
Eleven (11)	Four (4) college courses plus any companion labs	Four (4) college courses plus any companion labs	Two (2) college courses plus any companion labs
Twelve (12)	Five (5) college courses plus any companion labs	Five (5) college courses plus any companion labs	Two (2) college courses plus any companion labs

* Student's first semester of eligibility is the first semester (fall) of grade six (6).

Eligibility for dual enrollment expires upon completion of High School. Upon expiration of dual enrollment eligibility, the Student must matriculate to regular degree-seeking status enrolled at a postsecondary institution.

To maintain eligibility in the Dual Enrollment Program, students must maintain a minimum GPA of 2.5 for courses taken at the College. All Dual Enrollment coursework becomes part of the Student's permanent College transcript. Students whose college GPA drops below 2.5 will have one (1) probationary semester to meet the college GPA requirement. A student who fails to achieve a 2.5 or higher college GPA after the probationary semester will lose all dual enrollment eligibility. It is recommended that a dual enrollment student's first experience with college-level coursework be in the traditional face-to-face classroom environment when available. Before requesting approval for online coursework, the student will take the online learning assessment and student orientation course at <https://elearning.pensacolastate.edu/>. Students seeking the Associate in Arts or an Associate in Science degree must complete the core General Education Communications requirement (ENC 1101) and the core General Education Mathematics requirement prior to completion of the second term of dual enrollment. Exceptions may be granted to students who are seeking advanced placement credits in English and Mathematics. Students are required to follow the academic requirements outlined for the degree pursued. Students will use Workday to view their degree requirements. Each semester, the appropriate Pensacola State College personnel will review the dual enrollment student schedule. The College will approve or disapprove course requests as appropriate.

Student receiving a grade of W in any course will lose Dual Enrollment Program eligibility for the next semester. A student who withdraws from any course will lose their Dual Enrollment Program eligibility for courses on the College campus for the following semester. A student with an extenuating circumstance may submit an appeal to the Dean, Baccalaureate Studies and Academic Support. This provision is enforced by examining College records each semester and is independent of any change in Student's educational status. Students receiving a F3 for cheating or plagiarism will lose Dual Enrollment Program eligibility for courses the following semester. A second offense of cheating or plagiarism will result in the loss of Dual Enrollment Program eligibility. Student earning a D+, D, or F in any College course will lose Dual Enrollment Program

eligibility for the next semester. Dual enrollment courses in which the student earned a D+, D, or F can be repeated one (1) time and only the highest grade will be used to calculate the Pensacola State College cumulative GPA. Students may not repeat a course as a dual enrollment student if the grade earned is a C or higher. This provision is enforced by examining College records each semester and is independent of any change in Student's educational status. Any misconduct or violation of College Policies by Student will result in the loss of all Dual Enrollment Program eligibility. Student is entitled to the appeals process available to all College students.

3. Instructional Materials and Transportation

Instructional materials such as textbooks and course access codes shall be provided to the home education student at no cost.

Student is responsible for his or her own transportation unless provided for otherwise.

4. Transfer Guarantees developed by the Department of Education.

The Florida Department of Education "Statement on Dual Enrollment Transfer Guarantees" is available at www.fldoe.org/policy/articulation.

5. Services and Resources Available to Students with Disabilities

The College will review qualification and services for students with disabilities based upon documentation received (psycho-educational evaluation, medical history, IEP, 504 plan) and an interview with a Student Resource Center counselor. Accommodations include alternative testing, academic advising, registration assistance and classroom modifications. Classroom modifications include the following: use of a tape recorder, use of a calculator, use of a spell checker, preferential classroom seating, note-taking assistance, sign language interpreters, alternate seating (adjustable desk/chair), alternate format texts, adaptive technology (reader/writer software), disability related absences. Additional modifications and services may be provided with the appropriate supporting documentation. The contact number for the Student Resource Center for ADA Services is (850) 484-1637.

6. Process and Procedures

The Parent is notified of the option to participate in the Dual Enrollment Program through public announcements, emails, institution website announcements, and through the institutional *College Catalog*. The College's home education dual enrollment official or designated contact person will conduct the initial screening, maintain records of the Student's placement test scores, distribute and process applications and forms, process withdrawals, and monitor grades with respect to the articulation agreement. The Student will receive verification of admission from the College. The Student will also receive information relative to new student orientation dates, which the Student is required to attend, and registration timelines. The Parent and College will share the responsibility for monitoring the academic progress of the home education Student. Under the Federal Family Educational Rights and Privacy Act ("FERPA") 20 U.S.C. § 1232g, parents of a minor child

enrolled as a student in postsecondary education lose the right to access student records when the student begins taking college courses. Parents can regain access to their child's records by either (1) having the child sign a FERPA release form granting access to the parents, or (2) completing a form and providing proof that the child was claimed as a dependent on the parents' most recent federal income tax return. Both forms are available through the office of the College Registrar. The College's academic and career advising services will be made available to Student. Qualified Student shall be permitted to enroll in dual enrollment courses which appear on the regular College schedule of credit classes.

The Parent, by signing this agreement, certifies that he or she is in compliance with 1002.41, F.S., has notified the Superintendent of Schools in the county of residence of the intent to establish and maintain a home education program and will provide annual district verification of enrollment in a home education program to College.

Either party shall have the right to terminate this agreement by delivery of written notice to the other party not less than ninety days prior to the effective date of said termination. Parent acknowledges and agrees that, to be eligible for participation in the Dual Enrollment Program, Student must be in grade six (6) or higher as of the first day of class for the semester of intended enrollment and that student will not complete high school before the last day of class for the semester of intended enrollment. Pursuant to 1007.262, F.S., for any student initially entering a Florida College System institution in Fall 2014 or thereafter, the Associate in Arts degree shall include demonstration of competency in a foreign language. Therefore, any dual enrolled student with initial enrollment in Pensacola State College in Fall 2014 or later will be required to demonstrate competency in foreign language in order to complete the AA degree including the student who earns the AA degree at the same time or before earning the High School diploma. Pursuant to 1007.262F.S., a student may demonstrate competency in foreign language through successful completion of two sequential credits in high school foreign language or through successful completion of a post-secondary elementary foreign language II course or through other means specified in College policy.

Civic Literacy Competency

Each student who initially enters a Florida College System institution in the 2022-2023 school year and thereafter, who anticipates earning a baccalaureate degree, Associate in Arts degree, or an Associate in Science degree must demonstrate competency in civic literacy.

The civic literacy requirement may be met by successfully completing a) and b) prior to graduation:

a. Successfully passing either POS 2041 American Government or AMH 2010 American History or AMH 2020 American History from 1877.

b. Achieving the standard score on one of the following assessments:

AP Government and Politics: United States – a score of 3 or above

AP United States History – a score of 4 or above

CLEP: American Government – a score of 50 or above

Florida Civic Literacy Examination – a score of 60 or above

While enrolled in dual enrollment courses, Student is required to comply with all applicable policies and procedures which apply to all Pensacola State College students. Parent shall notify College if Student ceases to be home schooled during the term of this agreement.

THIS AGREEMENT shall be valid from this _____ day of _____, 20____ until the student completes high school.

The District Board of Trustees of Pensacola State College, Florida

By: 
Designated College Official

Date: 5-15-25

By: _____
Parent Signature


Date: _____

Printed Name of Parent

On behalf of: _____ (Please print)
Home Education Student

Pensacola State College does not discriminate on the basis of race, color, national origin, sex, disability, age, ethnicity, religion, marital status, pregnancy, sexual orientation, gender identity or genetic information in its programs, activities and employment. For inquiries regarding the College's non-discrimination policies, contact: The Executive Director of Institutional Equity and Student Conduct, 1000 College Boulevard. Building 5, Pensacola, Florida 32504, (850) 484-1759.

Approved as to Form:

By 
Thomas J. Gilliam, Jr., General Counsel
Pensacola State College