

INTER-INSTITUTIONAL AGREEMENT
FLORIDA SOUTHWESTERN STATE COLLEGE

AND

NON-PUBLIC/ PRIVATE SCHOOL/ OUT-OF-DISTRICT SCHOOL

This Agreement is made on this ____ day of _____, 2018, by and between:

NAME OF PRIVATE SCHOOL/ OUT-OF-DISTRICT SCHOOL

ADDRESS

CITY

STATE

ZIP CODE

This Inter-Institutional Articulation Agreement, hereinafter referred to as the “IAA”, is effective from the 1st day of August, 2018 through the 30th day of July, 2020 between the District Board of Trustees of Florida South Western State College, (“College”) and the _____, an established private or out-of-district school, hereinafter referred to as “School.”

The purpose of the IAA is to articulate Accelerated Associate Degree Pathways: the Dual Enrollment Program and the Early Admissions Program authorized under §§1007.27 F.S.; 1007.271 F.S.; 1007.273 F.S.; 1000.21 F.S; 1002.41 F.S.; and 1011.62(1) F.S. These programs are a cooperative effort between the College and the School to provide college course taking opportunities for qualified students.

Pursuant to Section 1007.271, each School must enter into an articulation agreement with the College if seeking enrollment in an Accelerated Pathways course.

Definition of Terms

1. Accelerated Pathways- The Accelerated Pathways to the Associate in Arts (AA) Degree or Associate in Science (AS) Degree are the Dual Enrollment Program, the Early Admission Program and Collegiate Institutes.
2. Dual Enrollment Program- The Dual Enrollment Program is a part-time college program allowing students to earn both high school and college credit simultaneously.
3. Early Admissions Program- Early admission is a full-time college program allowing students to earn both high school and college credit simultaneously.
4. School Designee- The School’s personnel authorized to submit and sign documents, such as registration and test scores.

5. Director of Accelerated Pathways- The College's person assigned the duty of overseeing the College's Accelerated Pathways.
6. Eligible Student- A student who meets or exceeds the testing and grade point averages required for the student's designated grade level.

Dual Enrollment Program

Section 1: Description of Process for Informing Parents and Students

Students and parents will be informed about accelerated program opportunities and processes through the following methods:

The School will provide:

- School visits/ advising sessions
- Parent Information sessions
- School curriculum guides
- School counseling offices
- School counseling websites

The College will provide:

- Program flyers and posters
- College Accelerated Program website
- College advising sessions
- College Accelerated Program Orientation

Section 2: Courses and Programs Offered

1. Dual Enrollment Program courses will be offered in accordance with Sections 1000.21, F.S.; 1007.23, F.S.; 1007.24, F.S.; 1007.271, F.S.; and 1008.345, F.S.. Approved Dual Enrollment Program courses are specified by the Florida Department of Education's statewide Agreement for Dual Enrollment Courses. The 2017-2018 list is found on the DOE website at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. In addition, high school credit for college courses will be awarded in accordance with the afore mentioned Agreement.
2. Per Section 1007.271 F.S., applied academics for adult educational instruction, developmental education, and other forms of pre-collegiate instruction, as well as physical education courses are ineligible for inclusion in the Dual Enrollment Program.
3. Students have the option of working towards CAPE Industry Certifications or College Credit Certificates pursuant to Section 1008.44, F.S. found in the College's Course Catalog. Common certifications at the College include:

- a. Autodesk Certified User – ADSK002 (suitable for students in AS Architectural Design and Construction Technology)
 - b. Microsoft Technology Associate (MTA Windows OS Operating System Fundamentals) – MICRO076) (suitable for AS Network Systems Technology)
 - c. Emergency Medical Technician (EMT)- NREMT001 (suitable for Emergency Medical Technician Certificate)
4. Prior to enrolling in a certification program, it is the student’s responsibility to meet with a College academic advisor to ensure the student meets all eligibility requirements of the program.

Section 3: Student Participation in Dual Enrollment Program

1. Students must initiate their application for Dual Enrollment Program courses through the College’s online Accelerated Program Application found at <https://www.fsw.edu/admissions/dual>.
2. The student or school designee will provide the College with copies of valid test scores and transcripts, if necessary for pre-requisite criteria.
3. Eligible students will complete an **Accelerated Pathways Registration Approval Form** (attached).
4. Eligible students may access the College’s academic, advising and counseling services.
5. Students are required to provide their own transportation to and from the College.
6. Students are required to secure their own Internet and computer access for online and hybrid courses.

Section 4: Student Eligibility for Participation

1. Students may take up to the following amounts of credit hours on-campus or online:
 - a. 6th-9th grade students are limited to 9 credit hours per term, must have a 3.5 unweighted grade point average, and two letters of recommendations.
 - b. 10th grade students are limited to 9 credit hours per term, and must have a 3.5 unweighted grade point average.
 - c. Juniors and seniors may take up to 15 credit hours per term, and must have a 3.0 unweighted grade point average.
2. Students must take and present test scores from one of the approved state college placement exams, Post-Secondary Educational Readiness Test (P.E.R.T), SAT or ACT and place at the college level in the skill areas required for the courses the student wishes to take. The placement test scores must be valid as of the first day of the term in which the student enrolls in the course. Scores are valid for two years from date of testing.

3. The potential eligible students may take the P.E.R.T. at the College Testing Centers. Students need an updated application, **Accelerated Pathways Test Referral Form** (attached), and photo identification.
4. Pursuant to Section 1008.30(6), F.S., and § 6A-10.0315, F.A.C., which are hereby incorporated by reference, students identified as deficient in basic competencies in reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment specified in § 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency.
5. Students must meet or exceed the following placement test scores:

	Reading	English/ Writing	Mathematics
PERT	106	103	114
ACT	19	17	19
SAT	24	25	24

6. Students may enroll in college credit courses not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
7. Exceptions to the twelve (12) college credit hour limitation may be granted by the College provided that the student is enrolled in secondary course(s) in the basic competency area(s) for which the student has been deemed deficient by the post-secondary readiness assessment and is in good academic standing with a minimum College grade point average of 2.0. Students and the Parent must submit an **Accelerated Pathways Student Appeal** (available upon request) to the Director of Accelerated Pathways to be approved.
8. The College may request official school transcripts for eligibility and registration purposes.
9. Eligibility requirements are consistent across all modalities of instruction, including online and courses taken on the college campus, unless otherwise specified.
10. The **Accelerated Pathways Contract** (attached) details the basic expectations for participants in the Dual Enrollment Program.
11. Per Section 1007.271 F.S., regardless of meeting student eligibility requirements for continued enrollment in the Dual Enrollment Program, a student may lose the opportunity to participate in a college course if the student is disruptive to the learning process to the extent that the progress of other students or the efficient administration of the course is hindered.
12. Students must maintain at least a term 2.0 College grade point average to continue in an Accelerated Program. The College Academic Warning procedures will apply to dual enrolled students who fall below the required 2.0 College GPA. Students placed on Academic Warning are given one semester

to raise their term College GPA to a 2.0. Students who do not meet the minimum GPA after one semester of Academic Warning will be dismissed from the Dual Enrollment Program.

13. High school graduates are not eligible to participate in the Dual Enrollment Program. Recent high school graduates with at least 24 earned college credit hours may enter Summer Term courses post-graduation after completing a **Request to Enter Full or Summer A Term Form** (available upon request). If admitted, the students are responsible for all tuition and associated fees and materials.
14. Eligible students may take full term courses during the Fall and Spring Terms. Mini-term courses are not permitted. Eligible students may not enroll in Summer Term courses and will not be granted admission on an individual student basis. The School and College may offer access to the Dual Enrollment Program during the summer semester based on availability for a specific program or school. A separate memorandum must be agreed upon and executed by both parties describing the program, school, or grade-levels to be served.

Section 5: Delineation of High School Credit Earned

1. Approved college course offerings are specified by the Florida Department of Education's statewide Agreement of Dual Enrollment. In addition, high school credit for Dual Enrollment Program courses will be awarded in accordance with the aforementioned agreement. The Florida Department of Education provides and annually updates the Dual Enrollment Course- High School Subject Area Equivalency List. This information is available online at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>.
2. The School is responsible for deciding the suitability of courses and their applicability toward high school graduation.
3. All courses must be at least three (3) credits and be taken for a letter grade, not including required co-requisite courses.
4. The School will apply all credits earned through the Dual Enrollment Program as subject area or elective credits toward high school graduation requirements. All credits not earned but attempted must be entered on the high school transcript.
5. Dual Enrollment Program courses must apply directly toward the student's general requirements for high school graduation as outlined in Section 1003.4282, F.S., pursuant to Section 1007.271, F.S.
6. Participating in any Dual Enrollment Program course creates a college transcript for the student. All grades, including withdrawals, will be posted to the student's permanent academic record. Low grades in college courses may adversely affect subsequent admission to colleges and universities, as well as financial aid eligibility.

Section 6: Process for Informing Students and Their Parents of College-Level Course Expectations

1. The College will provide information on college-level course expectations on the course registration form, college application and during orientation.
2. Dual Enrollment Program students requiring academic accommodation based upon a disability will be provided with an academic accommodation consistent with Section 504 of the Rehabilitation Act of 1971, as amended, 29 U.S.C. Section 794, and its implementing regulation at 34 CFR Part 104; and Title II of the Americans with Disabilities Act of 1990 (Title II), as amended, 42 U.S.C. §§12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35. All academic accommodation shall be in conformity with 34 CFR 104.44.
 - a. In order for a student to benefit from accommodations at the College level, students are required to self-identify. For information regarding the self-identification process and the services available, refer to the Office of Adaptive Services at <http://www.fsw.edu/adaptiveservices> or 239-432-7354.
 - b. It is the obligation of the individual with a disability to request a reasonable accommodation. Enrolled students must submit any request for accommodations to the Office for Adaptive Services on the appropriate campus for consideration. Individuals with a disability must provide recent documentation from a qualified, licensed professional that speaks to the specific disability and the requested accommodation. Requests for accommodations must be specific to the documented needs. Once a student has been established with the office, it is the student's responsibility to request accommodations each semester that the student is enrolled.
 - c. Individual Education Plans (IEPs) are not acceptable forms of primary documentation. IEPs are plans which were structured and agreed to with that particular school at the time they were written. They are not binding agreements with Florida SouthWestern State College. A valid IEP with the School District does not make the student eligible for college accommodations. Students with an IEP must request an accommodation. Approved School District accommodations may be helpful in determining the level of support and types of accommodations which were provided to a student in the past.
3. By signing the **Accelerated Pathways Registration Form** (attached) students agree to the Accelerated Pathways Contract on the Form.
4. Dual Enrollment Program students and their parent(s) are invited to the College's Accelerated Pathways Orientation in order to become familiar with college-level course expectations.
5. Dual Enrollment Program students have the same rights and considerations of all college students, as determined by the College's Students Rights and Responsibilities, found in the College's Catalog.

Section 7: Exceptions to Required Grade Point Averages on an Individual Student Basis

1. Exemptions to the grade point average, maximum number of allowable college credits, or other items as specified in the eligibility section of this document must be approved by the Director of Accelerated Pathways and Dean of the School of Education.

Section 8: Registration Policies for Dual Enrollment Program

1. Eligible students with a current term application are to register through the College's Registration Department by completing an **Accelerated Pathways Registration Form** (attached) for any college course.
2. Students are responsible for submitting a completed form to drop or add courses pursuant to College's Registration by the specified deadlines.
3. Students enrolled in the Dual Enrollment Program are not to initiate a withdrawal from their course(s) after the official College add/drop period has ended for the term the student is enrolled without written consent from the School. Students must present a completed **Accelerated Pathways Withdrawal Petition** (available upon request) to the College's Registration Department by the College's designated deadlines for the enrolled term. The College will follow its process for reviewing and determining eligibility for late drop/ late withdrawal petitions.
 - a. **Withdrawal-** A student who wishes to withdraw from a course for academic or personal reasons, after the add/drop date and within the stated College deadlines, will receive a "W" on their College transcript. The GPA is not affected. Fees are not waived.
 - b. **Late Drop-** Removes a course or courses from a term due to major extenuating circumstances beyond a student's control, which prevent course completion and occur after the drop deadline, but prior to the midpoint of the course. Course fees and academic history for the term are removed.
 - c. **Late Withdrawal-** Withdraws a student from a course or courses due to major extenuating circumstances beyond a student's control, which prevent course completion and occur after the published withdrawal deadline. Students will receive grades of 'W' (withdrawal), and the course will be counted as an attempt. The GPA is not affected. Fees are not waived.
4. The College's Registrar makes the final determinations on late drop/late withdrawal petitions.
5. The Director of Accelerated Pathways notifies the School Designee of the registrant's final determination on all late drop/ late withdrawal petitions.
6. Students will not be allowed to repeat a course until after completion of high school graduation.

Section 12: Funding Provisions of Delineated Costs

1. Textbook and Instructional Materials
 - a. Students enrolled in the Dual Enrollment Program will be exempt from payment of all registration, matriculation, and laboratory fees from the College.
 - b. Non-public/ private school students are responsible for the cost of their textbooks.
 - c. Public school students will have textbooks and instructional materials used in college courses provided by their School.
 - d. Specialized and limited-access programs and courses may have expenses in addition to books and materials that will be the responsibility of the student. Programs in the Health Sciences may have costs for (including but not limited to) uniform, medical testing, and background checks that are the responsibility of the student. The costs beyond the standard rate of tuition for courses with a travel component (including local, state, national, and international travel) will be the responsibility of the student.

2. Tuition

- a. Pursuant to 1011.62, F.S., students enrolled in the Dual Enrollment Program may be counted as full-time equivalent enrollment by the College.
- b. Pursuant to 1007.271, F.S., and 1007.273, F.S., students receiving instruction under the provisions of this agreement shall be exempt from the payment of all application, registration, and laboratory fees to the High School or to the College.
- c. Pursuant to 1007.271 the School shall pay public postsecondary institutions the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program when dual enrollment course instruction takes place on the postsecondary institution's campus and the course is taken during the fall or spring term.

Early Admissions Program

The Early Admissions Program is a full-time Dual Enrollment Program providing high school students the opportunity to earn both high school and college credits simultaneously by taking college courses the College's campus or online, but not through concurrent courses. Students may continue to participate in extra-curricular activities at their school and/ or at the College. The Early Admissions Program processes are the same to that of Dual Enrollment with the following exceptions.

Exceptions

- 1. Must meet all test score requirements to be admitted.
- 2. Must be in 11th or 12th grade.
- 3. Must be enrolled full-time at College.
- 4. May not be concurrently enrolled in any school course while participating in the Early Admissions Program.
- 5. Must enroll in a minimum of 12 college credit hours per semester.
- 6. May enroll up to 18 college credit hours per semester.
- 7. May not be required to enroll in more than 15 college credit hours per semester.
- 8. Eligible students who fall below the full-time status are no longer part of the Early Admission Program but may be eligible to continue to participate in the Dual Enrollment Program.

By: _____ Date: _____

Dr. Eileen DeLuca, Provost, Florida SouthWestern State

By: _____ Date: _____

School Administration Signature

Printed Name of School Administrator

The authorized point of contact:

_____ Date: _____

School Designee Name

School Designee E-mail



Accelerated Pathways Placement Test Referral Form

Last Name: _____ First Name: _____ M.I. _____
School Name _____ Grade: _____
FSW Buc ID: _____

INSTRUCTIONS: Present this form with all appropriate signatures, along with a picture identification card, when testing for placement purposes at Florida SouthWestern State College. Students are not allowed to test without a referral form and a photo ID.

NOTICE: Florida SouthWestern State College allows Dual Enrollment students three attempts at the P.E.R.T. during their high school careers. The initial test counts as the first attempt. Additional attempts are considered by subtest. After three attempts, a student will not be eligible to take the P.E.R.T. again until admission status transitions from a Dual Enrollment student to a high school graduate.

FIRST TIME TEST

Select the section of the P.E.R.T. the eligible high school student will be taking.

All subtests are required unless the student has scored into college-level placement on ACT/SAT.

_____ All Subtest _____ Reading _____ Writing _____ Mathematics

(If First Time Test you may skip to the last box for signatures)

RETEST

At Florida SouthWestern State College, remediation is required prior to retesting for the P.E.R.T. A student will be allowed to retest, using available retest attempts, each fall, spring, and summer term once registration begins for degree-seeking students. (See the Florida SouthWestern State College Official College Calendar for the dates that registration begins for degree-seeking students).

Check sub-tests that apply: _____ All Subtests ___ Reading ___ Writing ___ Mathematics

I certify that this student meets the minimum unweighted grade point average (GPA) eligibility for Dual Enrollment at Florida SouthWestern State College.

Student Signature _____ (Phone Number) _____ Date _____

High School Counselor OR Authorized Designee Signature/Title _____ (Phone Number) _____ Date _____

Accelerated Pathways Registration Form

PART I – TO BE COMPLETED BY STUDENT

FSW STUDENT ID NUMBER _ @ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	LEGAL LAST NAME	LEGAL FIRST NAME		
HIGH SCHOOL INFORMATION Name _____ County _____	DATE OF BIRTH MONTH _____ DAY _____ YEAR _____	CURRENT HIGH SCHOOL ENROLLMENT YEAR <input type="checkbox"/> FRESHMAN <input type="checkbox"/> SOPHOMORE <input type="checkbox"/> JUNIOR <input type="checkbox"/> SENIOR TERM OF ENROLLMENT YEAR _____ <input type="checkbox"/> FALL <input type="checkbox"/> SPRING		
REGISTER <input type="checkbox"/> ADD <input type="checkbox"/> DROP <input type="checkbox"/>				
FSW CRN	SUBJ/COURSE	SECTION NUMBER	COURSE TITLE	COURSE DELIVERY
Student's Signature			Date	

* In addition to a specific CRN number, a student may elect "ALL" as an FSW CRN online course. FSW Registration is then able to find an available online course that is the same subj/course but may not be the same instructor. Example- 12345/all. It is the student's responsibility to inform the school of a different CRN code.

* This form must be completed and submitted after College admittance. Students, by signing the form, have agreed to "Student Contract" located on the second page of this form.

* Course Delivery Codes- **LEE-** Lee Campus, **CHA-** Charlotte Campus, **HG-** Hendry-Glades Campus, **COL-** Collier Campus, **EOL-** Online Courses, **CON-** Concurrent Courses

PART II – TO BE COMPLETED BY HIGH SCHOOL DESIGNEE

UNWEIGHTED CUM HIGH SCHOOL GPA	PROGRAM ENTRY <input type="checkbox"/> DUAL ENROLLMENT (Part-time) <input type="checkbox"/> EARLY ADMISSION (Full-time) <input type="checkbox"/> COLLEGIATE	SCHOOL DESIGNEE LAST NAME	SCHOOL DESIGNEE FIRST NAME
SIGNATURE OF SCHOOL DESIGNEE			DATE

PART III – TO BE COMPLETED BY FSW COLLEGE ADMINISTRATION

<input type="checkbox"/> Application Error	<input type="checkbox"/> Missing Test Scores	<input type="checkbox"/> Registration Error- Class full	<input type="checkbox"/> Registration Error- Pre-Req.	<input type="checkbox"/> Other (see comment)
REGISTRATION LAST NAME		REGISTRATION FIRST NAME		
SIGNATURE REGISTRATION OR DESIGNEE			DATE	
COMMENT				

FSW Accelerated Pathways Student Contract

DUAL ENROLLMENT, EARLY ADMISSION, OR COLLEGIATE INSTITUTE													
FSW provides several pathways for Accelerated Pathways through our Dual Enrollment, Early Admissions, and Collegiate Institute (Clewiston) for high school students to receive college credit.													
<p>Per state guidelines and standards set by the FSW IAA, students must meet the following unweighted cumulative high school GPA</p> <table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center;">6th-9th*</td> <td style="text-align: center;">Sophomores</td> <td style="text-align: center;">Juniors</td> <td style="text-align: center;">Seniors</td> </tr> <tr> <td style="text-align: center;">3.5</td> <td style="text-align: center;">3.5</td> <td style="text-align: center;">3.0</td> <td style="text-align: center;">3.0</td> </tr> <tr> <td colspan="4" style="text-align: center;">*6th-9th by permission by School Designee</td> </tr> </table>	6th-9th*	Sophomores	Juniors	Seniors	3.5	3.5	3.0	3.0	*6 th -9 th by permission by School Designee				<p>Dual Enrollment: part time, high school based or through FSW Juniors & Seniors: up to 15 semester hours Sophomore limit – up to 9 semester hours 6th-9th grade by permission</p> <p>Early Admissions & Collegiate Programs: full-time, no high school classes Juniors & Seniors: 12-18 semester hours</p>
6th-9th*	Sophomores	Juniors	Seniors										
3.5	3.5	3.0	3.0										
*6 th -9 th by permission by School Designee													
Dual Enrollment- Students must submit minimum college-level passing scores on the appropriate section(s) of the placement test.													
Early Admission- Must submit minimum passing scores for all parts of the placement test at initial registration.													
Accelerated Learning students have differing policies from traditional college students on course selection, withdrawing from a course after add/drop deadlines, and retaking courses. Refer to your School District's Inter-Institutional Articulation Agreement (IAA) for more information on these processes, www.fsw.edu/dualenrollment .													
Students enrolled in the Accelerated Learning programs shall be exempt from payment of all application, registration, matriculation, and laboratory fees. Public school students have textbooks provided to the student by their school. Non-public school students are responsible for their textbooks. Home school student's textbooks will be provided through the College.													
Must complete the DE/EA admissions application process at Florida SouthWestern prior registration.													
Home school students must also present an annual Acknowledgement of Home Education Enrollment and a Home School Verification Affidavit from the county School District.													
Must present a completed Accelerated Learning High School Registration Approval Form (AR-058) at each registration to add or drop from a class.													
Approved courses are any full-term 3 credits or more courses except PE, Applied Music, and college preparatory (DLA). Students must meet all required College prerequisites.													
All courses taken through FSW's Accelerated Pathways produces a permanent college transcript. High school transcripts will abide by the Dual Enrollment Equivalency list from the Florida Department of Education, www.fldoe.org													
DE & EA students must maintain their eligible high school GPA and a Florida SouthWestern State College term GPA of 2.0 to remain eligible for Accelerated Pathways. Students who fall below a 2.0 will be on Academic Probation for one semester, and can be removed from the program.													
Accelerated Learning students have access to the College's academic support centers, Honors program, clubs and activities.													
Accelerated Learning students are protected under the Family Educational Rights & Privacy Act (FERPA).													
Accelerated Learning students who have an IEP or 504 must complete the self-identification process through the College's Adaptive Services to receive accommodations pursuant to Titles I and II of the Americans with Disabilities Act (ADA).													

ENTRY PLACEMENT TEST CUTOFF SCORES

COURSE*	PERT	ACT	SAT
ENC 1101	103-English & 106 Reading	17-English & 19 Reading	24-Critical Reading & 25 Writing
MAT 1033	114-Math	19-Math	24
MGF 1106/ 1107	123-Math	23-Math	28.5
MAC 1105/ STA 2023	123-Math	23-Math	28.5
MAC 1106	135-Math	25-Math	29
ALL OTHER COURSES*	106-Reading	19-Reading	24-Critical Reading

Dual Enrollment students missing test scores in writing and/or math are limited to 12 credit hours. After 12 credit hours are utilized, students must submit college-level passing scores for all parts of the placement tests.
 * Students must meet pre-requisites to enter certain courses.

Placement scores are subject to change in State Board Rules. Scores must be current within two years of date of enrollment.

AR-058-B (Revised 6/14/18). **Other versions of this form prior to this date are obsolete.**

