

**2023-2024 Private Education Interinstitutional Articulation Agreement**

**Florida SouthWestern State College**

**and**

**Private Education Program**

This agreement is made on this date 01/18/2024 and between Florida SouthWestern State College and

Montessori Academy of Naples

\_\_\_\_\_  
Name of Private Education Program

Collier

\_\_\_\_\_  
School District/County

This Inter-Institutional Articulation Agreement, hereinafter referred to as the “IAA”, is effective from the 1<sup>st</sup> day of August, 2023 through the 30<sup>th</sup> day of July, 2024 between the District Board of Trustees of Florida SouthWestern State College (“College”) and the private education program listed above, herein referred to as “School Designee.”

The purpose of the IAA is to articulate the Dual Enrollment and Early Admissions Programs, authorized under §§1007.27 F.S.; 1007.271 F.S.; and 1000.21 F.S Articulation Plans for College Level Instruction for High School Students. These programs are a cooperative effort between Florida SouthWestern State College and the School Districts of Charlotte, Collier, Hendry, Glades, and Lee counties, private schools, and homeschools students, to provide accelerated college opportunities for qualified students through the effective use of Florida’s community/state college programs and services in our five-county service area (Charlotte, Collier, Hendry, Glades, and Lee).

**Ratification or Modification of All Existing Articulation Agreements**

This IAA serves to ratify current existing IAA between the College and Private Education Program. The provisions set forth in this IAA enables qualified students to simultaneously earn both high school and college credit. This Agreement may be amended upon the mutual agreement of both parties should SBE Rules, Florida Statutes, or interpretations require such action by the Articulation Committee comprised of the College personnel. A signed IAA will be submitted by the College to the Department of Education on or before August 1, 2023.

### **Definition of Terms**

1. Accelerated Pathways- The three Accelerated Pathways for eligible secondary students, described in this agreement are Dual Enrollment, Early Admission, and Early College.
2. Dual Enrollment Program- The Dual Enrollment Program is an Accelerated Pathway that is offered to eligible secondary students on a part-time basis (College credits are limited to 12 or less, and the student is required to enroll in at least one high school credit course). Students may enroll in college courses offered concurrently on the high school campus, courses on the college campus, and in online courses, to earn both high school and college credit simultaneously.
3. Early Admissions Program- Early admission is a full-time (12-18 credits) Accelerated Pathway. Early Admissions students may take college courses on the College's campus or online but may not enroll in concurrent courses. Students may continue to participate in extra-curricular activities at their sending school and/ or at the College.
4. Early College- The Early College, described in Section 1007.273 F.S., provides a cohort of eligible 11<sup>th</sup> and 12<sup>th</sup>-grade students a full-time Early Admission Program to take courses at a mutually agreed upon location by the College and the School District (e.g., school-within-a-school model).
5. Private School Designee- A person authorized by the Private School to approve and sign certain documents, such as student appeals and withdrawals.
6. School Designee- A person authorized by the High School to submit and sign documents, such as registration and test scores.
7. Director of Accelerated Pathways- The College's person assigned the duty of overseeing the College's Accelerated Pathways.

### **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 High School will provide:

- All high school-related requirements
- High school transcript
- High school curriculum guides

The College will provide:

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

The information available to students and parents by both parties shall include:

1. The grade levels included in the program.
2. A description of the Dual Enrollment Program including the delineation of courses and industry certifications offered, online course availability, and the return on investment associated with participation in the program.
3. The high school and college credits earned for each postsecondary course completed and industry certification earned.
4. Student eligibility criteria.
5. The enrollment process and relevant deadlines.

**Section 2: Courses and Programs Offered**

1. Dual Enrollment Program courses will be offered in accordance with sections 1000.21, F.S.; 1007.24, F.S.; 1007.271, F.S.; and Rule 6A-10.024. Approved Dual Enrollment Program courses are specified by the Florida Department of Education’s statewide Agreement for Dual Enrollment Courses. The 2020-2021 list is found on the DOE website at [www.fldoe.org](http://www.fldoe.org) (search for Dual Enrollment Equivalency). In addition, high school credit for college courses should be awarded in accordance with the fore mentioned Agreement by the high school.
2. Per 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 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.
3. Students have the option of working towards CAPE Industry Certifications or College Credit Certificates pursuant to 1008.44, F.S. found in the College’s Course Catalog.
4. Prior to enrolling in a certificate program, it is the student’s responsibility to meet with an academic advisor to ensure they meet all eligibility requirements of the program.

**Section 3: Student Participation in Dual Enrollment Program**

1. Students initiate their option to participate by working directly with their School Designee and the College to ensure student eligibility.
2. 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>.
3. Eligible students are responsible to submit test scores in all college-level areas before being admitted by the College. Eligible test scores determine course-taking eligibility.

4. The student or school designee will arrange for all required test scores and transcripts to be provided to the College.
5. Eligible students will work directly with the School Designee to complete an **Accelerated Pathways Registration Approval Form**. The signature of the School Designee on the form verifies student is eligible and gives approval for enrollment in college courses.
6. Eligible students may access the College's academic, advising, and counseling services.
7. Students are required to provide their own transportation to and from the College for on-campus courses.
8. Students are required to secure their own Internet and computer access for online and hybrid courses.
9. Students are limited to dual enrollment courses that are age and developmentally appropriate.

#### **Section 4: Student Eligibility for Participation in Dual Enrollment**

1. Students must be enrolled in at least one high school credit course during each term, excluding summer.
2. Students must have a cumulative unweighted high school grade point average of 3.0 or better.
3. Students must have the approval of the School Designee (i.e. through the signature on the Application and Registration forms)
4. Students may take up to the following 12 credits through concurrent, on-campus, or online courses per semester; 6th-9th grade students must demonstrate the ability to take college level classes through minimum test scores and the submission of two letters of recommendation in addition to the approval of the School Designee.
5. Due to grade eligibility requirements, dual enrollment students must state their current grade level at time of admissions. No changes or exceptions will be made to extend grade levels or graduation dates.
6. Students must take and present test scores from one of the approved state college placement exams. 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.
7. Pursuant to 1008.30(4) (a), F.S., and § 6A-10.0315, F.A.C., which is hereby incorporated by reference, students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment identified in § 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency.

8. Students must meet or exceed placement test scores as outlined on the website [www.fsw.edu/testing/scoretables](http://www.fsw.edu/testing/scoretables)
9. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies.
10. 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 points average of 2.0. Students and the high School Designee must submit an **Accelerated Pathways Student Appeal** to the Director of Accelerated Pathways to be approved.
11. Eligibility requirements are consistent across all modalities of instruction, including online and courses taken on the college campus, unless otherwise stipulated.
12. The **Accelerated Pathways Contract** will be used to inform students and parents of basic expectations for participants in the Dual Enrollment Program.
13. Per 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 such that the progress of other students or the efficient administration of the course is hindered.
14. Students must maintain at least a cumulative 2.0 College term 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 cumulative 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.
15. 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 (full-term or Summer A) courses post-graduation. Students that do not have 24 credits in dual enrollment may enroll in Summer B courses. If admitted, they are responsible for all tuition and associated fees and materials.
16. Eligible students may take full-term Fall, Spring Terms, and Summer Term coursework. Permission to enroll in Summer Fall and Spring mini- A or B Term is only granted in exceptional circumstances by the Private School Designee and the College. Summer mini-A or B Term is one course per term without additional approval. This does not include summer abroad programs.

## 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 [www.fldoe.org](http://www.fldoe.org) (search for Dual Enrollment Equivalency List).
2. Since students enrolled in the Dual Enrollment Program are meeting high school graduation requirement while taking college courses, the College accepts the signature of the School Designee as decisive regarding suitability of courses and/ or the applicability towards 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 Designee 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 1003.4282, F.S., pursuant to 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 public or private colleges and universities, as well as financial aid eligibility and/or availability.
7. College credits earned through an articulated accelerated mechanism, as defined in this IAA from 1007.27 F.S., are not calculated towards the excess hours requirement in 1009.286, F.S. which states students are required to pay an excess hour surcharge for each credit hour in excess of the number of credit hours required to complete the baccalaureate degree program in which a student is enrolled.
8. Students earning credit under various acceleration programs are guaranteed transferability of credit under provisions of the State Articulation Agreement in cases where the student completes "general education requirements" and/or the Associate of Arts degree and is transferring to a state university in Florida.
9. Students earning college credit through the Dual Enrollment Program in courses outside of the general education categories or outside of the AA degree requirements are not guaranteed transferability of credit and will be evaluated by the individual college or university policy involved.
10. In accordance with 1007.271 (18) F.S., all courses taken through the Dual Enrollment Program must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International

Certificate of Education courses when weighted grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against courses offered in the Dual Enrollment program are prohibited.

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

1. The College through the orientation and webinars, student and parent meetings, and printed materials will inform the student and their parent(s) about the college-level course expectations, including the College's policy on compliance with the Family Educational Rights and Privacy Act (FERPA) and access to student accommodations.
2. The College will provide information on college-level course expectations on the course registration form, college application, and during orientation.
3. Students enrolled in the Dual Enrollment Program that require an 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. The accommodation provided shall not be dependent on whether instruction occurs on a College campus or at a high school site.
  - 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 accommodations for college courses. Approved district accommodations may be helpful in determining the level of support and types of accommodations which were provided to a student in the past.
4. By signing the **Accelerated Pathways Registration Form**, students agree to the Accelerated Pathways Contract on the Form.

5. Dual Enrollment Program students and their parents will be offered the College's Accelerated Pathways Student/ Parent Information Sessions, through on-campus events or live/ on-demand webinars to thoroughly explain college-level course expectations.
6. 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: Registration Policies for Dual Enrollment Program**

1. Eligible students with a current term application that have met testing requirements are to register through the College's Registration department by completing an **Accelerated Pathways Registration Form** for any college course by July 15<sup>th</sup> for Fall courses, December 1<sup>st</sup> for Spring courses and April 15<sup>th</sup> for Summer courses.
2. Students will be required to complete the Accelerated Pathways Orientation.
3. Students are responsible to submit a completed form to drop or add courses to the College's Registration by the stated deadlines.
4. 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 Private School Designee. Students must present a completed **Accelerated Pathways Request for Withdrawal** to the Director of Accelerated Pathways 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 withdrawal 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.
  - 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. Academic history for that course is 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.
5. The College's Registrar makes the final determinations on late drop/late withdrawal petitions.
6. The Director of Accelerated Pathways notifies the student of the registrant's final determination on all late drop/ late withdrawal petitions.
7. Students will not be allowed to repeat a course until after completion of high school graduation.



8. Termination of enrollment in a college course without satisfactory completion may hinder timely fulfillment of high school graduation requirements.

### **Section 9: Monitoring of Student Performance**

1. The College provides training to College Faculty on Dual Enrollment Program students, including the use of the “early alert” system of students performing poorly in a course. When an “early alert” or “student of concern” is provided by a faculty member, the School Designee and/ or student will be notified.

### **Section 10: Funding Provisions of Delineated Costs**

#### **1. Textbooks 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. Private school student’s required textbooks will be provided by the College on a loan basis. Students will work through the Director of Accelerated Pathways to determine appropriate admission documents have been submitted to receive an Accelerated Pathways Private School Book Voucher for the textbooks.
  - i. All books must be returned at the College deadline or students will be assessed a charge for the replacement costs for textbooks and will not be permitted to register for subsequent semester or receive a transcript until the book is returned or payment is received.
  - ii. The College will not reimburse any Parent if textbooks are purchased outside of the College loan process.
  - iii. All textbooks vouchers and returns will be through the Edison-Lee Campus Bookstore site.
  - iv. 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.
  - v. 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.
- c. The College is not required to purchase optional or supplemental course materials. The School Designee may need to purchase additional materials that are not labeled as “required” in the Dual Enrollment Program.

#### **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. Private education programs will be assessed the standard tuition charge of \$71.98 per credit for Fall and Spring terms; the Summer term tuition costs will be covered by the College.

- c. The Private School is responsible for the Fall and Spring term invoices. However, the College will seek reimbursement for the tuition for eligible participating Private School students in accordance with the established rule and law the extent that funds are available. Reimbursements received by the College from state funds will be returned to the Private School in the same manner as received by the state.
- d. For the Summer term, the College will seek reimbursement for the tuition costs that it incurs from the State of Florida.

**Early Admissions Program**

The Early Admissions Program is a full-time college 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. Students may continue to participate in extra-curricular activities at their sending school and/ or at the College. The Early Admissions Program processes are the same to that of Dual Enrollment Program with the following exceptions.

**Exceptions**

- 1. Must meet all test score requirements to be admitted.
- 2. Must be in 11<sup>th</sup> or 12<sup>th</sup> grade.
- 3. Must be enrolled full-time at College.
- 4. May not be enrolled in any high school courses.
- 5. Must enroll in a minimum of 12 college credit hours per Fall and Spring terms.
- 6. May enroll up to 18 college credit hours per Fall and Spring term; up to 12 credits hours per Summer term.
- 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.

All Early Admission students will be required to take SLS 1515, Cornerstone as is required by all first time in college students. It is recommended for a student’s first semester and on the college campus.

**THIS AGREEMENT** is an annual agreement submitted to the Director of Accelerated Pathways before August 1<sup>st</sup> of each year.

By: *Kimberly Hunt* Date 01/18/2024  
Kimberly Hunt (Jan 18, 2024 14:27 EST)  
 School Administrator Signature

Processed by: *Tammy Caraker* Date 02/07/2024  
Tammy Caraker (Feb 7, 2024 11:25 EST)  
 FSW Signature

Approved by: Dr. Martin McClinton, Associate Vice President, Academic Affairs, Florida SouthWestern State College

**Appendix**  
**FSW Accelerated Pathways Deadlines 2023-24**

**All deadlines will follow the College's annual calendar unless otherwise noted below.**

July 10 <sup>th</sup>	Application deadline – Dual enrollment student taking courses at FSW
July 15 <sup>th</sup>	Last day for dual enrollment registration for Fall Term for students taking courses at an FSW location
August 11 <sup>th</sup>	Deadline for submission of District and School Designee list
August 21 <sup>st</sup>	FSW first day of Fall classes
August 28 <sup>th</sup>	Last date to add or drop courses without penalty
August 29 <sup>th</sup>	FSW Attendance Verification Form due by all faculty
October 26 <sup>th</sup>	Last date to withdraw from Fall courses with completed, approved forms
November 17 <sup>th</sup>	Final Fall invoice forwarded to School for Fall Term
November 27 <sup>th</sup>	Application deadline – Dual enrollment student taking courses at FSW
December 1 <sup>st</sup>	Last day for dual enrollment registration for Spring Term for students taking courses at an FSW location
December 12 <sup>th</sup>	FSW grades due
December 29 <sup>th</sup>	Payment due for Fall Term
January 8 <sup>th</sup>	FSW first day of Spring classes
January 16 <sup>th</sup>	Last date to add or drop courses
January 17 <sup>th</sup>	FSW Attendance Verification Form due by all faculty
March 19 <sup>th</sup>	Last date to withdraw from Spring courses with completed, approved forms
March 25 <sup>th</sup>	Final Spring invoice forwarded to School for Spring Term
April 1 <sup>st</sup>	Application deadline – Dual enrollment student taking courses at FSW
April 15 <sup>th</sup>	Last day for dual enrollment registration for Summer Term April
April 26 <sup>th</sup>	Payment due for Spring Term
May 2 <sup>nd</sup>	FSW grades due