

# Home Education Dual Enrollment Agreement

## PENSACOLA JUNIOR COLLEGE

### Section I - Introduction

This Agreement is made by and between the Pensacola Junior College District Board of Trustees and the Home Education Program Official, \_\_\_\_\_  
(Parent, Legal Guardian)

and on behalf of \_\_\_\_\_  
Name of Student Social Security Number

This Agreement is made in accordance with F.S. 1002.20 (referred to as Regular School Attendance) and F.S. 1007.27 (referred to as Articulated Acceleration). Further, the purpose of this agreement is to provide opportunities for students which will:

1. Increase the depth of their study
2. Broaden their educational opportunities; and
3. Empower students to pursue their educational goals as rapidly as possible

Further, this Agreement shall provide for delineation of responsibility for costs of the Dual Enrollment Program pursuant to F.S. 1007.27. In the event that amendments are necessary, the responsible Home Education Program Official and the President (or designee) of Pensacola Junior College may approve such changes.

Further, this Agreement shall continue in force from the date of the last signature and shall be subject to annual review and revision prior to the Fall semester, by the President (or designee) of Pensacola Junior College and the Home Education Program Official.

### Section II - Definitions

**A. Dual Enrollment** is a status assigned to eligible secondary students enrolled in Pensacola Junior College post-secondary course which is creditable toward the completion of the Home Education Program and the Associate in Arts or Associate of Applied Science or Associate in Science Degree or Certificate program. College preparatory instruction, physical education courses and private music lessons shall not be included in the Dual Enrollment Program.

### Section III - Program

#### A. Home Education Program Student Eligibility:

A student who has an interest in taking courses for credit as a Dual Enrollment student shall meet the following criteria:

1. The student must provide proof of enrollment in an eligible home education program and have attained a status equivalent to that of a public school tenth grader (sophomore) of age sixteen (16) **or** be in the 11<sup>th</sup> grade as of the last day to enter classes for the semester of intended initial enrollment (as published in the PJC Catalog) to qualify for acceptance into the Home Education Dual Enrollment Program.
2. The student must be enrolled in an approved secondary curriculum program designed to prepare them for entrance into college.
3. The student must demonstrate acceptable placement test Scores (ACT, CPT, or SAT) for entrance into college level courses:

	ACT	SAT	CPT Scores
English	17- English	440-Verbal	83-English
Reading	18-Reading	440-Verbal	83-Reading
Math	19-Math	440-Quant.	72-Algebra

4. The Early Admission student must have attained a status equivalent to that of a public school eleventh grader for college transfer programs (Associate of Arts) and completed the equivalent of six (6) semesters of full-time secondary studies including studies undertaken at the ninth grade level for career and technical programs (FS 1007.271).
5. The Early Admission student must **NOT** have completed sufficient course work to qualify for the completion of the Home Education Program. The student must apply all credits earned toward meeting those requirements.
6. Upon entering as a dual enrollment student, home educated students will have two calendar years beyond the sophomore year, not to exceed sixty (60) credits, to participate in the dual enrollment program. After the two years are concluded, or at the end of the academic year in which the student reaches the age of eighteen (18), whichever comes first, the student must matriculate to regular student status to continue taking classes at Pensacola Junior College.
7. To maintain eligibility in the dual enrollment program, students must maintain a 2.0 cumulative grade point average on all Pensacola Junior College courses. Requests for exceptions to this cumulative average rule may be made to the Vice President of Instructional Affairs or his/her designee, and all decisions to grant or deny requests shall be at the said person's sole and absolute discretion.

## **B. Procedures for Provision of College Level Instruction**

1. A preliminary meeting will be scheduled between the Home Education Program Official and the Pensacola Junior College Dual Enrollment Office to obtain the appropriate forms necessary for participation in dual enrollment. These include:
  - a. Home Education Dual Enrollment Agreement
  - b. Home Education/Dual Enrollment Recommendation Form
  - c. Pensacola Junior College Application
2. The completed forms and college placement test results (not more than two {2} years old) must be submitted to the Dual Enrollment Office.
3. Following the submission of the appropriate forms and test results, a final determination will be made as to the student's eligibility for dual enrollment. Those accepted will participate in an orientation program, at the conclusion of which the student will be assisted in registering for class(es).

## **C. Designation of College Level Courses**

Courses offered under this Agreement shall include those for which credit may be applied toward the declared associate degree or certificate at the College and completion of the Home Education Program.

## **D. Transferability of Credits**

Course credit earned during dual enrollment or early admission will apply toward the completion of an associate degree or certificate at Pensacola Junior College. Students transferring to other colleges and universities prior to earning a degree at Pensacola Junior College should confer with the school they are entering as to the status of the credit they are transferring.

## **E. Communications with the Home Education Program Official**

1. A student who seeks to enroll as a Home Education/Dual Enrollment student must be approved as to their eligibility and compliance with requirements as defined in F.S. 1002.20.
2. The Home Education Program Official and the designated Pensacola Junior College Official will share the responsibility for academic monitoring and academic advising of such students.
3. The Home Education Program Official pursuing Dual Enrollment for the home school student will certify that the student is meeting the requirements of the Home Education Program.
4. Approval for enrollment shall be reflected by the signature of the Home Education Program Official, the appropriate public schools district official, and the appropriate Pensacola Junior College official on the Home Education Dual Enrollment Recommendation Form provided by the College.

5. Pensacola Junior College staff will consult with the Home Education Program Official on matters related to the student's educational progress.

**F. Communication between Pensacola Junior College and the Home Education Program Student**

1. The student will receive verification of enrollment and grade reports.
2. Pensacola Junior College advising services will be provided as well as assistance with course selection appropriate to the student's major.
3. It is the student's responsibility to have an understanding of the college withdrawal policy and its potential effect on the student's academic transcript. *Withdrawal dates are listed in the Pensacola Junior College catalog or current course schedule.*

**G. Tuition and Fees/Books and Materials**

A student qualifying for Home Education Dual Enrollment shall be exempt from the payment of registration, matriculation, and lab fees for each approved course. Books and other instructional materials are the responsibility of the student.

**H. Transportation**

Transportation to and from the College Campus shall be the student's responsibility.

**Section IV - Terms of the Agreement**

This agreement between the Home Education Program Official and the Pensacola Junior College District Board of Trustees is subject to annual review. This Agreement shall continue to be in full force until canceled by either party in writing. Such cancellation shall be sixty (60) days in advance and shall take effect no sooner than the end of the next Pensacola Junior College academic session.

\_\_\_\_\_  
Signature: President (or designee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Home Education Program Official

\_\_\_\_\_  
Date

