

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/1/2020

Representing:

Career and Technical Center: Emerald Coast Technical College

District(s) the Agreement(s) include
Walton County Schools

Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.

With the mutual goal of providing increased curricular options through access to quality postsecondary career education opportunities for high school students seeking to earn industry certifications adopted pursuant to s.1008.44, F.S., this Dual Enrollment Articulation Agreement required by 1007.271(7) F.S., HB 7071 (2019) is entered into by and between the postsecondary and secondary public educational institutions operated by the Walton County School District. The postsecondary institution included in this agreement is: Emerald Coast Technical College (ECTC) whose main campus is located at 761 North 201h Street, DeFuniak Springs Florida 32433. The secondary public educational facilities include :

Freeport High School Paxton School
Seacoast Collegiate High School South Walton High School Walton High School
Walton InOsity School of Excellence Walton Academy
Walton Academy for Growth and Change

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

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Along with information provided in the Walton County School District Student Progression Plan, the process by which students and their parents are notified of the option to participate in this Career Dual Enrollment Program is as follows: Emerald Coast Technical College and each of the high schools will collaborate in providing the structure for communicating the educational and economic benefits of career dual enrollment as well as the requirements for participation and enrollment. Such collaboration strategies may include classroom visits, newsletters, handbooks, school-based activities, brochures, information flyers, ECTC, school district, and individual high school website information notices as well as ECTC participation in scheduled high school course registration periods and college and career events.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

A listing of programs and courses available for career dual enrollment participation in school year 2020- 2021 is included in this agreement and provided upon request. Programs and courses listed will lead to an approved certification as provided in s.1008.44,F.S. Dual enrollment students may earn approved CAPE certifications on both the secondary and postsecondary approved lists, updated annually.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

Career dual enrolled students at Emerald Coast Technical College must be at least sixteen (16) years of age and currently enrolled in a Walton County School high school or registered home education program that is in compliance with 1002.41F.S.

Enrollment Procedures

» Application/Admission Forms

Students may pick up career dual enrollment application forms for Emerald Coast Technical College from their high school guidance counselor(s) or from the reception desk at Emerald Coast Technical College.

» Students wishing to enroll in dual enrollment courses at ECTC must submit a current and completed EMERALD COAST TECHNICAL COLLEGE CTE Dual Enrollment Application to the ECTC Career Counselor/Registrar/Advisor. Application requires signatures of student,

parent/guardian, and verification/recommendation with signature of high school principal/designee (usually guidance counselor).

» Completed Dual Enrollment Applications may be submitted to the ECTC Career Counselor/Registrar/Advisor during the spring and summer terms each year. Applications must be submitted to ECTC no later than May 31st in order to be considered for the following fall term. June 1 of each school year in order to be considered for the following program year; e.g., to be considered for the 2020-2021 ECTC program year, the student must submit the completed application no later than June 1, 2020.

» Following submission of the completed ECTC Career Dual Enrollment Application, the student will be scheduled for the appropriate placement test at Emerald Coast Technical College. Students who are unable to attend the designated testing time should call the ECTC Student Services Department at 850-892-1241 to arrange an alternate testing time. Students must meet specified education readiness scores on the Test of Basic Education (TABE) in order to be considered for ECTC Career Dual Enrollment.

Students who have submitted a complete ECTC Dual Enrollment Application and the required testing results will be scheduled for an information session with the Emerald Coast Technical College Career Counselor/Advisor. The student and the student's parent/guardian are REQUIRED to attend this meeting in order for the student to participate in career dual enrollment at ECTC. This meeting will provide the student and the student's parent/guardian with an opportunity to review current ECTC satisfactory academic progress policies, including grading and attendance, grade forgiveness, the process for student grades to be distributed, the expectations of career credit I college level coursework including those especially applicable to the student's chosen program, and the ECTC badge policy for student safety. Students and parents may also review current ECTC policies regarding satisfactory academic progress, grade forgiveness, distribution of student grades, the ECTC badge safety policy and other policies and procedures in the ECTC Student Catalog/Handbook.

The required meeting with the Career Counselor/Advisor offers the opportunity to determine the need for additional paperwork; e.g., ECTC parking permit/vehicle registration/insurance; other registration information, including authorization to release information, network and Internet acceptable use policy, code of conduct. The meeting includes an opportunity for ECTC staff to respond to specific questions the student and parent/guardian may have regarding their career dual enrollment program at ECTC as well as the process for further college credit articulations.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

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The following additional initial and continuing student eligibility requirements for participation in the dual enrollment program at ECTC are included as part of this articulation agreement:

Cumulate student GPA must be at least 2.0, unweighted, for initial and continued participation in career dual enrollment.

Students who do not maintain satisfactory academic progress, including attendance, may be placed on academic probation for a minimum of one enrollment term.

)> Students who will graduate from high school prior to completion of the career dual enrollment course (postsecondary certificate) may not register for the course through dual enrollment. Students who meet the admissions requirements of ECTC may apply to the college. Only postsecondary credit will be awarded for successful completion of courses taken under this provision.

)> Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

)> Some programs may require pre-requisites; e.g., age and experience requirements for certification or documented background/prior knowledge in order to be successful in a program. Students will be informed of any additional program requirements prior to enrollment.

)> Students must be pursuing an approved industry certification and must meet specified postsecondary education readiness scores (or an approved exception) for their program of enrollment prior to the completion and award of a postsecondary career certificate.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

Dual enrollment courses are weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education in calculating the student's GPA. For more information on GPA weighting of career dual enrollment courses, students and parents should consult the Walton County School District Student Progression Plan.

7. A description of the process for informing students and their parents of college-level course expectations.

The student and the student's parent/guardian are REQUIRED to attend this meeting in order for the student to participate in career dual enrollment at ECTC. This meeting will provide the student and the student's parent/guardian with an opportunity to review current ECTC satisfactory academic progress policies, including grading and attendance, grade forgiveness, the process for student grades to be distributed, the expectations of career credit I college level coursework including those especially applicable to the student's chosen program, and the ECTC badge policy for student safety. Students and parents may also review current ECTC policies regarding satisfactory academic progress, grade forgiveness, distribution of student grades, the ECTC badge safety policy and other policies and procedures in the ECTC Student Catalog/Handbook.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

Exceptions to the enrollment GPA requirement may be made on an individual basis and require agreement and written approval of both the Walton County School District and Emerald Coast Technical College.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

The required meeting with the Career Counselor/Advisor offers the opportunity to determine the need for additional paperwork; e.g., ECTC parking permit/vehicle registration/insurance; other registration information, including authorization to release information, network and Internet acceptable use policy, code of conduct. The meeting includes an opportunity for ECTC staff to respond to specific questions the student and parent/guardian may have regarding their career dual enrollment program at ECTC as well as the process for further college credit articulations.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

N/A

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

For students enrolled in career dual enrollment programs at Emerald Coast Technical College, the more restrictive Student Code of Conduct will apply to behavioral expectations of students and to consequences for misconduct when any differences present between the Walton County School District Code of Conduct and the Emerald Coast Technical College Student Catalog/Handbook Code of Conduct.

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

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The student's high school will provide initial assessment for the suitability of career dual enrollment as a curricular option for a high school student. Such assessment may include considerations such as student educational and career goals, relevant industry certifications, and general student preparedness for postsecondary level coursework; e.g., student GPA and progress toward on-time high school graduation as well as student behavior/conduct. Emerald Coast Technical College will offer special testing times/dates for approved T.A.B.E. testing at the college's testing center. When possible, dates and times for testing may be arranged in collaboration with area high schools. Students unable to participate in required testing through this option may arrange to test during regular, scheduled testing times at ECTC. A student must be identified as a dual enrollment applicant in order to access this testing without charge.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

Following registration, students are provided ongoing access to their grades through secure account log-in credentials in the ECTC student management system. Student grades are entered into the ECTC student information system within ten days of the course end date. High schools may also request student grade reports from ECTC student services in order to provide monitoring of student performance as related to high school graduation requirements. ECTC instructors and department heads monitor student satisfactory academic progress for each course. Teachers may refer students who appear at risk regarding GPA/attendance to the ECTC Career Counselor/Advisor for targeted assistance. (SAP Form)

14. A funding provision that delineates costs incurred by each entity.

Fee exemptions for registration, tuition, and lab fees are provided for career dual enrollment students. (F.S. 1009.25(2) (a) (b); F.S. 1007.27; F.S. 446.021). Such fee exemptions are not applicable for required purchases that become the personal property of the student; e.g., uniforms, personal supply/tool kits, personal protective gear. Students enrolled in dual enrollment programs are provided appropriate textbooks at no charge through the Walton County School District. Such textbooks remain the property of the Walton County School District.

15. Any institutional responsibilities for student transportation, if provided.

In general, students must provide their own transportation in order to participate in dual enrollment courses at Emerald Coast Technical College. Students who have a current Individualized Education Plan (IEP) that includes career dual enrollment at Emerald Coast Technical College may be provided transportation through the Walton County School District. Students who are required to participate in clinical experiences at area healthcare facilities must provide their own transportation to the clinical site.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1) (i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

In addition to accommodations noted in the student's current IEP, the student will be provided services and resources available to all students enrolled at ECTC. Services and resources available may include access to on-campus academic assistance through the ECTC adult education program and referral to collateral support services through agencies such as CareerSource and Vocational Rehabilitation.