

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/1/2021

Representing:

Career and Technical Center: Broward Technical Colleges

School District: Broward 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.

This agreement delineates students' dual enrollment credits between the School Board of Broward County (District), Broward Technical Colleges (District Career and Technical Colleges), and Broward County High Schools (High Schools). It is the intent of the District and Broward Technical Colleges (BTC) to provide career dual enrollment as a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through Broward District Career and Technical Colleges (BTC).

Additional options for articulated credit shall remain in effect until the next annual review:

- Broward County Career Dual Enrollment through Broward Technical Colleges (BTC) attending Broward County Public Schools, Broward County Charter Schools, Broward County Private Schools, and Broward County Home Schooled junior and senior students
- Broward Technical Colleges (BTC) CTE Articulation Agreements for High School students who have earned approved course credits and industry certifications aligned to BTC postsecondary programs while in high school
- Statewide Career Pathways Agreements to AS/AAS Degree
- Local State College Pathways Agreements to AS/AAS Degree
- Gold Standard Career Pathways Articulation Agreements of Industry Certification to AS/AAS Degree
- ATD to AS/AAS Articulation Agreements

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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- It is the responsibility of the high schools in the School District to inform students of the availability of the dual enrollment program requirements and currently offered courses through the educational planning and guidance process with the full cooperation of the Broward Technical Colleges' Career Dual Enrollment BTC Liaisons.
- Each BTC website has a page dedicated to Career Dual Enrollment that contains an application packet with FAQs and specific district and state requirements. The Application Brochure is used by the three Technical Colleges. <https://www.atlantictechnicalcollege.edu/career-dual-enrollment/>
- The BTC Liaison will work directly with the high school counselors in their areas (Atlantic Technical College and Technical High School/North of Sunrise Boulevard, 16 High Schools; McFatter Technical College and Technical High School and Sheridan Technical College and Technical High School/South of Sunrise Boulevard, 18 High Schools).
- High school students will be directed to attend an orientation at the BTC in which they are zoned which is based upon their high school and home address.
- Once students have attended the orientation, they will complete an online application. The students will meet with their high school guidance counselor if they are interested in participating.
- High school guidance counselors will review the student criteria for the dual enrollment program and verify they are on track for graduation and have met the CDE entrance requirements.
- It is the responsibility of the BTC CDE Liaisons in conjunction with high school guidance counselors to provide parents information regarding options for their child to participate in dual enrollment programs and courses.

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

Only career dual enrollment courses contained within the state course numbering system, and are part of a sequence of course in a program offered through District Career and Technical Colleges which lead to an industry certification, are part of this agreement. The courses offered for Accelerated Credit at District Career and Technical Colleges are listed in Appendix A (BTC Dual Enrollment Program Numbers 2122).

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

Application Process:

- Enrollment can only occur in August and January of each year;
- Attend a BTC orientation open to students and parents;
- Complete a BTC Dual Enrollment Application and garner parent/guardian signatures;
- Meet with the high school counselor to discuss dual enrollment opportunities at the Technical College in which the high school and home address are zoned;
- Discuss CDE requirements with the guidance counselor to assure the CDE program/courses do not interfere with graduation requirements;
- List program choices, 1st and 2nd, on the form (program offerings can and do change);
- The High School counselor will sign the application as well as completing other required information;
- The High School counselor will then forward the application electronically to the student's CDE Liaison in which the high school and home address are zoned;
- The CDE Liaison and the postsecondary Technical College program counselor will review the application to determine if CDE entrance criteria has been met as well as program availability;
- The high school and home address zoned CDE Liaison will contact the student and parent with approvals/denials;
- Once accepted, the parent and student will complete other important documents to finalize registration and the paperwork will be returned to the CDE Liaison;
- Students will be scheduled for a minimum of two (2) courses/credits per semester at a BTC, which is based upon part-time or full-time enrollment;
 - o Students receive one (1) credit per three (3) hour block every nine (9) weeks. Students can earn four (4) credits per year/part time or eight (8) credits per year/full time. These credits apply toward graduation requirements.
- Students will sit for a Basic Skills test within the first six weeks after admission into a program;
 - o Scores are used as a counseling tool in evaluating a student's academic strengths and weaknesses which may affect success in their technical program. Students scoring within two grade levels of state mandated exit scores have a better opportunity to successfully meet the rigors of a technical program.
 - o Students scoring within two grade levels of their mandated exit scores will be counseled and appropriate options for assistance will be determined. Scores are reviewed with the student to determine what type of academic intervention will be required so that the student is ready to meet the demands of their Technical Program of study as well as meeting the state mandated exit scores.
 - o If Basic Skills scores are not met upon completion of the program, the student will not receive a technical program certificate, but will receive course grades and credits.
- Students will receive 2 additional quality points on their weighted GPA for every postsecondary course passed with a C or better;
- Students unable to complete their technical program prior to their high school graduation can return as an adult with all earned credits transferred to that same technical program.

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

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- Students can enroll in their junior year and/or senior year (minimum 16 years old). Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
- Students must have earned a minimum 2.0 unweighted high school GPA, at the time of enrollment.
- Students who will graduate from high school prior to completion of the postsecondary course cannot be scheduled for that course through dual enrollment.
- Students may lose the opportunity to participate in the dual enrollment program if they have unsatisfactory attendance, if GPA falls below 2.0 either at the home high school or in the BTC program, and/or are disruptive to the learning process.

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

- Students receive one (1) credit per three (3) hour block every nine (9) weeks. Students can earn four (4) credits per year/part time or eight (8) credits per year/full time. These credits apply toward graduation requirements.
- Students will receive 2 additional quality points on their weighted GPA for every postsecondary course passed with a C or better. Courses are weighted the same as Advanced Placement coursework.

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

Informing students and their parents of college-level course expectations is done through the required Orientation.

- Career Dual Enrollment is an acceleration that allows eligible high school student to enroll in a postsecondary program with courses creditable towards a high school diploma and a Technical Certificate, saving both time and money.
- Career Dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses.
- Students can earn credits towards their home high school graduation/diploma requirements, with credits that may transfer to a 2-year Florida College system. Industry certifications aligned to their program of study may also articulate college credit.
- Career Dual Enrollment courses become part of the student's permanent high school transcript and are calculated into the high school GPA as well the student's BTC postsecondary transcript GPA.

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

BTC Medical programs require a higher GPA because of the required full-time schedule and the rigor of the labs, materials, and required clinical rotations. Each student and their parent/guardian will be counseled individually so they understand what the full time schedule entails (6 months, 8 months, or 1 year), the impact on academic high school graduation requirements being met, as well as the amount of work required to complete a full time health program. If the student plans to complete required graduation academic work online while enrolled in a full-time postsecondary medical program, students and parents may be required to sign a BTC contract delineating the student responsibilities to meet their graduation requirements.

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

Career Dual Enrollment entry requirements are met when:

- A student has completed a minimum of 11 high school credits;
- A student has sat for the Basic Skills test or an approved alternative assessment;
Students with an active 504 Plan or IEP should disclose this information to the BTC Technical College's ESE Specialist in order to request special accommodations.
- A student is scheduled for a minimum of two (2) courses/credits per semester at a BTC;
The students' enrolled in Career Dual Enrollment coursework are closely monitored by both the home high school counselor and the CDE Liaison to assure that all graduation requirements are being met for an on-time graduation.
If at any time the student is in jeopardy, parent and student conferences with the CDE Liaison and the BTC postsecondary guidance counselor are held to determine next steps that are in the best interest of the student.
Dropping coursework, and/or releasing the student back to their home high school will be done with the least amount of impact on the student's transcript.

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.

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Faculty follow District and State requirements.

- Postsecondary Career and Technical Education CDE instructors must meet the teaching credentials established by the District and the State and follow the procedures for maintaining the teaching and content integrity of courses.
- Faculty must monitor and report correct attendance. Faculty must also communicate patterns of non-attendance to the parents and to the BTC CDE Liaison.
- Faculty teaching postsecondary courses must hold the same industry certification, or higher, they are preparing high school students to take.
- Teachers cannot be proctors for any certification exams that their students will take.
- Faculty will sign FORM FCAPEA-04, Florida Administrative Code assuring they understand and will follow all mandated Test Administration Procedures in order to report industry certifications (Florida Rule 6A-6.0573 Industry Certification Process).

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.

- High School counselors working with BTC CDE Liaisons will ensure all students meet admission requirements for career dual enrollment.
- The high schools and the technical colleges will collaborate to monitor and maintain individual student performance in high school and career courses.
- BTC or the assigned high school has the option to withdraw an application, or a registered student, if the student is not meeting his/her graduation plan or if technical program offerings have changed.

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

- Broward Technical Colleges CDE Liaisons will inform the high school counselors of their CDE student grades and attendance, which will be posted on their high school TERMS record and will appear on the high school report card.

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

- Broward County Public Schools students enrolled in the Career Dual Enrollment program shall be exempt from payment of all registration, matriculation, textbooks, and laboratory fees, in addition to one uniform if required by the program.
- Private and Home Schooled Parent/Student Responsibility can be found at the following link:
https://www.atlanticttechnicalcollege.edu/wp-content/uploads/2019/07/BTC-HE-PS-CDE-Criteria-2019_2020.pdf

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

- Students will be transported to and from their high school and to and from the BTC Technical College if their home high school and the home address are in the assigned BTC zone.
- The address on the Career Dual Enrollment application must match the information on record at the current high school. Students and parents/guardians must verify the accuracy of the home address with their current assigned high school guidance counselor.
- The current assigned high school and home address must be north of Sunrise Blvd. for Atlantic Technical College applicants and south of Sunrise Blvd. for McFatter Technical College and Sheridan Technical College applicants.
- Students must provide their own transportation to and from the BTC Technical College during summer enrollment in their program;
- Charter, Home, and/or Private school students must provide their own transportation.

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.

For students with disabilities, the assigned BTC postsecondary institution eligible to participate in Career 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/program at the eligible institution.