

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 6/21/2021

## Representing:

Career and Technical Center: Cape Coral Technical College

District(s) the Agreement(s) include
Hendry County Schools
Lee County Schools

Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – School District

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## (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 supersedes all previous career dual enrollment agreements between the District and Colleges. F.S.1007.271 (21)(a).

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

The Colleges will notify students and parents of the career dual enrollment opportunity through career and postsecondary education awareness activities in District high schools. Interested students will complete a career dual enrollment application and have the opportunity to "shadow" the College program(s) of interest. The Colleges will facilitate the application and scheduling of shadowing experiences through high school guidance counselors, Colleges' staff and the Colleges' websites. F.S.1007.271(21)(b).

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

Only career preparatory courses contained within the state course numbering system, and are part of a sequence of courses in a program offered through the Colleges which lead to an industry certification, are part of this agreement. New programs/courses meeting this specification can be added to the agreement at any time by agreement of the chief administrative officers of each party. F.S.1007.271(21)(c). A list of courses and programs available for career dual enrollment is detailed in Exhibit B. It includes a delineation of approved industry certification, clock hour credit and high school credit to be awarded upon completion of each course and program.

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

Applications for career dual enrollment will be accepted by the Colleges in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted on a space available basis and with mutual agreement of the home high school principal and College director. F.S.1007.271(21)(d).

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

Career dual enrollment is available to all Lee and Hendry County High School students meeting the following criteria:

I. Be enrolled as a student in a Florida public secondary school.

II. Be classified as a high school junior or senior.

III. Possess and maintain a minimum 2.0 unweighted grade point average (GPA).

IV. Meet the graduation requirements for Florida state-wide assessments.

V. Have a plan approved by their high school to complete all requirements to graduate on time.

VI. Demonstrate readiness for postsecondary work evidenced by a good attendance record, a satisfactory disciplinary record and the Test of Adult Basic Education.

VII. Be recommended by their school counselor or career specialist and spend a shadow day at one of the technical colleges.

F.S.1007.271(21)(e).

All students enrolled in career dual enrollment will meet with the Basic Skills Requirements as specified in 6A-10.040, F.A.C., and detailed in Exhibit A by demonstrating proficiency based on the Test of Adult Basic Education.

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

All career dual enrollment courses under this agreement will be weighted equally as Advanced Placement (AP) courses and will count toward high school graduation. F.S.1007.271(21)(f). Further delineation is noted in Exhibit B.

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

Students participating in career dual enrollment will be responsible to meet College rules for registration, attendance, and behavior as specified in the Colleges' student handbook. F.S.1007.271(21)(g)(i).

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

N/A

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

Applications for career dual enrollment will be accepted by the Colleges in Spring and Summer for the beginning of the following school year. Mid-term applications will only be accepted on a space available basis and with mutual agreement of the home high school principal and College director. F.S.1007.271(21)(d).

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.

N/A

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.

The District will ensure all career and dual enrolled students will meet the Colleges' requirements for admission. The District and Colleges will collaborate to monitor and maintain individual student performance in high school and career courses. F.S.1007.271(21)(l).

Students will lose the opportunity to participate in the career dual enrollment program if they are disruptive to the postsecondary learning process.

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

The Colleges will report student attendance and grades to the home high school in compliance with the established District grade reporting procedures and schedule. F.S.1007.271(21)(m).

The Colleges shall be responsive to parent inquiries of their student performance and progress in the career dual enrollment program.

Withdrawal - Students who are withdrawn due to loss of eligibility to participate in the dual enrollment program; or a student with permission from his/her assigned school who drops out of a Dual Enrollment course, must return to the assigned high school for class assignment by the Principal or designee. Students are not permitted to drop courses after the fifth day of enrollment. Students with extenuating circumstances wanting to withdraw after the fifth day of enrollment must make a written request for permission to the Chief Academic Officer or designee.

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

Students participating in career dual enrollment are exempt from the payment of registration, tuition, instructional materials, laboratory fees and other fees such as technology fees and parking decal fees associated with the costs of attendance. The Districts will reimburse the Colleges the cost of tuition and fees at the standard rate.

The Colleges will be responsible for all costs associated with presenting career instruction at the Colleges.

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

The student will be responsible for self-transportation to and from the Colleges.

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.

The student's assigned high school will work with appropriate personnel at the Colleges to provide services and resources required by students with disabilities who register for dual enrollment. F.S.1007.271(25).