

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 7/1/2021

## Representing:

Career and Technical Center: Charlotte Technical College

District(s) the Agreement(s) include
Charlotte 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.

# Dual Enrollment Articulation Agreement Submission Site

THIS AGREEMENT effective this 1st day of August 2021 is made by and between Charlotte Technical College; and Port Charlotte High School, Charlotte High School, Lemon Bay High School, The Academy, Florida Southwestern Collegiate High School (charter school), Babcock Neighborhood School (charter school).

WHEREAS, Florida Statutes (F.S.) (Section (s.) 1007.271 (7) provides that career dual enrollment is a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through a district's technical college, and

WHEREAS, Charlotte Technical College wishes to enhance opportunities for high school graduates to identify and set clear career and postsecondary education goals before high school graduation, and

WHEREAS, Charlotte Technical College, a publicly funded post-secondary institution, can provide a variety of high skill, high wage career training program options, and

WHEREAS, the College accepts the challenge of ensuring that every Charlotte County high school graduate has a defined pathway to a career and postsecondary education; and

WHEREAS, dual enrolled students are eligible for accelerated high school credit with the completion of 300 hours and public high schools will receive a career and college acceleration point for those students who complete a minimum of 300 hours in any one program regardless if the student earns an industry certification.

WHEREAS, Students seeking to meet the requirements of the Gold Seal Vocational Scholarship (GVS) through dual enrollment must achieve the required weighted 3.0 GPA in the non-elective high school courses, take at least 3 full credits in a single Career and Technical Education program, achieve the required minimum 3.5 unweighted GPA in the career education courses, Complete 30 service hours, achieve the required minimum scores on one of the college entrance exams as outlined by Florida Bright Futures.

WHEREAS, Students seeking to meet the requirements of the Florida Gold Seal Cape Scholarship (GSC) through post-secondary dual enrollment must earn a minimum of 5 postsecondary credit hours through CAPE industry certifications that articulate for college credit, and Complete at least 30 service hours.

WHEREAS, the term of this agreement shall be August 1, 2020 through July 31st, 2021 and shall be subject to review and revision on an annual basis and to be completed before high school registration for the Fall term of the following school year.

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

NOW, THEREFORE, BE IT RESOLVED that the College and local High Schools agree to the following:

(a) The career specialist for the college will participate in all HS registration meetings including parent meetings to advertise and advise students about career programs at the college. The career specialist will be on the HS site to assist HS career specialists and guidance counselors in the registration of all students who plan to attend the college. The college career specialist will work with the HS career specialists to schedule a shadow day for students who wish to shadow one or more programs at the technical college. Parent information nights will be held at the college for parents to learn more about the career training programs offered. Advertising for these parent nights will take place on the HS campuses and through scheduled School Messenger calls by the College Director. An on-line application will be used for students to register for career certificate dual enrolled programs. The College website hosts all specific information about dual enrollment programs. [www.yourcharlotteschools.net/ctc](http://www.yourcharlotteschools.net/ctc)

(b) Applications for career dual enrollment programs will be accepted by the College through the first day of April for the current school year. Once applications are reviewed, students are notified of acceptance and parents and students must attend a scheduled mandatory orientation in April. After April, applications will only be accepted on a space available basis and with mutual agreement of the home high guidance counselor school and career specialist. Once students dual enroll, all courses taken at the College are clock hour courses; therefore, students will receive CIP (course in progress) at progress reporting or semester periods and will not receive a grade for the course until the clock hours and competencies of the course have been satisfied. Under this agreement, students have a drop/add period of five (5) class days. Students participating in career dual enrollment are participating in college level courses and the amount of work necessary to succeed may be much greater than in high school courses. Students enrolled in career certificate dual enrolled courses will receive advance placement/dual enrollment weighting for each course. Students will be responsible to meet the College rules for clock hour attendance and behavior as specified in the Charlotte County Public Schools Code of Conduct and referenced in the College student handbook. Students enrolled in career dual enrollment will be required to maintain a 75% average (PN, EMT) and 70% average in all other career certificate programs. The grading scale is outlined in the College Student Handbook found at 21-22 Student Handbook

(c) The College will review the initial application to determine College requirements for admission. The home high school and College will collaborate to determine final acceptance and monitor individual student performance to assure on-time graduation.

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

(d) 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 College which lead to an industry certification or state licensure are part of this agreement.

Programs and Courses available for career dual enrollment are outlined in the College Student Handbook found at: 21-22 Student Handbook

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

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WHEREAS, Students seeking to meet the requirements of the Gold Seal Vocational Scholarship (GVS) through dual enrollment must achieve the required weighted 3.0 GPA in the non-elective high school courses, take at least 3 full credits in a single Career and Technical Education program, achieve the required minimum 3.5 unweighted GPA in the career education courses, Complete 30 service hours, achieve the required minimum scores on one of the college entrance exams as outlined by Florida Bright Futures.

WHEREAS, Students seeking to meet the requirements of the Florida Gold Seal Cape Scholarship (GSC) through post-secondary dual enrollment must earn a minimum of 5 postsecondary credit hours through CAPE industry certifications that articulate for college credit, and Complete at least 30 service hours.

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

(e) The statutory requirements of career dual enrollment include:

? Career Certificate - 2.0 cumulative unweighted GPA and must maintain this GPA throughout enrollment in the program. Under this agreement, the following exceptions to the required GPA on an individual student basis include:

? Emergency Medical Technician requires a 3.0 GPA and Interview

? Practical Nursing requires a 3.0 and Interview

? HVAC requires a 2.5 GPA and Interview

? Cosmetology requires a 2.5 and Interview

? Students who will graduate from high school prior to the completion of the career certificate course may not register for the course through dual enrollment.

? Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process as per the Charlotte County Code of Student Conduct or lack of attendance is greater than 95% of the clock hour requirements of the program OR OCP in Practical Nursing as outlined in the college student handbook.

? All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C . If college readiness scores are not available, students will be scheduled to take the PERT test within the first six weeks of the career certificate program.

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

(d) 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 College which lead to an industry certification or state licensure are part of this agreement.

Programs and Courses available for career dual enrollment are outlined in the College Student Handbook found at: 21-22 Student Handbook

(f) The High School Subject Area Equivalency List mandates the minimum subject area credit awarded for specific courses taken through career dual enrollment. The subject area equivalency list can be found at: 2021-2022 Dual Enrollment Course-High School Subject Area Equivalency List

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

(g) Many programs offer a statewide articulation agreement to A.S. or A.S.S degree programs at state colleges OR articulations for earning industry certifications. Current articulations are outlined with the college student handbook OR can be found at: Statewide Career Pathways

(h) Upon successful completion of the entire career certificate course, the equivalent high school credit is awarded to the student. The College will assign a letter grade to each student enrolled in a dual enrollment course and this letter grade is posted to the student's transcript upon completion of the entire course.

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

# Dual Enrollment Articulation Agreement Submission Site

Once students dual enroll, all courses taken at the College are clock hour courses; therefore, students will receive CIP (course in progress) at progress reporting or semester periods and will not receive a grade for the course until the clock hours and competencies of the course have been satisfied. Under this agreement, students have a drop/add period of five (5) class days. Students participating in career dual enrollment are participating in college level courses and the amount of work necessary to succeed may be much greater than in high school courses. Students enrolled in career certificate dual enrolled courses will receive advance placement/dual enrollment weighting for each course. Students will be responsible to meet the College rules for clock hour attendance and behavior as specified in the Charlotte County Public Schools Code of Conduct and referenced in the College student handbook. Students enrolled in career dual enrollment will be required to maintain a 75% average (PN, EMT) and 70% average in all other career certificate programs. The grading scale is outlined in the College Student Handbook

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

An on-line application will be used for students to register for career certificate dual enrolled programs. The College website hosts all specific information about dual enrollment programs. [www.yourcharlotteschools.net/ctc](http://www.yourcharlotteschools.net/ctc)

(b) Applications for career dual enrollment programs will be accepted by the College through the first day of April for the current school year. Once applications are reviewed, students are notified of acceptance and parents and students must attend a scheduled mandatory orientation in April. After April, applications will only be accepted on a space available basis and with mutual agreement of the home high guidance counselor school and career specialist

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.

Career Certificate - 2.0 cumulative unweighted GPA and must maintain this GPA throughout enrollment in the program. Under this agreement, the following exceptions to the required GPA on an individual student basis include:

? Emergency Medical Technician requires a 3.0 GPA and Interview

? Practical Nursing requires a 3.0 and Interview

? HVAC requires a 2.5 GPA and Interview

? Cosmetology requires a 2.5 and Interview

Students who will graduate from high school prior to the completion of the career certificate course may not register for the course through dual enrollment.

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All students enrolled in career dual enrollment will meet the Basic Skills Requirements as specified in 6A-10.040, F.A.C . If college readiness scores are not available, students will be scheduled to take the PERT test within the first six weeks of the career certificate program.

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

(h) Upon successful completion of the entire career certificate course, the equivalent high school credit is awarded to the student.

The College will assign a letter grade to each student enrolled in a dual enrollment course and this letter grade is posted to the student's transcript upon completion of the entire course.

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

(i) Students participating in career dual enrollment are exempt from the payment of application fees, tuition, textbooks and lab fees. The district Destiny textbook system will be the MIS system used to assign individual textbooks. Students are responsible to return the textbook at the end of the course/program. Students will be charged the full price of the textbook if not returned on or before they are scheduled to graduate. All programs have a cost sheet which illustrates additional fees associated with the program which could include uniforms, Skills USA, parking, additional equipment and/or clinical component requirements.

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

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(j) The District may be responsible for the costs of transporting career dual enrolled students to and from the College within the established transportation system routes and boundaries. Some programs will require clinical experiences off site and students in these programs must provide their own transportation to all work based learning experiences.

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.

(k) Students with disabilities will receive the services as outlined by the IEP (Individual Education Plan) which include all accommodations listed as part of the IEP. Students on 504 plans will receive the accommodations listed as part of their 504 plan.