

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 8/1/2021

## Representing:

Career and Technical Center: D.A. Dorsey Technical College

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

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This agreement replaces any existing agreement with the MDCPS-Division of Academics and M-DCPS Postsecondary Institution regarding the Career Dual Enrollment Articulation Agreement

The MDCPS-Division of Academics and M-DCPS Postsecondary Institutions have the following specific partnership agreements:

## A. Career Early Admission

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time in a career center or a Florida College System institution in postsecondary programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to s. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree.

Participation in the career early admission program is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in the sixth grade. Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

## B. Home School Education

The career dual enrollment program for a home education student, including, but not limited to, students with disabilities, consists of the enrollment of an eligible home education secondary student in a postsecondary course creditable toward a career certificate.

Eligible home education secondary student must provide proof of enrollment in a home education program pursuant to s. 1002.41. Be responsible for his or her own instructional materials and transportation unless provided for in the articulation agreement. Sign a home education articulation agreement.

Each post-secondary institution eligible to participate in the career dual enrollment program pursuant to s. 1011.62(1)(i) must enter a home education articulation agreement with each home education student seeking enrollment in a career dual enrollment course and the student's parent.

The home education articulation agreement must include, at a minimum:

1. A delineation of courses and programs available to dually enrolled home education students. Courses and programs may be added, revised, or deleted at any time by the post-secondary institution.
2. The initial and continued eligibility requirements for home education student participation, not to exceed those required of other dually enrolled students.
3. The student's responsibilities for providing his or her own instructional materials and transportation.
4. A copy of the statement on t transfer guarantees developed by the Department of Education under subsection (15).

## C. Private Schools

The career dual enrollment program for a private school student consists of the enrollment of an eligible private school student in a postsecondary course creditable toward an associate degree, a career certificate, or a baccalaureate degree. In addition, a private school in which a student, including, but not limited to, students with disabilities, is enrolled must award credit toward high school completion for the postsecondary course under the career dual enrollment program.

To participate in the career dual, enrollment program, an eligible private school student must provide proof of enrollment in a private school pursuant to subsection. Be responsible for his or her own instructional materials and transportation unless provided for in the articulation agreement. Sign a private school articulation agreement.

Each postsecondary institution eligible to participate in the career dual enrollment program must enter into a private school articulation agreement with each eligible private school in its geographic service area seeking to offer career dual enrollment courses to its students, including, but not limited to, students with disabilities.

The private school articulation agreement must include, at a minimum:

1. A delineation of courses and programs available to the private school student. The postsecondary institution may add, revise, or delete courses and programs at any time.
2. The initial and continued eligibility requirements for private school student participation, not to exceed those required of other career dual enrollment students.
3. The student's responsibilities for providing his or her own instructional materials and transportation.
4. A provision clarifying that the private school will award appropriate credit toward high school completion for the postsecondary course under the career dual enrollment program.
5. A provision expressing those costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student.
6. A provision stating whether the private school will compensate the postsecondary institution for the standard tuition rate per credit hour for each career dual enrollment course taken by its students.

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 district to inform students of the availability of the career dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise career dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in career dual enrollment. High school guidance counselors will review with the student criteria for participation in the career dual enrollment program. Information will also be available to students and parents on the M-DCPS Department of Career and Technical Education website. <https://ctemiami.net/cte-technical-colleges/> Please note, as of July 1, 2014, secondary student eligibility extends to those students in grades 6-12.

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

Section 1007.271(1), Florida Statutes, establishes that "the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course credit able toward high school completion and a career certificate or an associate or baccalaureate degree". A student who is enrolled in post-secondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Students enrolled in career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled in career dual enrollment, will be eligible to participate in both high school and post-secondary activities as appropriate including graduation and other extracurricular activities. Courses listed in the 2021-2022 Dual Enrollment Course- High School Subject Area Equivalency List -Career Dual Enrollment Credit are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/19975/urlt/10-3.pdf> Eligible courses may be taken in any format that postsecondary institution offers them unless otherwise specified in the Agreement. Courses are offered on the postsecondary and high school campuses.

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

#### Application Process for New Students

Step 1: Meet with their high school guidance counselor to discuss eligibility requirements, select the course that counts towards graduation requirements.

Step 2: Schedule a meeting with a Postsecondary counselor or the career dual enrollment coordinator.

Step 3: Complete the postsecondary institution application (M-DCPS Data Input Form) Form# FM-3999) and submit your high school transcript prior to or during your meeting with the Postsecondary counselor or the career dual enrollment coordinator.

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

The statutory eligibility requirements for career dual enrollment require a minimum 2.0 unweighted GPA. Continued eligibility for career dual enrollment requires the maintenance of a 2.0 unweighted high school GPA and the minimum GPA required by the postsecondary institution. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through career dual enrollment. Students may lose the opportunity to participate in the career dual enrollment program if they are disruptive to the learning process.

#### Basic Skills Requirements for Career Dual Enrollment, s.1004.91

The following statute and rules apply to dual enrollment students:

Section 1004.91(2), Florida Statutes - "Students who enroll in a program offered for career credit of 450 hours or more shall complete an entry-level examination within the first 6 weeks after admission into the program."

Rule 6A-10.040, Basic Skills Requirements for Postsecondary Career and Technical Certificate Education - states that "students who are enrolled in a postsecondary program offered for career education credit of 450 hours or more shall complete an entry-level basic skills examination within the first six (6) weeks after admission into the program."

Section 1011.80(1), Florida Statutes: "A student may not be reported for funding in a dual enrollment workforce education program unless the student has completed the basic skills assessment pursuant to s. 1004.91."

According to s. 1007.271, F.S., school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

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

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## High School

2021-2022 Dual Enrollment Course- High School Subject Area Equivalency List -Career Dual Enrollment Credit is available at <https://www.fldoe.org/core/fileparse.php/19975/urlt/10-3.pdf> or the Clock Hour Enrollment Course at <https://www.fldoe.org/core/fileparse.php/19958/urlt/13-3.pdf> Eligible courses may be taken in any format that postsecondary institutions offer them unless otherwise specified in the Agreement. Other courses in the Statewide Course Numbering System, with the exception of remedial course and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List - Courses that are not listed that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

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

Career dual enrollment courses meet the curricular expectations and are at the same depth and rigor of nondual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that career dual enrollment courses are equivalent to college level courses, and the amount of work necessary to succeed may be much greater than in high school courses. In addition, career dual enrollment courses become a part of a student's permanent transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the postsecondary expectations.

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

There are no exceptions to the required minimum 2.0 GPA

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

Students must meet with their high school guidance counselor to discuss eligibility requirements, select the course that count towards their graduation requirements. Then, schedule a meeting with a Post-secondary counselor or the career dual enrollment coordinator to complete the postsecondary institution application process and submit their high school transcript prior to or during their meeting with the Postsecondary counselor or the career dual enrollment coordinator.

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

There are no exceptions.

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

There are no exceptions.

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 MDCPS-Division of Academics is responsible for determining if the student is eligible to be tested for the career dual enrollment program. Students who have a 2.0 unweighted high school grade point average and who have an interest in participating in Career dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high school is responsible for advising students to ensuring that they meet the requirements for high school graduation.

It is the postsecondary institutions' responsibility to monitor student performance in the postsecondary institutions' career dual enrollment courses. The MDCPS-Division of Academics and postsecondary institutions should exchange student transcripts in order to make sure that students are eligible to continue in the career dual enrollment program.

The postsecondary institutions are responsible for assigning grades for career dual enrollment courses. The MDCPS-Division of Academics is prohibited from changing any grade (once assigned by the post-secondary institution) when posting it to the high school transcript.

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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.

S. 1007.271(20), F.S., requires the postsecondary institution to assign a letter grade to each student in the career dual enrollment course. This letter grade assigned by the postsecondary institution shall be posted to the student's high school transcript by the school district.

For districts that use a weighted grading system, s. 1007.271(18), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited." This provision relating to GPA weighting includes all dual enrollment courses, including career education courses.

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

All students (public and private school and home education) are exempt from the payment of tuition and all fees.

According to provisions in sections 1007.271 and 1009.25, Florida Statutes, dual enrollment students are exempt from the payment of tuition and fees, including laboratory fees and registration fees.

Private school and home education students will be responsible for his or her own instructional materials and transportation unless provided for in the articulation agreement.

Textbooks will be provided to M-DCPS students by the M-DCPS-Division of Academics. Textbooks purchased by the M-DCPS-Division of Academics shall remain the property of the M-DCPS-Division of Academics as specified in Section 1007.271 (17), F.S.

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

It is the student's responsibility to provide his or her own transportation, if any career dual enrollment courses are offered beyond the regular school day.

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.

Facilitators are assigned for the purpose of ensuring documented IEP/ 504 accommodations are provided.