

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/3/2021

Representing:

Career and Technical Center: Gadsden Technical Institute

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

The Career Dual Enrollment Articulation Agreement as required by Section.1007.271 (21), Florida Statutes, is made by and between Gadsden Technical College, hereinafter referred to as GTC; and Gadsden County School Board, hereinafter referred to as the District. This agreement shall govern the eligibility and enrollment of students and the administration of the technical courses offered via Career Dual Enrollment.

The Director of Career, Technical and Adult Education or designee, and the Gadsden County School District Superintendent or designee shall conduct the annual renewal of the Agreement. The term of this agreement shall commence upon signing and shall end June 30, 2022. Either party of this Agreement may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.

This Agreement may be amended only by written communication signed by the Director of Career, Technical and Adult Education or designee, and the Superintendent of the Gadsden County School District or Designee.

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 school counselors to inform students of the availability of the career dual enrollment program requirements and courses currently offered through educational planning and guidance. The high school will advertise career dual enrollment opportunities through a variety of methods. High school personnel will direct students to meet with their high school guidance counselor if they are interested in learning more about participation in career dual enrollment. The high school counselors will review with the student criteria for participation in the career dual enrollment program. The high school counselors will also provide information made available to students and parents on GTC's webpage, Facebook, Twitter, and Instagram accounts.

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

Career dual enrollment is a curricular option of elective credits that count toward earning a high school diploma and completing a career-preparatory certificate program. High school students may elect to be dual-enrolled at their high school and in a workforce education program at GTC. Courses contained within the state course numbering system, and that are part of a sequence of courses in a program offered at Gadsden Technical College which lead to an industry certification, are considered for this Agreement.

A listing of programs and courses available for career dual enrollment participation during the 2021-2022 school year is included in this agreement. Programs and courses listed will lead to an approved certification as provided in Section 1008.44, F.S. Dual enrollment students may earn approved CAPE certifications on both the secondary and postsecondary approved lists. New programs, which meet this specification, can be added to the Agreement at any time by consent of the chief administrative officer of each party. Programs available for career dual enrollment include:

- Automotive Service Technology (1800)
- Automotive Service Technology 1(1050)
- Carpentry (1200)
- Commercial Class B Driving (150)
- Diesel Systems Technician 2 (750)
- Power Equipment Technologies (900)
- Practical Nursing (1350)

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

The high school guidance counselors provide applications for career dual enrollment to eligible students at the beginning of each school year. Completed applications are submitted to GTC for registration processing. Mid-term applications will only be accepted on a space available basis and with mutual agreement of the high school principal and Technical College administrator. Following submission of the completed GTC application, the GTC Career Counselor will schedule a time for appropriate placement tests, if applicable.

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

High school students who are interested in attending GTC must apply through their high school guidance counselor and meet the following criteria.

- A. Classified as a full time 10th grade student
- B. 2.0 GPA
- C. Completed enrollment application
- D. TABE test scores(dual-enrolled secondary students only)
- E. Satisfactory attendance
- F. Satisfactory behavior/conduct

Gadsden Technical College admission policies require that all applicants take the Test of Adult Basic Education (TABE) or provide proof of acceptable forms of assessment. These include scores from the TABE Forms 9 and 10, or 11 and 12.

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

High school credit for career dual enrollment courses will be awarded as listed on the 2021-2022 Dual Enrollment Course-High School Subject Area Equivalency List Career Dual Enrollment Credit www.fldoe.org/core/fileparse.php/7744/urltl/ACCAgenda-Feb2021-AppB.pdf

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

The high school counselors will review with the student criteria for participation in the career dual enrollment program. The high school counselors will also provide information made available to students and parents on GTC's webpage, Facebook, Twitter, and Instagram accounts.

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

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N/A

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

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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 high school counselors shall make initial determinations as to whether a particular student meets the requirements for career dual enrollment. It is the responsibility of GTC counselors and administrators to assist the high school counselors in monitoring the student performance while participating in the career dual enrollment program.

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

GTC will report student attendance, grades, occupational completion points, and industry certifications to the home school via the Student Information System in accordance with District grade reporting procedures and schedules.

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

Fee exemptions for registration, tuition, and lab fees are provided for all public school 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 District. Such textbooks remain the property of the District.

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

The District will provide transportation for career dual enrollment District students to and from GTC within the established transportation system routes and boundaries. Due to the program requirements related to clinical hours of instruction, students enrolling in the Practical Nursing Program must provide their own transportation to and from the College and all clinical sites. Students enrolled in evening career dual enrolled classes will also need to provide their own transportation to and from school.

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.

Gadsden Technical College (GTC) does not discriminate on the basis of race, color, national origin, sex, disability, age, marital status, or religion in admission to educational programs, activities, and employment practices in accordance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (revised 1992), and the Americans with Disabilities Act of 1990 and shall provide, upon request by a qualified disabled individual, reasonable accommodations including auxiliary aids and services necessary to afford individuals with a disability an equal opportunity to participate.

Dual enrolled secondary students with disabilities shall be provided exceptional student educational services and services required under Section 504 in coordination with the District Exceptional Student Education Office at their home schools. Modified Occupational Completion Point (MOCP) may be developed for students in conjunction with their Transition IEP and course outcomes as per State Board of Education Rule 6A-6.0312 FAC. Student performance standards may not be modified for students enrolled in secondary career education.

