

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 7/27/2021

## Representing:

Career and Technical Center: Lively Technical College

| District(s) the Agreement(s) include |
|--------------------------------------|
| Leon 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 replaces any existing agreement with the School Board and LTC regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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. The high schools will advertise 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 dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

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

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Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as career dual enrollment, will be eligible to participate in both high school and LTC activities as appropriate including graduation and other extracurricular activities.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7744/urlt/ACCAgenda-Feb2021-AppB.pdf>. Eligible courses may be taken in any format that LTC offers them unless otherwise specified in the agreement.

LTC courses are offered on LTC’s campus and on the School District’s high school campuses.

## Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program. Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School District will inform all students of the options available and the eligibility criteria.

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

### Application Process

Step 1: Meet with high school guidance counselor to discuss dual enrollment opportunities at LTC.

Step 2: Complete the LTC Career Dual Enrollment Application with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists your program choice(s) on the form and signs the form.

Step 3: Submit the documents below to the LTC Dual Enrollment Liaison.

- LTC Career Dual Enrollment Application
- Copy of TABE test scores
- Copy of high school transcript

Step 4: Attend a career dual enrollment orientation.

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

Students must be 16 years of age or older.

Students must have a 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 may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they have unsatisfactory attendance or are disruptive to the learning process.

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/7744/urlt/ACCAgenda-Feb2021-AppB.pdf>. Eligible courses may be taken in any format that LTC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System (SCNS), with the exception of remedial courses 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.

All courses offered at LTC are listed on the Dual Enrollment Courses – High School Subject Area Equivalency List.

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

N/A

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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.

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

N/A

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.

Students who have a 2.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

The high schools are responsible for making sure that all students who plan to participate in dual enrollment have completed an LTC Career Dual Enrollment Application.

The high schools are responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high schools are also responsible for advising students about Bright Futures.

It is LTC's responsibility to monitor student performance in LTC's dual enrollment courses. The School District and LTC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

LTC is responsible for assigning grades for dual enrollment courses. The School District is prohibited from changing any grade (once assigned by LTC) when posting it to the high school transcript.

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

LTC will transmit student grades to the high schools at the end of each semester.

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

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Dual enrollment students shall be exempt from the payment of registration, tuition, and laboratory fees.

## Standard Tuition Rate

The School District (other than Leon County Schools) is responsible for reimbursing LTC for the standard tuition rate per clock hour for instruction taking place on LTC's campus for dual enrolled students. LTC will not charge the School District the standard tuition rate per clock hour for instruction taking place on the School District's high school campus for dual enrolled students.

## Instructional Materials and Fees

The School District (other than Leon County Schools) is responsible for reimbursing LTC for all instructional materials, laboratory fees, facility usage fees, miscellaneous fees, and liability insurance (for health programs).

## Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to students by the School District through instructional materials fees reimbursed to LTC. Textbooks purchased by the School District shall remain the property of the School District as specified in Section 1007.271(17), F.S. The School District may continue to utilize this classroom set of textbooks, as long as textbooks remain current, to reduce the cost of textbooks for future students. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on LTC's campus will be covered by LTC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the School District's high school campus will be covered by the School District.

## Summer Term Enrollment

Addressed in individual School District articulation agreement(s).

## Funding Provisions

Dual Enrollment at LTC does not take FTE from a district. Both the public secondary and postsecondary partners involved in providing dual enrollment receive funding through their respective budget silos. On the secondary side, the School District receives funds through the Florida Education Finance Program (FEFP), the statewide preK-12 school funding formula that distributes tax dollars to school districts. On the postsecondary side, LTC receives funding through their respective workforce education budgets, which are allocated based on enrollment, program cost factors, local fee revenue, and performance. Dual enrollment student membership for LTC will be calculated in an amount equal to the number of instructional hours. These funding provisions cover instruction on both LTC's campus and on the School District's high school campus.

## Instructional Costs

LTC will provide full instructional costs for dual enrollment occurring on LTC's campus. For instruction occurring on the School District's high school campus by LTC faculty, the School District will reimburse LTC for the costs associated with the proportion of salary and benefits to provide the instruction.

## Personnel Costs

Addressed in individual School District articulation agreement(s).

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

It is the student's responsibility to provide his or her 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.

LTC provides services and facilities accessible to, and usable by, all qualified students with disabilities. LTC will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individualized Education Program (I.E.P.) or 504 Plan filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.