

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 7/1/2021

Representing:

Career and Technical Center: Lake Technical College

District(s) the Agreement(s) include
Lake 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 Agreement shall continue from July 1, 2021, and end June 30, 2022, and shall be revised and reviewed on an annual basis. The School Board Superintendent or designee, and the LTC Executive Director or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards. The Agreement, once signed by LTC and the LCSB, and will remain in effect throughout the academic year for which established. All parties agree to abide by any Florida Department of Education rule changes, regarding career and technical dual enrollment, due to take effect during the relevant academic year. Should the LCSB or LTC initiate a modification or amendment to the Agreement, the Executive Director for Lake Technical College and the Lake County School Board Director of College and Career Readiness will develop an action plan. The final amendment will go to both the LCSB and LTC for formal approval. This Agreement may be modified or amended only by a written document signed by authorized representatives of LCSB and LTC.

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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LCSB notifies students and parents of the option to participate in Career Dual Enrollment during annual academic planning. Students and parents also receive information concerning Career Dual Enrollment opportunities through the following: individual student advisement with a high school counselor, information via high school websites, and the LCSB College and Career Readiness Dual Enrollment webpage and the Lake County School Board Student Progression Plan. In addition to Lake Technical College's Dual Enrollment webpage, LTC notifies students of the option to participate in Career Dual Enrollment during LTC Program Information Sessions and open house events. LTC staff/faculty regularly visit LCSB schools to share career program and enrollment information. LTC also produces and distributes program schedules, information fliers, and Career Dual Enrollment Applications and information sheets to LCSB high school counselors.

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

LTC and the LCSB will guide students toward programs that supplement rather than supplant what is available at the student's school of record.

The LCSB and LTC adhere to the FLDOE Course Directory and Florida High School Subject Area Equivalency List in identifying career-technical programs available to high school students through career dual enrollment. LTC does not offer all courses on the equivalency list and not all LTC programs are offered each semester. Students will be advised by their school counselors and LTC Career Advisors to enroll in a program that aligns with the student's viable career goals. Programs that are available to career dual enrollment students are noted on the Career Dual Enrollment Application provided by Lake Technical College and it is updated annually.

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

Career Dual enrolled students may enroll in a program at the beginning of first and second semesters. Some programs are lock-step and have specific start dates throughout the year. Students interested in these specific programs must follow the same testing and registration deadlines as traditional adult students. They should contact Admissions for more details.

Some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. To initiate the process, students must:

? Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org

? Complete the Career Dual Enrollment Application available on LTC's website

? Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Upon acceptance into a program, students and counselors will be notified of the priority registration period specifically for career dual enrolled students, which occurs in June. During this time, seats are reserved for career dual enrolled students on a first come, first served basis. Students must come during the Priority Registration to secure their seat; after the priority registration period, enrollment opens to the public and seat availability cannot be guaranteed.

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

A student must:

? Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.

Have a viable career-technical goal.

? Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA and Algebra 1 EOC, or equivalent test, prior to dual enrollment.

? Have good attendance and discipline records.

? Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student's enrollment in a CDE program.

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

Under Career Dual Enrollment, approved LCSB and LTC courses will be used to fulfill elective or vocational credit requirements for high school graduation. All LTC programs available to career dual enrollment students are included in the Florida Department of Education Course Code Directory (CCD), Career Technical Education Program and Course Listing.

With the exception of Cosmetology, all LTC career dual enrollment, postsecondary courses are weighted at 6.0 on a 4.0 scale.

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

All LTC programs meet current industry standards and career and technical training expectations as set forth by the Florida Department of Education. All Dual Enrollment students receive information concerning program expectations and general dual enrollment information on LTC's Dual Enrollment web page, on the LCSB College and Career Readiness website, and during individual advising sessions with LTC Career Advisors.

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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There are no exceptions to the required grade point average for career dual enrollment eligibility. Students are required to maintain a 2.0 GPA or higher in their high school courses and must be on track for graduation.

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

LTC strongly suggested that all interested students attend a Program Information Session or visit the program and meet the instructor prior to beginning the application process. Based on the type of secondary school they are attending, students follow various steps to enroll in a postsecondary program as a Career Dual Enrollment student. LCSB students must:

? Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org

? Complete the Career Dual Enrollment Application available on LTC’s website

? Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Testing fee for Basic Skills Assessment is waived with the completed CDE Application; however, testing fees for other required placement tests are the student’s responsibility. Government issued photo identification is required to test. IEP/504 status must be disclosed prior to the day of testing—a testing appointment may be required, call Admissions for details.

? Register for program in the LTC Admissions Office during the Priority Registration window and pay any applicable fees in the LTC Business Office.

? Program textbooks and workbooks will be on loan to students during career dual enrollment and will be issued to the student by the program instructor. Students must return the books to the instructor at the end of the program, or they must pay for them.

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 to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook, which apply to faculty members.

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 to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook, which apply to faculty members.

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 seeking to continue LTC Dual Enrollment must maintain a minimum of 2.0 unweighted cumulative high school GPA and must be progressing through the program’s OCP (Occupational Completion Points) as expected given the FLDOE’s clock hour recommendations. The student and LTC instructor continually review the student’s progress. Completion grades are documented at the end of each OCP.

The LCSB high school counselors and the LTC Dual Enrollment staff monitor student’s high school GPA and collaboratively review and maintain student records to ensure continued Dual Enrollment eligibility. Students who do not meet either the high school GPA requirement will not be eligible to continue Dual Enrollment or participation.

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

LTC data clerk enters grade data on the LCSB Skyward system at the end of each course or OCP. LTC course letter grades are then included in the high school transcript and are averaged into the student’s overall high school GPA.

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

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Per Florida Statutes §1007.271 (16), Career Dual Enrollment students shall be exempt from the payment of registration, tuition and laboratory fees.

B. Textbook, electronic access codes and other course materials

Per Florida Statutes §1007.271 (17), the LTC loans career dual enrollment students the required textbooks, workbooks, and electronic access codes, free of charge. These textbooks are the property of LTC and all LCSB textbook policies apply. Career Dual Enrollment students registering in programs requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, drug screening, etc. such ancillary materials and services are purchased at the student's expense.

C. Instructional cost arrangements

Per Florida Statutes §1007.271, the school district shall pay public postsecondary institutions the standard tuition rate for dual enrollment programs in the fall and spring semesters from funds provided in the Florida Education Finance Programs. Currently, LTC has chosen to waive the tuition which could be charged to the LCSB. LTC will bill LCSB per student for textbooks, workbooks, textbook access codes, lab fees, and certification fees, if applicable, per program.

D. Textbook processes

? LTC's Business Office provides a hard copy list of the currently adopted textbooks.

? LTC purchases, stores, and maintains all textbooks purchased for Career Dual Enrollment.

LTC loans textbooks to LCSB Career Dual Enrollment students for use in LTC programs and the texts are delivered to the student via the program instructor. The student has the option to buy their own copy of the books.

? At the end of each semester, career dual enrolled students are to return the book to the instructor. Students failing to return LTC loaned textbooks may not enroll in LTC programs until materials or monies owed to LTC are satisfied.

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

Parents or legal guardians arrange and assume all financial responsibility and liability for Dual Enrollment related transportation. Neither LCSB nor LTC shall in any way be responsible for or provide transportation for Dual Enrollment students. Dual Enrollment students are responsible for arranging and paying for transportation to and from LTC as well as all other Dual Enrollment related 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.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of LTC to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504.

Students must self-identify and request accommodations at the post-secondary level. The Special Populations Coordinator is the coordinator of section 504 activities and may be contacted at 352-589-2250, ext.1887.