

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
Sumter 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 SCSB, can only be amended in accordance with Florida Rules 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 SCSB or LTC initiate a modification or amendment to the Agreement, the Executive Director for Lake Technical College and the Sumter County School Board Specialist of Career and Technical Education will develop an action plan. The final amendment will go to both the SCSB and LTC for formal approval.

This Agreement may be modified or amended only by a written document signed by authorized representatives of SCSB 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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SCSB 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 Sumter 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 SCSB 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 SCSB high school counselors.

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

Pursuant to Florida statute, Career Dual Enrollment program options are available to students to earn elective credits toward the completion of a high school diploma, to receive hours toward a postsecondary program certificate, and to broaden the scope of career and technical options available for the high school student. Lake Technical College does not offer individual courses to career dual enrollment students. Students who apply for career dual enrollment are applying for complete programs with the understanding that they will meet the required program hours/competencies.

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.

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/ or equivalent test/ prior to dual enrollment.

- Have good attendance and discipline records.

- Have TABE 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.

Again, 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. LTC will notify SCSB counselors of accepted students for the spring term in December as spaces are limited and filled on a first come, first served basis.

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

Under Career Dual Enrollment, approved SCSB 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 and the Florida High School Subject Area Equivalency List .

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.

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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 SCSB CTE website, and during individual advising sessions with LTC Career Advisors.

A. Career Advising

LTC Career Advisors provide career and technical program guidance to potential and current dual enrollment students. These services may include but are not limited to: initial program visits, explanation of program requirements and expectations, registration and enrollment, and program completion/graduation requirements.

All students must complete LTC's Student Orientation and review the Campus Sexual Violence Elimination Act available on LTC's website on or before the first day of class.

The LTC Career Advisors and SCSB high school counselors advise students of the following:

- All LTC students will be exposed to a learning environment that meets current industry standards and workplace expectations;
- Program descriptions are available in LTC Admissions and online;
- Career courses become part of a student's permanent secondary and post-secondary transcript and are calculated into the student's permanent secondary GPA;
- Career courses may be considered for transfer credit into the state college system per current articulation agreements between technical colleges and state colleges. A list of these articulations are available at www.fldoe.org and on LTC's website;
- Program syllabi are available for students via the program instructor;
- Program clock hour requirements and log-in/log-out requirements;
- Students must adhere to Attendance Policies as set forth in the LTC Catalog;
- Program content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically;
- Students are expected to learn and exhibit ten areas of Professional Skills;
- All LTC students are free to access the Internet per SCSB rules.

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 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 suggests 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. SCSB 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.
- o 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.

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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 SCSB 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 SCSB 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.

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 SCSB 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 SCSB. LTC will bill SCSB per student for textbooks, workbooks, textbook access codes, lab fees, and certification fees, if applicable, per program.

D. Textbook processes

- The LTC 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 SCSB 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 SCSB 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.