

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/1/2021

Representing:

School District: Orange 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.

This Agreement shall be reviewed and evaluated annually. It shall remain in effect from August 1, 2021 through July 31, 2022 or until either party identifies a need for revision or terminates the agreement with thirty-day written notice.

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

Each traditional high school campus has a dedicated CTE Career Specialist on their campus that provides information regarding dual enrollment opportunities for students. Information is presented in classrooms, at school events, through the school's electronic communication platform, flyers, and websites and through Orange Technical College marketing materials. Career Specialists also collaborate with high school teachers, counselors, the College and Career Specialist and school administrators to ensure all students and parents receive information about these opportunities.

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

OTC programs and courses eligible for career dual enrollment, are located in Appendix A of this articulation agreement. This document includes clock hours and high school credits awarded for each course.

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

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Interested and eligible students submit a dual enrollment application signed by their guardian and are invited to participate in an Orange Technical College program visit prior to committing to enrollment in their desired dual enrollment program. Once students attend their campus orientation, they receive a registration packet which is completed, signed by guardian and student, and is returned to Orange Technical College. The recruitment and application process begins in the school year prior to intended enrollment. Students are notified of acceptance by the end of the second semester. In the event that there are program openings at the beginning of the school year, eligible students may apply. The deadline to enter OTC dual enrollment programs is September 10, 2021.

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

A. An eligible secondary student is a student who is enrolled in a Florida public secondary school or a Florida nonpublic secondary school, who has been certified by their school official as qualified. A nonpublic secondary school must be in compliance with Section 1002.42 and conduct a secondary curriculum pursuant to Section 1003.4282, Florida Statutes in order for its students to be eligible to participate in a dual enrollment program.

B. An unweighted 2.0 grade point average (high school) is required for admission to dual enrollment courses. Students must also maintain a 2.0 GPA to continue dual enrollment. In the event that the student is below a 2.0, both the high school and OTC administrators can agree to accept a student based on extenuating circumstances when it is determined that dual enrollment is in the best interest of the student.

C. Students must be on track for graduation and have room in their schedule for dual enrollment courses.

D. Students in grades 9 through 12 may participate in OTC dual enrollment programs offered on the high school campus.

E. Students in grades 11 and 12 may participate in dual enrollment programs offered on the OTC campus.

F. The district will produce a scheduling model annually that will outline grade and age restrictions for specific programs.

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

OTC programs and courses eligible for career dual enrollment, are located in Appendix A of this articulation agreement. This document includes clock hours and high school credits awarded for each course.

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

Interested and eligible students submit a dual enrollment application signed by their guardian and are invited to participate in an Orange Technical College dual enrollment orientation prior to committing to enrollment in their desired program. Once students attend their campus orientation, they receive a registration packet which is completed, signed by guardian and student, and is returned to Orange Technical College. As a component of the OTC orientation and registration packet, students and parents are informed of the college-level expectations.

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

In determining exceptions to the required grade point averages for individual students, initial and continuing eligibility is determined through collaboration with OTC postsecondary specialist, career specialist, high school guidance counselor and school administration.

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

Utilizing our student management systems within OCPS, students are registered and scheduled in the secondary and postsecondary data reporting systems.

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

None

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

None

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.

Student initial and continuing eligibility is determined through collaboration with OTC postsecondary specialist, career specialist and high school guidance counselor. Each high school is responsible for verifying the student is eligible to apply for admission as a dual enrolled student. The student is responsible for applying for admission and meeting the admission requirements prior to applicable deadlines.

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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.

Utilizing our student management systems within OCPS, student grades are entered in the secondary and postsecondary data reporting systems. Student grades are reflected in their high school and OTC transcripts. Upon program completion, students are eligible to participate in the annual OTC graduation.

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

All dual enrollment students are exempt from the payment of tuition and all fees, with the exception of personal uniforms and optional equipment costs. Costs associated with the dual enrollment program are the responsibility of the OTC campus unless other arrangements have been made with the partnering high school.

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

School bus transportation from the high school to and from the Orange Technical College campus is provided by OCPS.

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.

All reasonable accommodations associated with a student's IEP or 504 plan are provided within the scope of the program in collaboration with the high school.