

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 6/16/2022

Representing:

Career and Technical Center: Radford M. Locklin Technical College

District(s) the Agreement(s) include
Santa Rosa 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.

NOW, THEREFORE, BE IT RESOLVED that the District and the College agree to the following:

A. This dual enrollment articulation agreement supersedes all previous career dual enrollment agreements between the District and the College in S. 1007.271(21)(a), F.S.

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

iii. The College will notify students and parents of the CDE opportunities through the District's Student Progression Plan (SPP), middle school and high school guidance department curriculum guides and registration forms, and the College Curriculum Guide and Student Handbook.

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

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B. Career Dual Enrollment is the enrollment of an eligible District secondary student in a post-secondary course creditable towards high school completion and a career certificate.

i. Only career preparatory courses contained within the state course numbering system and part of a sequence of courses in a program offered through the College that lead to industry certification from the approved Industry Certification Funding List in s. 1008.44, F.S., are part of this agreement. New CDE courses meeting this specification may be added at any time by agreement of the District and the College in S. 1007.271 (21)(c). A chart delineating programs, courses, clock hours, credits, occupational completion points (OCPs) and industry certifications is included as attachment A.

ii. A list of career and technical secondary courses have been identified in the Florida Course Code Directory as satisfying the fine or performing arts high school graduation requirement (s. 1003.428(2)(3)(e) F.S.) (s. 1003.428(2)(a)(5) F.S.), the equivalent CDE post-secondary CTE course will also satisfy that requirement.

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

C. Application and Registration

i. Applications and registrations for CDE will be accepted in the spring and summer terms for the beginning of the upcoming school year. Midterm applications will only be accepted on a space available basis and with mutual agreement of the District home school guidance counselor and the College guidance counselor.

ii. Students will apply for admission by completing the online application. All additional required CDE admission paperwork will be disbursed through the Student Services Department once the student is officially accepted to the college.

iii. Students who wish to withdraw their registration request to the College must do so through their home school guidance counselor. The home school guidance counselor will in turn notify the College guidance counselor. Home education students who wish to withdraw their registration request must do so through the College guidance counselor.

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

iv. CDE is available on a part-time basis to all eligible secondary students based on current dual enrollment (DE) course offerings through the college and space available in the course.

v. Career Early Admissions is a form of CDE and is limited to students who have completed a minimum of 4 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade pursuant to S. 1007.271(11), F.S.

vi. Home education students registered with the District are included in this articulation agreement and may participate in CDE at the College.

vii. CDE is available to eligible District secondary student students meeting the following criteria:

- Possess and maintain a minimum 2.0 unweighted GPA

- Be on track for high school graduation (S. 1007.271(21)(e), F.S.)

- All students enrolled in CDE must meet the Basic Skills requirement as specified in State Board Rule 6A-10.040(8)

viii. According to S. 1007.271 (3), F.S., the College may deny continued DE if the student meets the initial eligibility criteria as stated in this articulation agreement, but “is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.”

ix. According to S. 1007.271(2), F.S., “students projected to graduate from high school before the scheduled completion date of a post-secondary course may not register for that course through dual enrollment.”

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

D. Grades and Delineation of High School Credit

i. The College will follow the grading scale outlined for District students in the current SPP. Grades will be entered by the program instructors through the District grading system.

ii. Awarding of the equivalent high school credit for all CDE courses will follow the District SPP. Articulated credit may be awarded for industry certification attainment; see individual program articulation agreements.

iii. Career and Technical DE courses under this agreement will be weighted equally as Advanced Placement courses and will count towards high school graduation. (S.1007.271 (18), F.S.)

iv. When a CDE course is taken during the middle school years, a student will earn high school credit in accordance with the District’s policies outlined in the high school section of the SPP.

v. Completion of a CDE course is based on successful completion of program curriculum and performance standards. In order to earn the OCP for course and/or program completion, students must earn a grade of 70% or higher in the course(s).

vi. CDE curricular expectations will be communicated with the student and parent through the College Curriculum Guide and Student Handbook and the course/program syllabus. The District and the College will collaborate to monitor and maintain individual student performance in career dual enrollment courses. The College shall be responsive to parent inquiries regarding student performance and progress in CDE.

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

vi. CDE curricular expectations will be communicated with the student and parent through the College Curriculum Guide and Student Handbook and the course/program syllabus. The District and the College will collaborate to monitor and maintain individual student performance in career dual enrollment courses. The College shall be responsive to parent inquiries regarding student performance and progress in CDE.

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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.

x. Exceptions to the required GPA may be granted on an individual basis if the District and the College mutually agree.

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

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ii. Students will apply for admission by completing the online application. All additional required CDE admission paperwork will be disbursed through the Student Services Department once the student is officially accepted to the college.

iii. Students who wish to withdraw their registration request to the College must do so through their home school guidance counselor. The home school guidance counselor will in turn notify the College guidance counselor. Home education students who wish to withdraw their registration request must do so through the College guidance counselor.

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.

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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.

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

E. CDE Costs

- i. The College will be responsible for all costs associated with presenting career dual enrollment instruction at the College unless otherwise agreed upon by both the District and the College.
- ii. Santa Rosa County School District students participating in career dual enrollment are exempt from the payment of application, registration, tuition, instructional materials, laboratory fees and other fees such as technology fees. Students will be issued program uniforms, as appropriate. Students who wish to keep their program uniform must purchase the program uniform.
- iii. The District will be responsible for the costs of transporting career dual enrolled District students to and from the College within the established transportation system routes and boundaries.
- iv. Exceptions
 - 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.
 - Home education students will be responsible for their own transportation to and from the College.

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

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 - Home education students will be responsible for their own transportation to and from the College.

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.

- xi. CDE curriculum allows for accommodations for CDE students with current Individualized Education Plans (IEP). Exceptional Student Education (ESE) students have access to an ESE instructor and resource room. Accommodations are provided in compliance with the individual student's IEP.