

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/1/2021

Representing:

Career and Technical Center: Ridge Technical College

District(s) the Agreement(s) include
Polk 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 is made pursuant to s.1007.271(7), Florida Statutes to delineate the conditions for transfer of students and credits including dual enrollment, between the School Board of Polk County (District), Ridge Technical College (District Career and Technical Colleges), and Polk County High Schools (High Schools). FURTHER, this Agreement shall provide the framework within which all future cooperative objectives and activities shall be described. FURTHER, it is the intent of the District to provide career dual enrollment as a curricular option of elective credits toward earning a high school diploma and completing a career certificate program through District Career and Technical Colleges. FURTHER, this agreement shall provide for delineation of institutional responsibility for costs of the dual enrollment pursuant to s.1007.271 (7), Florida Statutes and the current General Appropriations Act. THIS AGREEMENT SHALL continue in force from the date of the last signature and shall be subject to review and revision on an annual basis and completed before high school registration for the fall term of the following school year. The current contract shall remain in effect until the next annual review and changes are made.

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.

Dual Enrollment Articulation Agreement Submission Site

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

Pursuant to s.1007.271 (21)(c), only career dual enrollment courses contained within the state course numbering system, and are part of a sequence of course in a program offered through District Career and Technical Colleges which lead to an industry certification, are part of this agreement.

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 counselor to discuss dual enrollment opportunities at the technical colleges.

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

Step 3: Submit the documents below to the prospective technical college.

Step 4: The technical college school counselor will contact you for approvals/denials.

Step 5: TABE/CASAS testing must be completed within the first six weeks after admission into a program.

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 <http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>.

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

Students and parents have the option of attending an orientation prior to starting classes. During the school year school counselor provide advising sessions for students and parents. In addition, the technical colleges provide open house events for prospective students and parents.

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.

- Complete the high school career dual enrollment application.

- Complete a minimum of 11 high school credits and on track to graduate.

- A minimum 2.0 unweighted grade point average (GPA).

- Approval from Ridge Technical College Counselor.

- Part-time dual enrolled students may take up to eleven semester hours or 330 vocational contact hours per term. Full-time dual enrollment/early admission students must take a minimum of 36 vocational contact hours but no more than 480 vocational contact hours per term.

- Dual enrolled must complete an entry-level examination within the first six weeks after admission into the program.

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

Dual Enrollment Articulation Agreement Submission Site

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.

High Schools will ensure all students will meet admission requirements for career dual enrollment. The high school and the college will collaborate to monitor and maintain individual student performance in high school and career courses

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

Ridge Technical College 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.

Students enrolled in the Dual Enrollment program shall be exempt from payment of all registration, matriculation, textbooks, and laboratory fees.

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.

Pursuant to s. 1007.271 (25), F.S., students with disabilities participating in career dual enrollment programs at District Career and Technical Colleges are provided with services and resources to address their Individual Education Plan (IEP).