

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 8/1/2022

## Representing:

Career and Technical Center:                      Traviss Technical College

<b>District(s) the Agreement(s) include</b>
---

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.

Term of MOU: This MOU is effective for the 2022-23 school year.

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

Students and parents are informed of the career dual enrollment opportunities and expectations through the joint effort of The Agency and The High School. The High School guidance department provides information to parents and students about the dual enrollment opportunities. The Agency provides additional information through participation in high school scheduled assemblies, intra-institutional emails, and postings on The Agency's website and various social media outlets as well as through representation at the district's College & Career Day, and The Agency's Open House & Career Fair.

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

# Dual Enrollment Articulation Agreement Submission Site

Administrative Office Specialist  
Automotive Maintenance and Light Repair Technician  
Computer Systems and Information Technology  
Diesel Systems Technician 1 & 2  
Digital Design 1 & 2  
Electricity  
Heating, Ventilation, Air-Conditioning (HVAC/R)  
Legal Administrative Specialist  
Welding Technology

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

The High School guidance department provides information to parents and students about the dual enrollment opportunities.

Applications for career dual enrollment will be accepted by The Agency in Spring and Summer for consideration of the new school year with mid-year applications based on seat availability. Dual Enrolled applicants are required to:

- Apply for enrollment to The Agency through Polk County Schools
- Complete the high school career dual enrollment application paperwork
- Be on-track to graduate with 9th grade cohort with room in schedule for three career dual-enrollment course periods aligned to The Agency master schedule
- Take an entry-level examination within the first six-weeks after admission into the program\*

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

- Student must be enrolled in one of the high schools listed in the articulation agreement OR be enrolled with the district as a home school student (N998)\*
- Student must possess a 2.0 unweighted grade point average and be on track for graduation with cohort
- Student must be scheduled in a minimum of three dual enrollment vocation course periods aligned to The Agency master schedule with courses completed prior to graduation and credits earned used to meet high school graduation requirements
- Student must earn a minimum grade of C in dual enrollment courses and maintain overall unweighted 2.0 GPA
- Student must successfully complete each course in framework to receive credit
- Student must take the Industry Certification tests associated with the program
- Student must maintain a clear disciplinary record
- Student must adhere to The Agency postsecondary/secondary attendance policy
- Student must maintain regular contact with zoned high school counselor verifying credits satisfy graduation requirements

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

All programs offered by The Agency for dual enrollment are listed on the Regional Occupational Demand List, High-Skill, High Wage List and the CAPE Industry Certification List. The following career certificate courses are offered by The Agency at this time: (The Agency reserves the right to add, revise or delete courses and programs at any time)

Clock hour Credit top High School Credit Delineation Upon Completion of Career Dual Enrollment Courses are listed individually in the Dual Enrollment Articulation Agreement Between Traviss Technical College and Polk County Public Schools Secondary High Schools.

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

The High School school counselor provides information to students and parents about the dual enrollment application process and expectations with the application provided through the district online application website. The Agency provides information on student expectations through The Agency website, The Agency student orientation, and program specific orientation material provided by The Agency program instructors. The High School and The Agency advise students and parents of the post-secondary academic expectations, attendance, and permanent record implications for both high school and postsecondary records.

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

Students whose college GPA falls below the required 2.0 may only enroll in the course they earned a final grade of D or F with the intent to earn a C or higher. Students may only repeat one class one time dual-enrolled and are not eligible to take additional courses until their GPA is 2.0 or higher. Additional course retakes can be requested following the completion of high school and at the expense of the student.

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

# Dual Enrollment Articulation Agreement Submission Site

Applications for career dual enrollment will be accepted by The Agency in Spring and Summer for consideration of the new school year with mid-year applications based on seat availability. Dual Enrolled applicants are required to:

- Apply for enrollment to The Agency through Polk County Schools
- Complete the high school career dual enrollment application paperwork
- Be on-track to graduate with 9th grade cohort with room in schedule for three career dual-enrollment course periods aligned to The Agency master schedule
- Take an entry-level examination within the first six-weeks after admission into the program\*

\*Career dual-enrollment students will demonstrate preparedness for postsecondary education by completing an entry-level basic skills examination within the first six (6) weeks after admission into the program. A student may be exempt from the entry-level test requirements by one of the following documented test scores if test administration occurred within two years:

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.

Initial and continued eligibility requirements are set forth by Florida State Statute 1007.271(3) and will be followed by The Agency.

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

Dual Enrollment vocational grades are posted in the postsecondary student information system (FOCUS) by The Agency and are available in the postsecondary student portal following the completion of each course.

Career dual enrollment course grades will be recorded on the student postsecondary transcript by The Agency to include all withdrawals. If a student withdraws from a course after the Drop period ends, the withdrawal will be recorded on the student's college transcript.

Career dual enrollment course grades will be posted to the student secondary high school transcript by The Agency following the completion of each course in accordance with the Delineation of Clock Hours Credit to High School Credit list provided in the articulation agreement. No credit will be awarded for any incomplete course.

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

Registration, tuition, and lab fees are provided at no cost to career dual enrollment students. Students are responsible for the cost of program uniforms, tools, supplies, and parking decal (as applicable).

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

Bus transportation will be provided for career dual enrollment students zoned for The Agency upon request. Students not zoned for The Agency are responsible for providing their own transportation to and from school. If the student elects to provide their own transportation, the purchase of a parking decal is required and the decal must be displayed in the front windshield of their vehicle while on campus.

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.

504 Career of the dual Vocational enrollment students Rehabilitation Act afforded Amendments the same of 1973 protection as all under other the college Americans students with Disabilities Act at (ADA) The and Agency Section Additional Department Reasonable and information School accommodations may be Counselors will needed be are to provided available determine for for students eligibility assistance.