

SAMPLE FORMAT

Dual Enrollment Articulation Agreements

Between School Districts and Florida College System Institutions

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, should begin with an introductory section that clearly identifies the parties involved in the agreement, the term (a beginning and ending date) of the agreement, and the make-up of the local Articulation Committee that has negotiated/drafted the agreement. The process by which the agreement is renewed or terminated should also be included. Following the introductory information, the components required in each agreement are:

1. A ratification or modification of all existing articulation agreements

This section attests to the ratification of all other agreements between the college and the school district that may affect dual enrollment. Such agreements might include: career and technical center / Florida College transfer agreements; testing agreements; and dual enrollment agreements beyond the scope of this document (such as agreements unique to a specific magnet, academy or school), to name a few. It would be appropriate to insert a list of these agreements in this section.

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

Institutional responsibilities are delineated. Who will notify parents and students of the option to enroll in dual enrollment courses and how and when will this be done? Be specific.

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

In addressing the courses and programs available to students, the *Dual Enrollment Course—High school Subject Area Equivalency List* is a great starting point, but should not be viewed as the limits of dual enrollment course offerings. Each district's agreement should take into consideration local needs including magnets, academies, workforce demands, and access to other acceleration mechanisms. Courses offered beyond the *Dual Enrollment Course—High school Subject Area Equivalency List* (along with their locally designated high school subject/credit equivalencies) should be clearly delineated at this point in the agreement.

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

Procedures for participation, along with firmly established deadlines, are essential to the agreement. The agreement should contain specific information regarding the following: application/forms for admission to the program; the recommendations/signatures required for participation; the person to whom parents and/or students submit their paperwork; the process by which students register and withdraw from courses; maximum course loads; grade forgiveness; weighting of dual enrollment course grades; and the process by which grades are distributed. Confusion and frustration often occur when students or parents are given conflicting information about procedures and deadlines from the high school and the college.

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

The statutory eligibility requirements for academic and career dual enrollment include:

- College Credit: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315) *[the Agreement should note if all sections of a common placement test must be successfully completed prior to dual enrollment participation]*.
- Career Certificate: 2.0 unweighted GPA.
- Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum GPA required by the postsecondary institution.
- 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 are disruptive to the learning process.

The Florida College System institution may establish additional initial student eligibility requirements and may limit dual enrollment based on capacity. Any additional eligibility requirements or limits on dual enrollment must be clearly specified in the Dual Enrollment Articulation Agreement. Therefore, if an initial eligibility requirement or limit to dual enrollment is not in the Dual Enrollment Articulation Agreement, it cannot be implemented for the academic year under the agreement.

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

The *Dual Enrollment Course—High School Subject Area Equivalency List* mandates the minimum subject area credit awarded for specific courses taken through dual enrollment. This includes, for career courses, clock hours to high school credits. The agreement should establish high school credits for courses not included on this list.

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

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

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

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree. Broad exceptions are not allowed.

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

Florida College System institutions have different mechanisms and deadlines for dual enrollment course registration. These policies, with information about locating specific term information, should be included.

Students and parents should be made aware of the colleges' add/drop policies and deadlines.

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

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

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). This agreement must outline the procedures for maintaining the teaching and content integrity of courses. Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

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

The delineation of responsibility for the initial screening and ongoing monitoring of participants must be included in the agreement. This should include the procedures for college readiness testing at the high school and college site. A process should be identified to determine how the district will monitor dual enrollment students and ensure GPA requirements are maintained.

In addition to outlining the academic criteria for continued enrollment in the program, this section is a good place to identify behavioral expectations in dual enrollment courses, and which entity's code of conduct and consequences will be enforced.

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

Section 1007.271(20), F.S., requires the postsecondary institution to assign a letter grade to each student in the dual enrollment course. This letter grade shall be posted to the high school transcript.

14. A funding provision that delineates costs incurred by each entity. School districts should share funding to cover instructional and support costs incurred by the postsecondary institution

The financial challenges associated with dual enrollment can be overcome with a strong agreement that employs cost-sharing and cost-saving measures. Combining resources is a realistic way to cover the costs associated with the program. Specific instructional cost arrangements should be delineated in this section of the agreement. For example, who pays for the instructor?

While school districts are responsible for the purchase of their students' textbooks, there are a variety of ways to handle the textbook process. How textbooks are selected, the length of time for use, the manner in which students obtain their books, book return policies, etc. should all be specifically delineated in the agreement.

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

This section should clearly outline who is responsible for the cost of transportation for courses taught at locations other than the high school campus. If it is the student's responsibility to provide his or her own transportation, this should be stated in the agreement.

The final section of this agreement is the execution, which includes the appropriate signatures of school district and community college representatives

The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by the Florida College System institution by August 1 of each year.

NOTE: Postsecondary institutions and districts may use this or the existing IAA template for the 2012-2013 academic year.

Pursuant to s. 1007.271(22), F.S., the Department of Education will maintain an electronic submission system for dual enrollment agreements, and shall review these agreements for compliance with statute and report back to districts and Florida Colleges, if necessary.

For additional information or assistance in completing your Dual Enrollment Articulation Agreement, contact Mr. Matthew Bouck at matthew.bouck@fldoe.org or 850-245-9544.