

**SAMPLE TEMPLATE**  
**20XX-20XX Dual Enrollment Articulation Agreements**  
**Between District Career and Technical Centers and Public High Schools**

The Dual Enrollment Articulation Agreement, required by Section (s.) 1007.271(7), Florida Statutes (F.S.), 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 description of the process by which students and their parents are informed about opportunities for student participation in the career 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.

**2. A description of the process by which students and their parents exercise options to participate in the career dual enrollment program at the district career and technical center**

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. Information indicating the expectations of college level course work.

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

For career dual enrollment—both clock hour and college credit—courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S. Include the clock hour credits that students will earn upon completion of each course and program.

**4. 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:

- Career Certificate: 2.0 unweighted GPA.
- Continued eligibility for career dual enrollment requirements regarding minimum GPA or completion standards. Including any required test scores for continue enrollment (e.g. TABE, etc.)
- 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.

According to s. 1007.271, F.S., school districts may not deny dual enrollment participation to students who meet both statutory requirements and any additional eligibility requirements established in the Dual Enrollment Articulation Agreement.

**6. A delineation of the high school credit earned for the completion of each career dual enrollment course and program**

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, a conversion of clock hours to high school credits. The agreement should establish high school credits for courses not included on this list.

It may be appropriate in this section to address how dual enrollment courses are weighted for the purposes of class ranking. Dual enrollment courses must be weighted the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when the GPA is calculated.

**7. Identify any college credit articulation agreements associated with each clock hour program.**

Include any appropriate articulation agreements associated with each clock hour program, including agreements that lead to additional postsecondary certifications and degrees.

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

S. 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 responsibilities of the high school 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 career dual enrollment readiness testing at the high school and district career and technical 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 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.

**10. The responsibilities of the district career and technical center regarding the transmission of student grades in dual enrollment courses to the school district**

This section should be used to provide for the timing and means of the transmission of grades for students completing career dual enrollment coursework.

**11. A funding provision that delineates costs incurred by each entity**

All students (public and private school and home education) are exempt from the payment of tuition and all fees. This section should be used to outline how costs associated with the delivery of career dual enrollment courses and program by a district career and technical center will be incurred by the parties, including tuition, fees and instructional materials.

**12. 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 the district career and technical center. If the student is unable to provide his or her own transportation.

**13. Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment**

**14. The final section of this agreement is the execution, which includes the appropriate signatures of school district and postsecondary institution representatives**

**The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by the postsecondary institution by August 1 of each year**

Pursuant to s. 1007.271(22), F.S., the Department of Education will maintain an electronic submission system for dual enrollment agreements. The department shall review these agreements for compliance with statute and report back to school districts and public postsecondary institutions, if necessary. Any unresolved issues of noncompliance are reported to the State Board of Education.

*For additional information or assistance in completing your Dual Enrollment Articulation Agreement, contact the Office of Articulation at [articulation@fldoe.org](mailto:articulation@fldoe.org) or 850-245-0427.*