(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.

   Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2022-2023 academic year will take precedence.

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

   A. References to students in this document mean any student enrolled in a Citrus County Public School.
   B. CF will provide information to the schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
   C. The schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
   D. The College of Central Florida will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.
   E. CF Admissions and Student Recruitment and Enrollment Services staff will work with district and school officials on targeted dual enrollment recruiting activities.
   F. The school will inform students needing accommodations that they must contact Disability Services at CF.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

A. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the Citrus County School Board, and will avoid unnecessary duplication of existing courses in grades six (6)- twelve (12). Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.

B. CF will furnish each school with a copy of the current courses (https://www.cf.edu/Courses) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on school campuses in Citrus County shall be mutually agreed upon by the host school district, school principal and CF.

C. A student education plan may be developed by CF for each student registering for a dual enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree or an Associate in Arts degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.

D. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43. All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed .5 high school credits.

E. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees. However, the student is responsible for the full cost of travel.

F. Students have an opportunity to participate in dual enrollment through the Citrus County School Board until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.
A. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school counselors to discuss admissions criteria and to obtain the necessary application information.

B. Application Process - Students interested in dual enrollment must meet with their school counselor or principal for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application. The parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their high school counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the Dual Enrollment Coordinator the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the Dual Enrollment Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.

C. Registration – Dual enrollment information will be provided to counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Orientation is required to apply to the Dual Enrollment program and register for courses. Orientation must be completed within one academic year of admission. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made the counselor will submit the list of courses for each student to the CF Dual Enrollment Coordinator for registration. Deadlines are posted on CF’s dual enrollment webpage at least one semester in advance. Priority dual enrollment registration will occur as close as possible to the dates set for regular college students.

D. Withdrawal Process - Dual Enrollment students will follow the college's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their high school counselor to discuss submitting the Dual Enrollment Withdrawal form. The student will then complete the online withdrawal form. Forms must be received by the withdrawal deadline. Withdrawal notices will be sent to the designated Citrus County staff. The student will receive a W on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more "W" grades, he/she will no longer be eligible to participate in Dual Enrollment. Exceptions due to extenuating circumstances may be evaluated on a case-by-case basis by Citrus County Schools and the CF Dual Enrollment office.

E. Course Load - Students in grades six (6) - eight (8) may register for no more than three (3) credit hours only during the fall and spring terms only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms only. Dual enrollment freshmen and sophomores may take up to six (6) credit hours total in the Summer semester prior to their Junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school district and Dual Enrollment Petitions Committee to enroll for up to twelve credit hours. Before the beginning of their senior year the student may take up to nine (9) credit hours total in the summer semester (no more than two (2) courses in each summer term). High school seniors may take up to sixteen credit hours in the fall and spring terms. Please refer to the student progression plan for grade level designation.

Fall Credit Hours Spring Credit Hours Summer Credit Hours Total
Grades 6-8 3 3 0 6
Freshmen 6 6 0 12
Sophomores 6 6 6 18
Juniors 9 9 9 27
Seniors 16 16 0 32

F. Grade Distribution - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.

G. Academic Advising – all A.A. degree seeking students must be advised by a CF meta-major advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor’s degree program and institution of their choice.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
A. An overall GPA of 3.0 on an un-weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual enrollment programs. CF dual enrollment career courses must lead to Industry Certification and must not be offered if made available by the Citrus County Schools. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted high school GPA and the minimum GPA required by the college.

B. The Citrus County School District shall identify those students qualified to participate in dual enrollment classes. The school principals will approve student eligibility for participation in these classes.

C. The student must be enrolled in the Citrus County School District and must be working towards a high school diploma to participate in dual enrollment.

D. Students must satisfy the college preparatory testing requirements in § 1008.30 Fla. Stat. (2020) and rule 6A-10.0315, F.A.C..

E. Any combination of these test scores may be considered if taken within two (2) years of the beginning of classes for first-time dual enrollment students.

Cut scores for the three (3) placement tests are as follows:

ACT SAT PERT
Reading 19 24 106
English/Writing 17 25 103
Math 19 24 114

PERT 114 – Placement for MAT1033, MGF1106, MGF1107 or STA2023
PERT 123 – Placement for MAC1105, College Algebra

F. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123 Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the AAF (Advanced Algebra and Functions) test and score a 270 or higher.

G. Students must take SLS in their first year of dual enrollment

H. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.

I. Students must meet the high school assessment requirements for graduation by passing the 10th grade state-mandated ELA test (FSA) and the Algebra 1 EOC. Concordant and/or comparative scores achieved after a student does not pass the 10th grade FSA ELA test or Algebra I EOC are acceptable. For a student who has not taken the 10th grade FSA ELA or Algebra I EOC but would be eligible for graduation and dual enrollment based on concordant or comparative scores achieved before taking the state-mandated tests, the student and parent must meet with the high school counselor and high school principal (or principal’s designee) to discuss the appropriateness of such an accelerated path.

J. Students enrolled in Advanced Placement (AP) English Literature or English Language are eligible to take courses that have ENC 1101 as a co-requisite during the same semester. Students who have a score of three (3) or above on the Advanced Placement (AP) English Language or English Language examinations will be eligible to take courses that have ENC 1101 as a prerequisite in subsequent semesters.

K. Permission for participation must be granted by the student’s parent/guardian.

L. Students must have earned four (4) high school level credits for consideration for dual enrollment courses. Students have an opportunity to participate in Dual Enrollment through CCSD until they have successfully earned an Associate’s degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete 4 years of enrollment in high school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the school and college’s Dual Enrollment Petitions Committee. Students and their high school counselor are notified of the committee’s decision in writing within one (1) week of the meeting.

M. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school seniors may NOT take a summer “A” course as dual enrollment.

N. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process (See section 12(I), Student Code of Conduct.

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

A. The Citrus County School Board will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course – High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three credit hours will be ineligible for high school credit and will not constitute dual enrollment. The school district combines the science course and lab when taken to satisfy Bright Futures eligibility requirements. If the additional hour exceeds the maximum course load, the district preapproves the additional credit hour.

B. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.
7. A description of the process for informing students and their parents of college-level course expectations.

A. The college will supply school counselors with dual enrollment information which include application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program. Deadline dates will be posted on the college’s DE webpage at least one semester in advance.  
B. 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 school campus.  
C. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level 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.

A. There will be no exceptions made to the required grade point averages for academic or career dual enrollment.

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

A. Registration for dual enrollment students will take place the same as all other students. Registration will stop ten days in advance of the start of term to give high school counselors time to review registration. Changes must be confirmed within five days.
B. Dual Enrollment students will follow the college’s procedures for drop, withdrawal, grade appeals and petition policies. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment. Exceptions due to extenuating circumstances may be evaluated on a case-by-case basis by Citrus County Schools and the CF Dual Enrollment office.  
C. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the CF calendar. Courses offered after the regular school day or on the college campus will be scheduled on the college’s calendar. Courses taught by college faculty will follow the College’s academic calendar.

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

All Citrus County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by CF where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook along with the district’s Code of Ethics.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.
A. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.

B. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students. To this end, the following will apply to dual enrollment courses taught on high school campuses:

1. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.

2. Dual Enrollment faculty shall be provided a copy of course plans, objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.

3. The course syllabus must be provided to students and filed with the CF discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.

4. Textbooks, technology and instructional materials used in dual enrollment courses must be the same as those used in courses taught on the CF campus. They must be approved by the discipline chairperson at the college using the College Textbook Adoption form. This form must be submitted to the discipline chairperson 75 days before the start of the term.

5. For academic disciplines where a departmental exam is used, the final exam will be provided to the dual enrollment faculty by the college in a timely fashion to ensure availability prior to the scheduled administration dates. For all others, final examinations must be approved by the appropriate discipline chairperson as a comprehensive assessment of expected learning outcomes. The dual enrollment instructor should send their exam to their faculty liaison for review and approval at least three weeks before the exam delivery date.

C. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for dual enrollment courses to be taught during the regular school day or extended school day on high school campuses. Before a course can be offered, an instructor must be deemed qualified by CF. To be qualified, faculty selected to teach Dual Enrollment classes must submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts, which will be kept on file in the CF Human Resources Office, and must be certified by CF.

D. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach dual enrollment courses on high school campuses in Citrus County, if such arrangements are approved by the Vice President for Academic Affairs and Citrus County Schools Assistant Superintendent, School Operations. In each case, once an academically qualified instructor is identified, he/she must meet all of the requirements established by the Citrus County School Board before having contact with the students. This process will be coordinated through the School Board’s Chief Academic Officer and Director of Human Resources. If any change occurs with personnel teaching DE at the HS, the school principal or district HR Director will contact CF.

E. All instructors, regardless of location must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges’ Principles of Accreditation: Foundations for Quality Enhancement, Current Edition (section 3.7.1)

F. Citrus County School Board instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the high school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by a CF administrator or faculty liaison. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated within the first 10 working days of the instructional term; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF’s observation will be shared with the school and district administrator.

G. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.

H. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for “minors.” Courses are not to be modified to accommodate variations in student age and/or maturity.

I. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.

J. The college shall analyze student performance in dual enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.

K. CF and the Citrus County School Board will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.

L. IMPORTANT: If a high school wants to offer 25% or more of an Associate Degree program (15 or more credits) over a two year period on their campus, they must submit a request to the Vice Presi

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.
A. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.

B. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college’s dual enrollment coordinator when a student’s eligibility status changes.

C. The high school counselor will work with students to review dual enrollment course plans and how those plans affect high school academics and high school graduation. For questions about how dual enrollment impacts students who are pursuing an AA or AS, students should contact academic advising at CF.

D. CF will provide academic advising services to dual enrollment students, may monitor their progress and attendance in dual enrollment classes when available, and provide grade reports upon completion of the college term to the district MIS/Curriculum offices contact.

E. Students and their parents will be informed of college-level course expectations.

F. Any “grade level” classification listed in this agreement is based on the School District’s Student Progression Plan.

G. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Citrus County attendance regulations. Students attending dual enrollment classes held in college facilities or through college online learning during or after school hours or at high school facilities after regular school hours will be subject to college attendance policies. Required documentation of enrollment will be reported to the schools and county MIS offices.

H. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees for the summer session.

I. CODE OF STUDENT CONDUCT: Students attending dual enrollment classes on the college campus will follow CF’s Code of Student Conduct in terms of appropriate classroom, behavior, protocol, and academic integrity (i.e., cheating and plagiarism). Students taking dual enrollment classes on their high school campus will be subject to the current School Board of Citrus County Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF’s Vice President for Student Affairs and the student will be subject to the same disciplinary actions as other students taking courses on the CF campus, regardless of what disciplinary action is taken by the Citrus County School Board. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.

J. STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Fla. Stat. (2020), and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Fla. Stat. (2020), and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

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

A. Students with unsatisfactory progress reports should be counseled by the school counselor immediately upon notification by the College.

B. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student’s school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.

C. If a dual enrollment student earns D, F, or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment. Payment for courses cannot be made on behalf of the Student or by the student while the student is in school. They must have graduated and have been admitted as regular college student to do this.

14. A funding provision that delineates costs incurred by each entity.
A. In accordance with F.S. 1007.271, the School District shall pay the standard tuition rate per credit hour ($71.98) from funds provided in the Florida Education Finance Program to CF for all dual enrollment instruction that takes place on the CF campus. There will be no additional charges to the District for these courses. Courses taken during the summer will not be charged to the School District. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the district.

B. If a faculty member is provided by the college to teach a dual enrollment course on a high school campus, the Citrus County School District will be required to cover the cost of that instructor’s salary for that course. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.

C. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees (excluding private lessons).

D. Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the Citrus County School Board provided the FEFP provides funding for such expenses. The college will adhere to the requirements set forth in F.S. 1004.085 in regards to the affordability of textbooks.

E. The Citrus County School Board shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Nobles).

F. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF’s Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations.

G. CF will invoice the School District for costs incurred for the fall and spring semesters only. There will be no charges for the summer semester. Payment must be made by check.

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

A. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

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.

A. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF’s Office of Disability Services. If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for providing accommodations per CF Disability Services guidelines.