Dual Enrollment Articulation Agreement Submission Site

Submitter:
Agreement Effective Date: 7/1/2022

Representing:

Career and Technical Center: Lake Technical College

District(s) the Agreement(s) include
Sumter 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.
   The Agreement shall continue from July 1, 2022, and end June 30, 2023, and shall be revised and reviewed on an annual basis. The School Board Superintendent or designee, and the LTC Executive Director or designee, shall conduct the annual renewal by presenting any revisions for the adoption to the respective boards.

   The Agreement, once signed by LTC and the SCSB, and will remain in effect throughout the academic year for which established. All parties agree to abide by any Florida Department of Education rule changes, regarding career and technical dual enrollment, due to take effect during the relevant academic year.

   Should the SCSB or LTC initiate a modification or amendment to the Agreement, the Executive Director for Lake Technical College and the Sumter County School Board Director of College and Career Readiness will develop an action plan. The final amendment will go to both the SCSB and LTC for formal approval.

   This Agreement may be modified or amended only by a written document signed by authorized representatives of SCSB and LTC.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
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SCSB notifies students and parents of the option to participate in Career Dual Enrollment during annual academic planning. Students and parents also receive information concerning Career Dual Enrollment opportunities through the following: individual student advisement with a high school counselor, information via high school websites, and the Sumter County School Board Student Progression Plan.

In addition to Lake Technical College’s Dual Enrollment webpage, LTC notifies students of the option to participate in Career Dual Enrollment during LTC Program Information Sessions and open house events. LTC staff/faculty regularly visit SCSB schools to share career program and enrollment information. LTC also produces and distributes program schedules, informational fliers, and Career Dual Enrollment Applications and information sheets to SCSB high school counselors.

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

Pursuant to Florida statute, Career Dual Enrollment program options are available to students to earn elective credits toward the completion of a high school diploma, to receive hours toward a postsecondary program certificate, and to broaden the scope of career and technical options available for the high school student. Lake Technical College does not offer individual courses to career dual enrollment students. Students who apply for career dual enrollment are applying for complete programs with the understanding that they will meet the required program hours/competencies. Eligible programs are listed on the Career Dual Enrollment Application available on Lake Technical College’s website.

A. Courses and Programs available on high school campuses
LTC and the SCSB will guide students toward programs that supplement rather than supplant what is available at the student’s school of record.

B. Courses and Programs not available to Career Dual Enrollment students
The SCSB and LTC adhere to the FLDOE Course Directory and Florida High School Subject Area Equivalency List in identifying career-technical programs available to high school students through career dual enrollment. LTC does not offer all courses on the equivalency list and not all LTC programs are offered each semester. Students will be advised by their school counselors and LTC Career Advisors to enroll in a program that aligns with the student’s viable career goals. Programs that are available to career dual enrollment students are noted on the Career Dual Enrollment Application provided by Lake Technical College and it is updated annually.

C. Magnets, Academies, Workforce demands and access to acceleration mechanisms
This Agreement does not include magnets schools or academies.

D. Piloting new partnership initiatives to improve access to higher education
LTC and SCSB will collaborate to pilot new initiatives that will increase access to higher education through career dual enrollment for Sumter County students. All future pilot initiatives will be negotiated by LTC and SCSB in accordance with Florida Statutes.

E. Career Pathways Program
In a continuing effort for the SCSB and LTC to provide opportunities for secondary school students in Career Pathway programs for transition into postsecondary institutions, Lake Technical College agrees to extend postsecondary credit at no tuition cost to the student.

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

A. Established deadlines and Application Forms
Career Dual enrolled students may enroll in a program at the beginning of first and second semesters. Some programs are lock-step and have specific start dates throughout the year. Students interested in these specific programs must follow the same testing and registration deadlines as traditional adult students. They should contact Admissions for more details.

FALL ENROLLMENT: Career Dual Enrollment Applications are accepted for the fall term from February 15 through April 30. All applicable testing and program shadowing must be completed on or before April 30. Some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. To initiate the process, students must:

• Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
• Complete the Career Dual Enrollment Application available on LTC’s website
• Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Upon acceptance into a program, students and counselors will be notified of the priority registration period specifically for career dual enrolled students, which traditionally occurs in June. During this time, seats are reserved for career dual enrolled students on a first come, first served basis. Students must come during the Priority Registration to secure their seat; after the priority registration period, enrollment opens to the public and seat availability cannot be guaranteed.

SPRING ENROLLMENT: Career Dual Enrollment Applications are accepted from September 1 through November 15 for the
To initiate the process, students must:

- Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
- Complete the Career Dual Enrollment Application available on LTC’s website
- Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.

Again, some programs require additional steps for admission and students must meet the same deadlines as adult students for additional testing, paperwork, etc. by the stated due date. LTC will notify SCSB counselors of accepted students for the spring term in December as spaces are limited and filled on a first come, first served basis.

B. Person to whom parents and/or students submit admissions application materials
The student must submit the online application and bring the completed and signed Career Dual Enrollment Application and any additional forms to LTC Admissions Office with a valid form of photo identification.

C. Process by which students withdraw from programs or are withdrawn from LTC
Students must comply with the withdrawal policies and deadlines published in the LTC Student Catalog. Dual enrolled high school students not meeting the standards for LTC and/or the SCSB Code of Student Conduct will be withdrawn from their program and returned to their home high school. Students who are not meeting graduation requirements, or who fall below the minimum 2.0 GPA during the school year, may be withdrawn from LTC and returned to their high school. Students who fail to complete a course due to withdrawal from the program will not receive credit for that particular course.

Students who withdraw from a program may request to re-enroll in the same or different program during a subsequent semester; this may require administrative approval.

D. Maximum course load
Students may enroll in one program at a time. LTC will work with SCSB school counselor to determine if the student has time in their high school schedule to attend LTC on a full or part-time basis. The minimum part-time schedule is three hours.

E. Grades
LTC programs are clock hour, competency based programs. When a student completes a course, a grade will be entered into the SCSB Skyward system. The SCSB high school of record records the Dual Enrollment credit and letter grade on the school transcript.

Lake Technical College is a postsecondary institution designed to provide individuals with workforce skills, and the grading scale reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. These requirements are stated in the individual program Master Plans of Instruction. The general grading scale for Lake Technical College is as follows:

- 94 – 100 A
- 87 – 93 B
- 80 – 86 C
- 0 – 79 Failing

Some programs have adopted a slightly different grading scale reflecting industry standards for that program. In most programs, students are evaluated in the areas of skills, knowledge and Professional Skills. Each of the three areas counts as one-third of a student’s grade in each course or module. Students may be graded on subjects which include, but are not limited to, safety, work habits, manipulative skills, quizzes, projects, class participation, job completion, cooperation, attitude, punctuality, and attendance as per policy, unit tests, competency performance, written reports, oral reports, self-evaluation and demonstrations.

As a student’s grades may be reduced for any of the following reasons:

- excessive absences in accordance with the program Master Plan of Instruction Professional Skills grade (see also Attendance);
- failure to make up missed work, including tests;
- cheating/plagiarism.

A School Intervention Team (SIT) meeting may be initiated by LTC for students who do not show satisfactory academic progress in order to review the possibilities of program completion. When a student has demonstrated unsuccessful program progress based upon grades, attendance, professional skills, etc.

5 A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
A student must:
? Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available.
? Have a viable career-technical goal.
? Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA and Algebra 1 EOC, or equivalent test, prior to dual enrollment.
? Have good attendance and discipline records.
? Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student’s enrollment in a CDE program.

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

Under Career Dual Enrollment, approved SCSB and LTC courses will be used to fulfill elective or vocational credit requirements for high school graduation. All LTC programs available to career dual enrollment students are included in the Florida Department of Education Course Code Directory (CCD), Career Technical Education Program and Course Listing, and the Florida High School Subject Area Equivalency List.

A. Weighting of Career Dual Enrollment course grades
With the exception of Cosmetology, all LTC career dual enrollment, postsecondary courses are weighted at 6.0 on a 4.0 scale.

B. Transfer Guarantees
The Florida Department of Education “Statement on Dual Enrollment Transfer Guarantees” is available at http://www.fldoe.org/policy/articulation/

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

All LTC programs meet current industry standards and career and technical training expectations as set forth by the Florida Department of Education. All Dual Enrollment students receive information concerning program expectations and general dual enrollment information on LTC’s Dual Enrollment web page, on the SCSB CTE website, and during individual advising sessions with LTC Career Advisors.

A. Career Advising
LTC Career Advisors provide career and technical program guidance to potential and current dual enrollment students. These services may include but are not limited to: initial program visits, explanation of program requirements and expectations, registration and enrollment, and program completion/graduation requirements.

All students must complete LTC’s Student Orientation and review the Campus Sexual Violence Elimination Act available on LTC’s website on or before the first day of class.

The LTC Career Advisors and SCSB high school counselors advise students of the following:
? All LTC students will be exposed to a learning environment that meets current industry standards and workplace expectations;
? Program descriptions are available in LTC Admissions and online;
? Career courses become part of a student’s permanent secondary and post-secondary transcript and are calculated into the student’s permanent secondary GPA;
? Career courses may be considered for transfer credit into the state college system per current articulation agreements between technical colleges and state colleges. A list of these articulations are available at www.fldoe.org and on LTC’s website;
? Program syllabi are available for students via the program instructor;
? Program clock hour requirements and log-in/log-out requirements;
? Students must adhere to Attendance Policies as set forth in the LTC Catalog;
? Program content is presented on an adult level and classroom discussions require a mature understanding of divergent viewpoints and the ability to think analytically;
? Students are expected to learn and exhibit ten areas of Professional Skills;
? All LTC students are free to access the Internet per SCSB rules.

B. FERPA Guidelines
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student educational records. Even though career dual enrollment school students may be considered “dependent minors”, under FERPA they have rights to privacy in all matters relating to their post-secondary educational record. Generally, LTC, including the faculty members, will not release details relating to protected student information to non-SCSB officials or other high school representatives without the student’s written consent. The practice of not releasing information extends to the release of information to parents and guardians.

LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with FERPA guidelines prior to enrollment so LTC will be able to communicate with the parent/guardian regarding the student’s progress during the program.
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 to the required grade point average for career dual enrollment eligibility. Students are required to maintain a 2.0 GPA or higher in their high school courses and must be on track for graduation.

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

LTC strongly suggested that all interested students attend a Program Information Session or visit the program and meet the instructor prior to beginning the application process.

A. Process to request consideration for career dual enrollment:
? Complete the Lake Technical College online student application – click the “Apply Now” at www.laketech.org
? Complete the Career Dual Enrollment Application available on LTC’s website
? Meet with a LTC Career Advisor to submit the application, discuss program options and career pathways, schedule a required program shadow, and to schedule a basic skills assessment, if needed.
? Testing fee for Basic Skills Assessment is waived with the completed CDE Application; however, testing fees for other required placement tests are the student’s responsibility. Government issued photo identification is required to test. IEP/504 status must be disclosed prior to the day of testing—a testing appointment may be required, call Admissions for details.
? Register for program in the LTC Admissions Office during the Priority Registration window and pay any applicable fees in the LTC Business Office.
? Program textbooks will be on loan to students during career dual enrollment and will be issued to the student by the program instructor. Students must return the books to the instructor at the end of the program, or they must pay for them.

B. Recommendations/signatures required for participation in dual enrollment
The Dual Enrollment Application must be signed by the SCSB school counselor, the student, and the student’s parent/legal guardian. LTC strongly suggests that students complete the LTC Release of Information Form in order to comply with the Family Educational Rights and Privacy Act of 1974 (FERPA). Additional forms may vary per program. See Admissions for more details.

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

There are no exceptions to the rules, guidelines, and expectations, as stated in the faculty handbook, which apply to faculty members.

A. Qualifications and selection of instructors
All LTC faculty members must meet Florida Department of Education professional certification or obtain Local Vocational Certification from SCSB. All instructors must have a minimum of six years’ experience and maintain current industry certification and/or licensure. Yearly, each instructor completes professional development via Educators in Industry and through participation in various industry related conferences and forums. In addition, they maintain ongoing Advisory Committees comprised of industry leaders, managers, and business owners which advise on current industry standards and expectations. LTC programs are evaluated and accredited by the Council on Occupational Education (COE).

B. Assessment of instructors
All LTC instructors are assessed by LTC Administration using the ComPAS evaluation system which is comprised of Performance Assessment, CPL (Completion, Placement, and Licensure) data, Annual Program Review, and Student Evaluations.

C. Program analysis and review
LTC’s Board of Directors reviews each program annually using CPL data, student exit surveys, information from Employer Verification forms, and Advisory Board recommendations.

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

There are no exceptions to the rules, guidelines, and expectations, as stated in the faculty handbook or student handbook which apply to faculty members.

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. Responsibilities of the school district regarding determination of student eligibility before dual enrollment

The SCSB high school counselors determine initial eligibility for Career Dual Enrollment using the following guidelines:

A student must:
- Be at least 16 years of age and in the 11th or 12th grade. Students that enroll in their senior year may not be able to complete a program as a high school student. Opportunity to complete as an adult student is available;
- Have a viable career-technical goal;
- Have a minimum of a 2.0 unweighted GPA and be on target for graduation. All students are strongly encouraged to have passed the FSA and Algebra 1 EOC, or equivalent test, prior to dual enrollment;
- Have good attendance and discipline records;
- Have Basic Skills Assessment scores within 2 grade levels of state mandated exit requirements for completion of the program.

Achievement of these eligibility requirements must be documented prior to a student’s enrollment in a CDE program.

B. Ongoing monitoring for continued participation in Dual Enrollment

Students seeking to continue LTC Dual Enrollment must maintain a minimum of 2.0 unweighted cumulative high school GPA and must be progressing through the program’s Occupational Completion Points (OCP) as expected given the FLDOE’s clock hour recommendations. The student and LTC instructor continually review the student’s progress. Completion grades are documented at the end of each OCP.

The SCSB high school counselors and the LTC Dual Enrollment staff monitor student’s high school GPA and collaboratively review and maintain student records to ensure continued Dual Enrollment eligibility. Students who do not meet either the high school GPA requirement will not be eligible to continue Dual Enrollment or participation.

C. Student behavior and suspension/expulsion policy

Career dual enrollment students, must adhere to both the SCSB Student Code of Conduct and LTC Code of Student Conduct found in the LTC Catalog. In cases where a student is suspended from a SCSB school, the student may not attend LTC programs and activities during the suspension period. In cases of expulsion from a SCSB school, the student may not enroll in or attend LTC programs or activities during the expulsion period. It is the responsibility of the SCSB high school counselor and/or school administrator to notify the LTC Dean of Student Services of all Dual Enrollment students suspended or expelled from a SCSB school.

Students who conduct themselves in a manner disruptive to the LTC learning environment may be subject to disciplinary action which could result in a loss of Dual Enrollment eligibility. Students in violation of LTC’s Student Conduct are subject to disciplinary action that could affect high school and post-secondary graduation, scholarship eligibility, grade point average, and future postsecondary transfer and career plans. All dual enrollment students assume the responsibility to become familiar with and to abide by the policies and procedures outlined in the LTC Catalog. The LTC staff notifies the SCSB high school counselor when students are found responsible for violations resulting in loss of dual enrollment eligibility.

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

LTC data clerk enters grades on the Skyward system at the end of each course or OCP. LTC course letter grades are then included in the high school transcript and are averaged into the student’s overall high school GPA.

14. A funding provision that delineates costs incurred by each entity.
A. Registration, matriculation, and laboratory fees
Per Florida Statutes §1007.271 (16), Career Dual Enrollment students shall be exempt from the payment of registration, tuition and laboratory fees.

B. Textbook, electronic access codes and other course materials
Per Florida Statutes §1007.271 (17), the LTC loans career dual enrollment students the required textbooks free of charge. These textbooks are the property of LTC and all SCSB textbook policies apply. Career Dual Enrollment students registering in programs requiring additional materials such as calculators, safety glasses, clickers, uniforms, safety shoes, kits, drug screening, etc. such ancillary materials and services are purchased at the student’s expense.

C. Instructional cost arrangements
Per Florida Statutes §1007.271, the school district shall pay public postsecondary institutions the standard tuition rate for dual enrollment programs in the fall and spring semesters from funds provided in the Florida Education Finance Programs. LTC will bill SCSB per student for textbooks, workbooks, textbook access codes, lab fees, and certification fees, if applicable, per program.

D. Textbook processes
• LTC’s Business Office provides a hard copy list of the currently adopted textbooks.
• LTC purchases, stores, and maintains all textbooks purchased for Career Dual Enrollment.
• LTC loans textbooks to SCSB Career Dual Enrollment students for use in LTC programs and the texts are delivered to the student via the program instructor. The student has the option to buy their own copy of the books.
• At the end of each semester, career dual enrolled students are to return the book to the instructor. Students failing to return LTC loaned textbooks may not enroll in LTC programs until materials or monies owed to LTC are satisfied.

E. Textbook selection and use
All textbooks are selected for each program by the appropriate LTC faculty member(s) and approved by the LTC Director of Curriculum & Instruction. Textbooks will be used for a minimum of one year unless the current edition is no longer available from the publisher. LTC will review textbook requirements in the spring of each year and communicate changes with the SCSB.

15. Any institutional responsibilities for student transportation, if provided.
Parents or legal guardians arrange and assume all financial responsibility and liability for Dual Enrollment related transportation. Neither SCSB nor LTC shall in any way be responsible for or provide transportation for Dual Enrollment students. Dual Enrollment students are responsible for arranging and paying for transportation to and from LTC as well as all other Dual Enrollment related 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.

Section 504 of the Rehabilitation Act of 1973 – prohibits discrimination against the disabled. It is the intent of LTC to identify, evaluate and provide appropriate educational accommodations to these students. Students may be disabled under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA). Students and parents have a right to due process under Section 504.

Students must self-identify and request accommodations at the post-secondary level. The Special Populations Coordinator is the manager of section 504 activities and may be contacted at 352-589-2250, ext.1887.