Submitter:
Agreement Effective Date: 8/1/2022

Representing:

State University: University of Central Florida

District(s) the Agreement(s) include

<table>
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<tr>
<th>District Name</th>
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<tr>
<td>Lake County Schools</td>
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<td>Orange County Schools</td>
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<td>Osceola County Schools</td>
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<td>Seminole County Schools</td>
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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.

This Dual Enrollment Articulation Agreement ("Agreement") is made by and between the University of Central Florida Board of Trustees, a public body corporate ("University" or "UCF") and the School Board of ______ County, Florida, on behalf of the interests of its public, district operated schools (the "Board"); collectively referred to as the "Parties". This Agreement is effective August 1, 2022 and will continue through July 31, 2023 (Seminole and Lake Counties) or July 31, 2024 (Orange and Osceola Counties). The Agreement is subject to annual review and shall continue until canceled by either party in writing on or before May 1st of each year. Such cancellation or substantive modifications shall be offered sixty (60) days in advance and shall take effect no sooner than the end of the University of Central Florida academic semester. If either party fails to follow the terms and conditions of the Agreement as set forth herein, the other party has the right to terminate this Agreement immediately upon written notice to the other. Termination shall not affect the rights and duties of the Parties under this Agreement with respect to dual enrollment students enrolled in the then current UCF academic semester. This Agreement shall replace all previous dual enrollment articulation agreements between the Parties.

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

All high school curriculum guides and class schedules, as well as the University catalog, shall include information regarding dual enrollment.
3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

Eligible Courses.
A course may be eligible for the Dual Enrollment Program, subject to course and seat availability, if it meets the following criteria: i) applies toward the student’s high school diploma and replaces high school courses in the same discipline that otherwise would have been taken; ii) is contained within the state common course description and numbering system (https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf); iii) fulfills the requirements of an associate or baccalaureate degree; and iv) is approved by the high school principal and University as an acceptable dual enrollment course. Students’ educational plans should be closely evaluated when utilizing specialty courses for the Dual Enrollment Program to ensure transferability of credits.

Ineligible Courses.
College preparatory instruction and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill, rather than the intellectual attributes of the activity, are not eligible for inclusion in the dual enrollment program. Courses that are not at least three credit hours (either alone or in combination with corresponding lab course) are not eligible for inclusion in the dual enrollment program. Dual enrolled students may not enroll in courses graded pass/fail or satisfactory/unsatisfactory, in courses that are limited to students in the major, in courses that are in limited access programs, in directed independent study courses, in study abroad courses, in graduate level courses, or in courses for which prerequisites have not been met.

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

Student Enrollment Procedures for Dual Enrollment and Early Admissions
A. Students will initiate their application for dual enrollment courses with their high school guidance department. The high school guidance department and UCF Admissions are responsible for screening students prior to enrollment.
B. The student must have completed the 5th grade, have a cumulative high school grade point average of 3.8 or better, and the recommendation of the high school principal or appropriate designated representative.
1. For admission purposes, the university will recalculate the high school grade point average using only the academic core courses and adding appropriate weight. Meeting minimum criteria does not guarantee admission.
2. Exception to the 3.8 minimum grade point average may be initiated by the high school principal. Approval must be given by the UCF Director of Undergraduate Admissions before an exemption can be granted. The high school guidance department will notify the UCF Director of Undergraduate Admissions, in writing, of the reasons why the principal wishes to exempt a student from the stated criteria. It is the responsibility of the UCF Director of Undergraduate Admissions to notify the principal of the approval or disapproval of the exemption within ten (10) working days from receipt of the exemption request.
3. Test scores are evaluated for pre-collegiate preparation consistent with S. 1008.30, F.S. and regulation 6.008 of the Florida Board, in order for students to take mathematics or English dual enrollment courses.
C. Students must submit a completed UCF Undergraduate Admissions Application, an official copy of the high school transcript, and official SAT I or ACT scores. Students may be required to interview with the UCF Director of Undergraduate Admissions or his/her representative. The UCF Director of Undergraduate Admissions reserves the right to accept or deny the applicant.
D. The UCF Office of Undergraduate Admissions will mail a letter of acceptance or post notification of denial on the applicant’s “myUCF” portal. The designated college advisor and the University Registrar will be notified of the accepted students.
E. Enrollment Authorization Forms. If academically eligible, students will receive the “Early Admission/Dual Enrollment Authorization Form” from the UCF Undergraduate Admissions office.
1. The “Early Admission/Dual Enrollment Authorization Form” must be completed by the high school and must reflect the high school authorization to participate in dual enrollment; additionally, the Form will stipulate which university courses can be taken. This form also requires the signature of the parent or legal guardian giving their permission/authorization for the student to dually enroll with the University. Authorization forms are required for each semester in which the student is in the Dual Enrollment Program (dual enrollment students and early admission students).
2. The UCF Office of Undergraduate Admissions will receive and forward Authorization Forms for all conditionally admitted students to the designated college advisor (based on a student’s anticipated major) for course request decisions.
3. The designated college advisor will assist students in preparing to register for courses, including providing general information about courses and the registration process.
F. Students admitted to the UCF Dual Enrollment Program must complete the CANVAS-based Orientation course in order to receive Enrollment Appointment (date and time at which students may enroll in classes). Students admitted to the UCF Early Admission Program must complete the UCF FTIC 2-day Orientation Program.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
Dual Enrollment Articulation Agreement Submission Site

Student Eligibility (ss. 1007.271, and 1008.30, Florida Statutes)
A. An eligible secondary student is a student who is enrolled in a Florida public secondary school or a Florida nonpublic secondary school, who has been certified by their school official as qualified.

B. No student shall be enrolled in a college credit mathematics or English course on a dual enrollment basis unless the student has demonstrated adequate pre-collegiate preparation on the basic computation and communication skills assessment of the entry level placement test pursuant to s. 1008.30, F.S. and 6A-10.0315, F.A.C. (minimum Redesigned SAT scores of 24 in Reading Test, 25 in Writing and Language Test, and 24 in Math Test; or ACT scores of 19 in Reading, 17 in English, and 19 in Math).

C. Additional initial eligibility criteria: Minimum 3.8 high school GPA; Redesigned SAT score of 1330 (Evidenced-based Reading and Writing + Math); or ACT – 28 (composite). Meeting minimum criteria does not guarantee admission.

D. Dual enrollment is the enrollment of an eligible secondary student in a postsecondary institution on a part-time basis in courses that are creditable toward a vocational, certificate, an associate, or baccalaureate degree. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dually enrolled. Students are permitted to enroll in these programs during school hours, after school hours, via distance education, and during the summer term. Dual enrollment on the university campus is for students who are enrolled in any of grades 6 through 12 and wish to dual enroll on a part-time basis while still completing a minimum of one course per semester at the high school.

E. Early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (at least twelve (12) credit hours in the fall or spring semesters in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

F. Students must submit an application for dual enrollment admission by the University’s published deadline.

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

It shall be the responsibility of the high school principal to ensure that courses are coordinated with the high school curriculum and credit is awarded. High school credit for dual enrollment classes will be issued upon successful completion of the course on a basis determined by the high school in compliance with the requirements of the State Board of Education.

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

Students participating in the UCF Dual Enrollment Programs (dual enrollment students and early admission students) must maintain a 3.0 UCF GPA in order to enroll in future semesters. For purposes of this Agreement, students transition from one school year to the next in August of each year. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Dual Enrollment students are responsible for following UCF’s student code of conduct that outlines acceptable and unacceptable academic or behavioral misconduct for UCF students, such behavior includes cheating and plagiarism, etc. The student code of conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate UCF’s code of conduct or regulations and/or Board Rules; or violate federal, state, or local laws.

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

Exception to the 3.8 minimum grade point average may be initiated by the high school principal. Approval must be given by the UCF Director of Undergraduate Admissions before an exemption can be granted. The high school guidance department will notify the UCF Director of Undergraduate Admissions, in writing, of the reasons why the principal wishes to exempt a student from the stated criteria. It is the responsibility of the UCF Director of Undergraduate Admissions to notify the principal of the approval or disapproval of the exemption within ten (10) working days from receipt of the exemption request

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

The designated college advisor will assist students in preparing to register for courses, including providing general information about courses and the registration process.

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

 None

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

 None
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 high school guidance department and UCF Admissions are responsible for screening students prior to enrollment. All preregistration advising, including but not limited to posted withdrawal procedures, is the responsibility of School Board. Coordination of advising services will be the responsibility of the appropriate high school professional and the University’s designated college advisor. High school students enrolled in college credit courses should meet regularly with their high school guidance counselor or principal regarding the selection of college courses appropriate for their high school graduation requirements.

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

At the end of each term, the University Registrar will provide the Guidance Office at the appropriate County high school with a copy of the student's college transcript, upon request by the student.

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

Fees:
Students enrolled in dual enrollment/early admission instruction shall be exempt from the payment of registration, matriculation, and laboratory fees by the Board and the University. However, the students shall be responsible for distance learning classes, late registration, parking, as well as, library materials, services and fines.

Cost of Instruction:
In keeping with Florida Statutes s. 1007.271(21)(n), the Board shall pay UCF the standard tuition rate per credit hour for Fall and Spring instruction (not to exceed the standard rate designated as determined by the state Legislature and/or the Florida Department of Education), that takes place on the UCF campus by university faculty. The standard tuition rate per credit hour for academic year 2022-23 is $105.07 per credit hour. This rate may change in future years. Current information regarding standard tuition rates charged at UCF are available in UCF Regulations published at https://regulations.ucf.edu.

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

Students and/or their parents are responsible for providing their own transportation to the University campus or to any other site where the dual enrollment instruction is conducted.

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.

Students with disabilities who wish to explore academic and other accommodations with the University must register with the Student Accessibility Services ("SAS") office, after which time they will be eligible to receive appropriate accommodations. The University’s criteria and processes will be used in this regard, without reference to any IEP the student may have with the Board. For more information about SAS, visit https://sas.sdes.ucf.edu/ or search “Student Accessibility Services” in the “Search UCF” box at https://www.ucf.edu.