Submitter: 
Agreement Effective Date: 7/1/2022

Representing: 
Florida College: Valencia College

District(s) the Agreement(s) include
Orange 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.
   This articulation agreement incorporates by this reference all attached appendices, including: the list of Developmental Courses Excluded from Dual Enrollment (Appendix A), the Dual Enrollment Eligibility Chart (Appendix B), and the Florida Department of Education Early College Programs Report (Appendix C).

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
   OCPS and Valencia will work collaboratively to notify students and their parents about dual enrollment. OCPS shall inform all eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school day and year, a statement of the potential for dual enrollment courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment. This information shall be included annually in each high school's curriculum guide. Dual enrollment students may take any Valencia course that is articulated for high school credit in the Statewide Articulation Coordinating Committee Dual Enrollment Course Equivalency List. Valencia will coordinate inquiries to Valencia from parents and students with high school guidance staff and will communicate directly with parents and students about dual enrollment options as appropriate.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
Dual Enrollment Articulation Agreement Submission Site

The dual enrollment program is the enrollment of an eligible student in a postsecondary course creditable toward a career certificate or an associate or baccalaureate degree. Dual enrollment, an articulated acceleration mechanism between OCPS and Valencia, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of an associate’s degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students. OCPS will annually review student eligibility and interest in dual enrollment and share that information with Valencia at the beginning of the next year’s planning cycle so that courses can be planned to align with students’ educational pathways.

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

a. Students and their parents work directly with their high school guidance department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. Participation requires approval signatures of the high school counselor and the parent/guardian. Students are required to complete a Valencia Dual Enrollment admissions application, as well as, the registration process and deadlines as outlined in the Valencia College Dual Enrollment website http://valenciacollege.edu/dual.

b. Applications and support documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at http://valenciacollege.edu/dual.

c. Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term.

d. Students register for approved dual enrollment courses through Valencia’s Atlas (student portal) registration system or with the assistance of the Valencia Dual Enrollment Office for high-school based courses. Students must speak to their high school counselor before withdrawing from a course, as doing so will affect their high school graduation and college transcript. After the published drop/add deadline for each term or part of term, students who withdraw from dual enrollment courses will receive a W grade or the grade assigned by the faculty according to Valencia’s course withdrawal policy.

e. Dual enrollment students may register for up to 13 college credit hours in the fall and spring terms. Continuing dual enrollment students may also register for up to 7 college credits in summer term at no tuition cost to OCPS. The Valencia Senior Director of Dual Enrollment and the OCPS Senior Director of Student Services must approve exceptions to the credit limits jointly. Dual enrollment students may not enroll in Flex Start (less than 16 week) courses in fall and spring terms except in special situations agreed on by OCPS and Valencia. All Valencia academic and other policies that apply to Valencia students also apply to dual enrollment students and are described in the Valencia college catalog http://valenciacollege.edu/catalog/.

f. All high school dual enrollment students will be introduced to Valencia’s online learning community (Atlas http://atlas.valenciacollege.edu) and the State of Florida online advisement system (http://floridashines.org) which provide the students with the opportunity to identify educational objectives and develop an educational plan to complete an associate degree and/or a bachelor’s degree. Students will be strongly advised to select an educational pathway and only in enroll in courses that meet a specific program of study that will complete a degree at Valencia. For the Associate in Arts degree this should include the common pre-requisites and core requirements for a specific bachelor’s degree. For the Associate of Science degree, this includes the courses that meet the specific program of study for the degree.

g. Grades for dual enrollment courses will be assigned according to Valencia’s grading policies. OCPS cannot change any grade, once assigned by Valencia, when posting it to the student’s high school transcript.

h. OCPS will weight dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited. (1007.271(16), F.S.)

i. Students obtain their dual enrollment grades by looking at their Valencia academic transcript in Atlas. https://atlas.valenciacollege.edu/. Dual enrollment course grades are also listed on the student’s high school transcript.

j. No fees shall be assessed to high school students enrolled in dual enrollment courses. Students and parents will be informed about dual enrollment course procedures as outlined in SBE Rule 6A-14.064 4(c) 1-5 through the Valencia College Dual Enrollment web site http://valenciacollege.edu/dual.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
a. Students who enroll in college courses through dual enrollment must be in grades 6-12, have completed at least one high school level course in Mathematics or English, and have a 3.0 unweighted grade point average. Rising seniors (at the time of application) with a weighted 3.0 grade point average may also be eligible.

b. Students will be required to complete the PERT/ACT/SAT standardized assessment or approved alternative assessments. All dual enrollment applicants must have eligible test scores on file in all three areas (reading, writing/English, and math) at Valencia College by the test score deadline. Each applicant must place into College Level English (ENC 1101 – Freshman Composition) or College Level Math (MAT1033C – Intermediate Algebra, MGF 1106 - College Mathematics, or STA1001C – Introduction to Statistical Reasoning), and must meet the course pre-requisites for each college course in which they plan to enroll. Required assessment scores are outlined in Appendix B and are listed on the Valencia College Dual Enrollment web site (http://valenciacollege.edu/dual).

c. Students entering dual enrollment must complete the Valencia new student enrollment process including all Entry Reviews (Career Review and LASSI) and complete a New Student Orientation.

d. Students must maintain good academic standing at Valencia (2.0 grade point average) in order to continue in dual enrollment courses and maintain a high school 3.0 grade point average (weighted or unweighted) that qualified the student for their admissions into the Dual Enrollment program. If students fall below these grade point criteria, they may be reinstated following the grading period that their cumulative GPA returns to the required minimums. Students who fall below the 2.0 Valencia GPA for two consecutive terms will no longer be eligible to participate.

e. Students who earn a D or F in a dual enrollment course and continue in dual enrollment must repeat that same course in the next semester of enrollment in order to earn a higher grade through grade forgiveness. Exceptions for extenuating circumstances may be made with approval of the OCPS Senior Director of Guidance and the Valencia Senior Director of Dual Enrollment.

f. Students who will graduate prior to completion of the postsecondary course may not register for the course through dual enrollment.

g. Students enrolled in dual enrollment classes will be subject to the student conduct codes, policies and procedures of both OCPS and Valencia as outlined in the OCPS and Valencia student handbooks. Should a violation be identified as a result of either institution’s policies or procedures, OCPS and Valencia will notify each other of behavioral infractions and will respectively resolve the conflict while providing due process for students.

h. An online dual enrollment course satisfies the high school graduation requirement for students beginning in the 9th grade, in 2011-12, to complete at least one course within the 24-credits requires through online learning.

i. If a dual enrollment student completes the high school diploma under the provisions for early high school graduation in F.S. 1003.4281, the student will be changed to a degree seeking student at Valencia and will be required to pay for tuition, fees and instructional materials, as well as apply for financial aid, including the Bright Futures Scholarship Award program under ss. 1009.53-1009.538. The Bright Futures Scholarship Award application must be submitted by August 31 of the student’s graduation year.

j. If a dual enrollment student earns a grade of “W” in two dual enrollment courses, the student will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extreme extenuating circumstances, which must be requested in writing with supporting documentation, and submitted through the high school counselor to Valencia’s Senior Director of Dual Enrollment.

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

Students who complete a three (3), four (4) or five (5) credit course at Valencia College with a grade of C or better will earn at least one-half (½) credit in the designated subject towards the high school graduation requirements unless high school credit is otherwise delineated in the Statewide Articulation Coordinating Committee Dual Enrollment Course Equivalency List.

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

a. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of college instruction, including those offered on a high school campus. Students and parents should understand that dual enrollment courses are college courses and the amount of work necessary to succeed must be much greater than high school courses. In addition, as college courses, dual enrollment courses contain adult level curriculum, pedagogy, and expectations for student behavior.

b. Dual enrollment courses become a part of the student’s permanent college transcript and are calculated into the student’s permanent college grade point average and completion ratios for federal financial aid eligibility purposes.
8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

Seniors with a weighted GPA of 3.0 or higher may be eligible as agreed to by the Valencia-OCPS articulation committee on an individual student basis.

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

a. Applications and support documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at http://valenciacollege.edu/dual.

b. Students register for approved dual enrollment courses through Valencia’s Atlas (student portal) registration system.

c. Dual enrollment students may register for up to 13 college credit hours each term during fall and summer and up to 7 college credits during the summer term. New dual enrollment students will only be admitted for the fall and spring terms. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog http://valenciacollege.edu/catalog/.

d. Dual enrollment students should follow a Valencia degree program of study that specifies the number of credit hours required for that degree completion. Dual enrollment students cannot continue enrollment once those degree requirements are met.

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

OCPS faculty who teach dual enrollment courses will follow the same professional rules, guidelines and expectations for all Valencia adjunct faculty.

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. Dual enrollment courses are college courses both in content and learning outcomes. Faculty who teach dual enrollment courses must meet the college teaching credentials established by the Southern Association of Colleges and Schools (SACS). Standards of Performance as outlined in Section 1007.271 (5)(a), Florida Statutes, will be followed.

b. Appropriate OCPS and Valencia staff shall meet and confer to recommend qualified OCPS faculty for dual enrollment courses taught on OCPS campuses. Preference will be given to qualified high school teachers in the selection process. If no high school teacher qualifies as an adjunct instructor, Valencia faculty may be used when possible. All faculty must meet or exceed the academic and professional preparation requirements for teaching at Valencia. Faculty teaching Valencia courses must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master’s degree; faculty teaching technical education courses typically have completed a baccalaureate degree with appropriate work experience. Valencia shall appoint all instructors.

c. Valencia will evaluate instruction and monitor student performance in all dual enrollment classes using the same criteria for judging instructional quality as is in effect in all classes offered at the college. Dual enrollment faculty will be provided the same course final exam used in comparable Valencia courses by the Academic Dean. Any Valencia faculty who are not OCPS employees teaching on OCPS campuses must meet level 2 screening requirements as described in Section 1012.32, Florida Statutes. The screening shall be conducted by OCPS, at Valencia’s expense.

d. Valencia will appoint an administrator who shall represent Valencia in all matters pertaining to the operation of dual enrollment classes and shall serve as liaison between OCPS and Valencia. OCPS shall appoint an administrator who shall represent OCPS in all matters pertaining to the operation of the dual enrollment classes and shall serve as liaison between OCPS and Valencia.

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. Students and their parents work directly with their high school guidance department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. High school counselors verify eligibility based on grade point average and entry-test assessment based on the criteria described in Section 8. Student participation requires approval signatures of the high school counselor and the parent/guardian as part of the Valencia Dual Enrollment Application.

b. Students must maintain good academic standing at Valencia (2.0 grade point average) in order to continue in dual enrollment courses and maintain a high school 3.0 GPA that qualified the student for their admissions into the Dual Enrollment program. If students fall below these grade point criteria, they may be reinstated following the grading period that their cumulative GPA returns to the required minimums. Students who fall below the 2.0 Valencia GPA for two consecutive academic terms will no longer be eligible to participate.
13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

   Valencia will provide each high school with a Dual Enrollment grade report containing the course grade for each dual enrollment student at the end of each college term. The letter grade will be posted to the high school transcript and cannot be changed by the high school.

14. A funding provision that delineates costs incurred by each entity.
a. Students enrolled in college courses through dual enrollment are exempt from the payment of registration, tuition and laboratory fees, in accordance with Section 1007.271 (17), Florida Statutes.

b. Section 1007.271 (21)(n)(1), Florida Statutes, requires OCPS to pay the standard tuition rate ($71.98) per credit hour from funds provided in the Florida Education Finance Program (“FEFP”) to Valencia for those classes conducted on Valencia’s campus to cover instructional and support costs incurred by the postsecondary institution.

c. When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction. When dual enrollment is provided on the high school site by high school faculty, there is no reimbursement to Valencia for instructional costs or tuition.

d. Accordingly, Valencia will submit an invoice to OCPS in each Fall (November 1) and Spring (March 1) terms that includes:

i. the total number of students participating in dual enrollment courses and total enrolled credit hours after the drop deadline on a Valencia campus [in face-to-face, hybrid, or online formats] times the standard authorized tuition rate $71.98; and

ii. salary and benefits (maximum allowable per instructor is $5,000) for Valencia instructors who taught dual enrollment courses at the high schools.

e. Accompanying the invoice will be a full detailed report on each student’s enrollment to include at a minimum:

i. the names of students participating in dual enrollment courses that term by high school;

ii. student enrollment after the drop deadline; and

iii. credit hours enrolled for each student.

f. OCPS will review and confirm student enrollment and school assignment after receiving the FTE report (October/February) to ensure accuracy of the invoice. This verification will be the basis for the billing each term. Valencia will prepare separate invoices for participating public charter schools in Orange County. All charter school invoices will be paid using the applicable charter school’s FEFP monies, not from funds belonging to OCPS. Credit cards are not an accepted form of payment.

g. Valencia shall select textbooks used in dual enrollment courses. For Fall 2022, Valencia Campus Stores will work with OCPS to develop procedures for providing textbooks to students enrolled in dual enrollment courses. Payment for required textbooks or electronic access fees to instructional materials (if a required component of the textbook) for classes conducted on the high school campuses or on Valencia’s campuses will be through a district-wide purchase order. Credit cards are not an acceptable form of payment. The textbooks shall be the property of OCPS. Valencia will be the agent responsible for distribution of textbooks to dual enrollment high schools. Inventories of dual enrollment textbooks will be maintained by individual high schools. For Spring 2023 and later, textbooks for dual enrollment students will be provided through a third-party vendor. Valencia will work with all parties to ensure a smooth transition of the textbook ordering process.

h. Each Valencia course taught on a high school campus by a faculty member provided by Valencia must maintain a minimum of fifteen (15) students and the maximum number of students should compare to the course enrollment limits applicable when the course is taught on a Valencia campus. When the course is taught by a faculty member provided by OCPS, the minimum and maximum number of students may be set by OCPS. In either case, OCPS and Valencia will consult as needed on course enrollments.

i. The educational entity where the course is being taught will be responsible for the costs for providing the appropriate accommodations for students with documented disabilities, according to respectively applicable laws and established standards and practices. If there is a concern, both educational partners will work together to reach a resolution.

j. Both OCPS and Valencia shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules.

k. If a dual enrollment student completes the high school diploma under the provisions for early high school graduation in Section 1003.4281, Florida Statutes, the student will be changed to degree seeking student at Valencia and will be required to pay for tuition, fees and instructional materials, as well as apply for financial aid, including the Bright Futures Scholarship Award program under Sections 1009.53-1009.538, Florida Statutes.

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

Students will be responsible for providing their own transportation to and from dual enrollment classes on Valencia’s campuses.
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.

This articulation agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004, as may be applicable to each respective party, and all applicable regulations, rules, and guidelines promulgated thereunder.