(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. 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.

   CCSB high schools and WTC will be responsible for informing students and parents of the availability of programs at WTC. The high school guidance counselors will share opportunities available at WTC to students. WTC will provide open houses, information sessions and information on their website.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
2022-2023 Programs available to high school students:

ARCHITECTURE & CONSTRUCTION
• Electricity
• Heating, Ventilation, Air-Conditioning/Refrigeration

BUSINESS MANAGEMENT & ADMINISTRATION
• Medical Administrative Specialist

HOSPITALITY & TOURISM
• Professional Culinary Arts & Hospitality

INFORMATION TECHNOLOGY
• Applied Information Technology
• Technology Support Services (Students starting the program as Seniors must be full-time, Students starting as Juniors can attend part-time)

HEALTH SCIENCE
• Medical Assisting
• Medical Coder/Biller
• Nursing Assistant (Articulated)

MANUFACTURING
• Industrial Machinery & Controls Technician
• Welding Technology

TRANSPORTATION, DISTRIBUTION & LOGISTICS
• Automotive Service Technology

Note: Programs subject to change.

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

Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

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

All dual enrollment courses taken by a student must be pre-approved by a high school guidance counselor and must be a part of the student’s planned academic program. Students must meet pre-requisites for any course in which they are enrolled.

In order to qualify for career and technical dual enrollment, students must demonstrate readiness for career-technical level coursework, have at least a 2.0 unweighted GPA, and have qualifying test scores as defined in district dual enrollment. In order for the program to qualify as a Career and Technical Program for dual enrollment status, the program must lead to an industry certification.

Students must successfully have completed at least 4 semesters of high school. Additionally, students must have good attendance and discipline history, attained the minimum age for their career and technical program (16 in most cases, 18 for some), and maintain a minimum 2.0 g.p.a. Students should score within 2 grade levels of the recommended score on the T.A.B.E. for the career and technical program in which they enroll.

Students seeking full-time dual enrollment (6.25 to 7 clock hours per day) should have achieved all criteria to be eligible for high school graduation, including but not limited to earning all required high school credits and passing all state testing requirements for graduation. Full-time students are also responsible for their own transportation.

High school credit is only awarded at the completion of each course. As each course is competency based and courses vary in estimated completion times from 75 to 600 hours, students needing to use the elective credits earned from dual enrollment for graduation should work closely with their counselor to make sure that they earn the required credits. In order to dual enroll in a course, students must be able to complete the course prior to their graduation date.

Due to State of Florida dual enrollment requirements, high school students in Withlacoochee Technical College’s cosmetology program will be enrolled in high school course numbers until their graduation date. After graduation from high school, students will transition to post-secondary status and will be responsible for all payments and fees.

Note: Some career and technical programs are unavailable to high school students due to licensure restrictions.

Dual enrollment may be limited by the capacity of the college. Additionally, students who are disruptive to the learning process may lose the opportunity to participate in dual enrollment even though the student may be qualified to continue.

Any exceptions to the requirements must be approved by both the high school and college’s Dual Enrollment Petitions Committee.

Students and their parents should contact the Dual Enrollment Coordinator to request a meeting with the DE Petitions Committee. Students and their certified school counselors are notified of the committee’s decision by phone within one week following the meeting.

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

Credit will be awarded at the completion of each course. Refer to the high school subject area equivalency list available on the Florida Department of Education (DOE) website for conversion of clock hours to high school credits. See Addendum C.

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

The college will supply school guidance counselors with dual enrollment information which includes application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program.

Dual enrollment courses meet the curricular expectations, and are at the same depth and rigor, of traditional postsecondary instruction.

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

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.

Registration will be conducted between the high school guidance counselor or designee and the Dual Enrollment counselor at WTC.

Dual Enrollment students will follow the college's procedures for withdrawal.

Dual Enrollment students will follow WTC’s calendar.

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.

Students shall be bound by and follow all the terms and conditions of the Citrus County School District’s Code of Conduct and WTC’s policies and procedures.

Students that are disruptive to the learning process may be disciplined, including but not limited to termination of their participation in the course of study, regardless of any and all eligibility requirements for continued enrollment.

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.

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 counselor when a student’s eligibility status changes.

WTC will provide academic advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes, and provide progress and attendance reports to their school guidance counselor and district coordinator at the college mid-session and upon completion of the college session.

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.

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), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, 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.

At the completion of each course WTC will report course grades to the students' high school.

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

WTC is part of the CCSB and tuition is absorbed through normal budgeting processes. CCSB and WTC will coordinate the appropriate funding sources for assessments, instructional resources, equipment and supplies for students. Appropriate funding sources will be determined by whether the program earns CAPE funding.

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

CCSB/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.

Students requesting disability services at WTC must self-identify through student services.