

District Interinstitutional Articulation Cooperative Agreement  
for Dual Enrollment and Career Pathways

Between the District Board of Trustees of the College of Central Florida  
and the Villages Charter School, Inc.  
2011-2012

**I. Articulation Agreement for Dual Enrollment Programs of Study**

**A. Courses and programs available to students eligible for dual enrollment and advising services**

1. Courses to be provided by the College of Central Florida under this agreement will be mutually agreed upon by the College of Central Florida and The Villages Charter School, Inc. and will avoid unnecessary duplication of existing courses in grades 9-12. Current Law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment.
2. The College of Central Florida will furnish the high school with a copy of the current course schedule (and URL for Web access) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on the Villages High School campus shall be mutually agreed upon by the school principal and the College of Central Florida.
3. A student education plan will be developed by the College of Central Florida 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.
4. The Villages Charter School, Inc. will ensure that appropriate high school credit will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the State Articulating Committee 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.
5. 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.
6. Registration for dual enrollment students taking classes on the college campus will take place after the 10+ credit hour priority registration date each semester.
7. 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 high school principal, parents and the school board 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.
8. The College of Central Florida will make available advising services to dual enrollment students, monitor their progress and attendance in dual enrollment classes and provide a progress and attendance report to The Villages Charter School, Inc. at the college mid-term and upon completion of the college term. Students with unsatisfactory progress reports should be counseled by the high school guidance counselor immediately upon receipt of the college reports.

## **B. The process by which parents and students are notified of the option to participate**

1. References to *students* in this document, means any student enrolled in The Villages Charter School, Inc.
2. The College of Central Florida will provide information to the Charter School regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
3. The Charter School, 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 high school will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
4. The College of Central Florida will post application deadline and registration dates on its dual enrollment Web page at least one term in advance.

## **C. The process by which students and parents exercise their option to participate**

Students and the parents or guardians of students wishing to pursue participation in an articulated acceleration program must contact the Charter School guidance counselors to discuss admissions criteria and to obtain the necessary application forms.

## **D. Eligibility criteria for student participation in dual enrollment courses and programs**

1. The student must be enrolled in The Villages Charter School, Inc., and must be working towards a high school diploma.
2. The student must pass all portions of the ACT, SAT or CPT (or equivalent) demonstrating college readiness for college-level coursework if the student is to be enrolled in college courses. Passing scores are as follows: CPT scores of 83 Reading/Sentence, 72 Algebra; ACT scores of 17 English, 18 Reading, 19 Math; SAT scores of 440 Verbal/Critical Reading, 440 Math. Any combination of test scores may be considered if taken within two (2) years of the time of enrollment for first time dual enrollment students. Beginning fall 2007, students must take the CLM (college level math exam) and achieve qualifying scores to enroll in a college level math class beyond MAT1033, Intermediate Algebra.
3. Students who are 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 Advance Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semester.
4. Permission for participation must be granted by the student's parent or legal guardian.
5. The student must have completed their sophomore year in high school and be at least sixteen (16) years old for consideration for dual enrollment courses. Students are no longer eligible for dual enrollment once they reach the age of nineteen (19), but may finish the semester in which they turn nineteen (19) if currently enrolled in dual enrollment courses.
6. Any exceptions to the age, GPA, or other 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 guidance counselor are notified of the committee's decision by mail within one week following the meeting.

## **E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students**

1. Each student must be recommended by the principal. Student screening for eligibility to enter a program is the responsibility of the high school principal according to district and state requirements. An overall G.P.A. of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses and a 2.0 on an unweighted 4.0 scale for vocational dual enrollment courses.
2. The Villages Charter School, Inc. shall identify those students qualified to participate in dual enrollment classes and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester, and the Counselor will notify the college's dual enrollment officer when a student's eligibility status changes.
3. The high school counselor will work with students to include dual enrollment course plans in their Electronic Personal Educational Planner (ePEP), as required by s. 1003.413(3)(i), to minimize enrollment in a random selection of college courses.
4. Students attending dual enrollment classes, which are held in high school facilities during regular school hours, will be subject to The Villages Charter School, Inc. attendance regulations.
5. Students attending dual enrollment classes which are held in college facilities 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 Villages Charter School, Inc.
6. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. Grades will be electronically transmitted by the College of Central Florida to The Villages Charter School, Inc.
7. If a dual enrollment student earns a D or F grade in any course(s) during one semester, he/she will be able to repeat ONLY those classes within the next 3 consecutive semesters. This is a one-time allowance for the duration of their dual enrollment participation and the student must pass all repeated courses with a C grade or higher. These students will not enroll in additional DE courses until they re-establish GPA eligibility.
8. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Before accumulating more than 12 credit hours, students must either meet established minimum scores on all sections of a postsecondary readiness assessment, or have earned a passing score on the Basic Skills Exit Test with a grade of C or better in one of the following classes: Mathematics for College Success (1200410), Reading for College Success (1008350), Writing for College Success (10009370), Math for College Readiness (1200700) and English IV: Florida College Prep (1001405)..
9. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.
10. **STUDENT CODE OF 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 Villages Charter School, Inc. Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his or 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 sanctions as other students taking courses on the CF campus, regardless of what disciplinary action is taken by The Villages Charter School.
11. **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.

**F. Criteria by which the quality of dual enrollment courses and programs are to be judged and maintained**

1. The College of Central Florida 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:
  - a. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
  - b. 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.
  - c. The course syllabus must be provided to students and filed with the CF discipline chair 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.
  - d. Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used in course taught on the CF campus. If not identical, they must be approved by the discipline chair at the college.
2. Final examinations must be CF approved by the appropriate discipline chair as a comprehensive assessment of expected learning outcomes. Final exams will be provided to the dual enrollment faculty by the college in a timely manner to ensure availability prior to scheduled administration dates. All scored exams must be returned to the appropriate instructional department at CF or maintained at a CF SACS approved site CF and held on file for a period of one year. 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 the Charter School campus. The College of Central Florida will give preference to those qualified instructors recommended by the school principal.
3. Faculty selected to teach dual enrollment classes must meet the College of Central Florida's certification requirements and 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. The instructors must meet CF faculty requirements set by the Southern Association of Colleges and Schools Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, 2008 Edition* (section 3.7.1).
4. The College of Central Florida will select and certify the instructors for dual enrollment courses taught at college facilities.
5. The Villages Charter School, Inc. 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 evaluations instrument. These instructors shall also be observed for evaluation purposes by a CF administrator, faculty liaison, or a trained school official in accordance with CF faculty evaluation processes. CF will follow the Villages Charter School, Inc. guidelines for the performance of employees when evaluating these dual enrollment instructors.
6. All The Villages Charter School, Inc. employees serving as dual enrollment faculty 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 Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook. Results of CF's observation will be shared with the school administrator.

7. As is appropriate for college-level study, course materials/class discussions may reflect topics not typically included in secondary courses which some parents may object to for “minors.” Courses are not to be modified to accommodate variations in student age and/or maturity.
8. 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.
9. 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 the principal and school district administrators.
10. The College of Central Florida and The Villages Charter School 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.
11. **IMPORTANT:** If a high school wants to offer 15 or more credits (i.e., 25% of an Associate Degree program) on their campus, they must submit a request to the Vice President for Instructional Affairs at the College of Central Florida at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF’s Vice President for Instructional Affairs at least 9 months in advance. If approved by CF officials, the high school and district administration will work with the college to create and submit a “substantive change” to SACS. Approval must be received from SACS before the courses on the high school campus may be advertised or offered.

#### **G. Institutional responsibilities for the cost of dual enrollment courses and programs**

1. Each institution will assume the operating costs of each dual enrollment class housed on its campus during regular and non-regular school hours. If a faculty member is provided by the college to teach a dual enrollment course on the high school campus, the high school may be required to cover the cost of that instructor, if such arrangement is mutually agreed upon by the CF Vice President for Instructional Affairs and the high school principal and/or district administrator. For online courses taught by a CF instructor, a number of seats in the course must be available for regular college students to enroll or the high school may be required to cover the cost of the instructor.
2. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation, and laboratory fees.
3. Textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the Villages Charter School, Inc.
4. The Villages Charter School, Inc. shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with the College of Central Florida Bookstore (Barnes & Nobles).
5. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a College of Central Florida facility must meet the requirements established by CF’s Office of Access 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.

#### **H. Responsibility for providing student transportation**

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

## **I. Semester Scheduling**

The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the school's 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.

## **II. Mechanisms and strategies for promoting "Career Pathways" programs of study**

### **A. Courses and programs available to students eligible for Career Pathways**

1. A Career Pathway is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support transition to more advanced postsecondary coursework in a related career area of interest. According to the Florida Department of Education (DOE Information Data Base Requirements, Vol. 1), a Secondary Career Pathways Student is defined as a career and technical education student concentrator (formerly known as program completer) who has earned three or more (high school) credits in a single career and technical program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway. Such is the purpose of this articulation agreement between the College of Central Florida and The Villages Charter School, Inc.
2. Courses to be articulated by the College of Central Florida under this agreement will be mutually agreed upon by the College of Central Florida and The Villages Charter School, Inc. and will avoid unnecessary duplication of existing courses in grades 9-12. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF's Web site ([www.cf.edu](http://www.cf.edu)). Alterations to this list of offerings may be made with mutual consent of the College of Central Florida and The Villages Charter School, Inc. personnel. (See Appendix A for a full list of articulated credits).
3. The College of Central Florida will develop a student education plan for each student applying for Career Pathways credit once the student enrolls at CF. In order to develop said plan, the student will present a high school transcript, which will be evaluated for purposes of determining college credits to be applied toward an Associate in Science degree. Said Associate degree will be the student's stated education objective.

### **B. The process for notifying parents and students of the option to participate in Career Pathways programs**

1. The College of Central Florida will provide information to the high schools regarding the requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The high school, 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 high school will also provide information, using these same methods, to students and their parents or guardians regarding the eligibility criteria for participation in these programs.

### **C. The process by which students and parents exercise their option to participate**

1. Students and the parents or guardians of students wishing to pursue participation in a Career Pathways program should contact their high school guidance counselors for information about Career Pathways.
2. Students' intention of pursuing a Career Pathways program of study will be recorded on the student database.

#### **D. Eligibility criteria for student participation**

1. Eligibility for participation in a Career Pathways program of study at the high school level is determined by a student's enrollment in a Career & Technical Education Program of Study. A student who is defined as a "concentrator" and has met the minimum academic requirements of a "B" (3.0) in the CTE Program is considered a Career Pathway student.
2. Once admitted to the College of Central Florida, articulated credits will be determined after the student has presented the appropriate dean and the Career Pathways Coordinator with a copy of his/her transcript."

#### **E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students**

1. The Villages Charter School, Inc. shall identify those students who have completed Career Pathways courses of study in high school and shall so notify the College of Central Florida.
2. The College of Central Florida will make available advising services to Career Pathways students, as provided to all the College of Central Florida students.

#### **F. Awarding college credit for articulated Career Pathways courses**

1. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B" as indicated on their official high school transcripts. Additionally, students may also be required to pass an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to the College of Central Florida.
2. Upon satisfactory completion of the Career Pathways assessment, the dean (or designated reviewer) will forward the articulated credits to the CF Admissions and Records office. Upon receipt, the Admissions and Records office will notify the student the articulated credit has been received and recorded.
3. The articulated Career Pathways credits will be awarded and posted to the student's The College of Central Florida transcript upon his/her declaration of an A.S. program of study and the successful completion of twelve (12) credit hours of college level coursework with an overall GPA of 2.0 or higher. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's CF grade point average. Criminal Justice students who complete CF's exit exam will receive the grade earned on the exam.
4. Statewide Career and Technical Education Articulation agreements which are based on nationally recognized industry certification, support the Department of Education's Next Generation Strategic Areas of Focus (number three) effort to "expand opportunities for postsecondary degrees and certifications." Gold Standard Career Pathways Industry Certification to AAS/AS Degree Statewide Articulation Agreements based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local agreement.

[http://www.fldoe.org/workforce/dwdframe/artic\\_frame.asp](http://www.fldoe.org/workforce/dwdframe/artic_frame.asp)

(See Appendix B for a full list of articulated credits).

#### **G. Criteria by which the instructional quality will be maintained**

The College of Central Florida will work with The Villages Charter School, Inc. personnel to provide program and related course learning outcomes, curriculum and other resources to help ensure that the quality of instruction provided the high school students in the Career Pathways articulated courses is comparable to that afforded The College of Central Florida students enrolled in said program.

**H. Cost of Career Pathways**

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit.

**I. Program review**

1. The College of Central Florida and The Villages Charter School, Inc. personnel will, on an annual basis, review and revise the articulation agreement to keep it aligned with the most current program and course requirements. All Career Pathway programs offered by the College of Central Florida are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Upon request, the College of Central Florida will work with The Villages Charter School, Inc. personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

**V. Accountability**

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the The Villages Charter School, Inc. and the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the Community College President and the District Superintendent. Courses of study and programs are to be incorporated into the agreement before instruction begins. This Agreement shall be valid for the 2011-2012 school year.

IN WITNESS WHEREOF, The Villages Charter School, Inc. and the District Board of Trustees of the College of Central Florida have adopted this agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., District Interinstitutional Articulation Agreements.

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Date                      Chair, Betty Strifler, District Board of Trustees, the College of Central Florida

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Date                      Director of Education, Dr. Randy McDaniel, The Villages Charter School, Inc.