

District Interinstitutional Articulation Cooperative Agreement  
for Dual Enrollment and Career Pathways

Between the District Board of Trustees of Central Florida Community College  
and the Villages Charter School, Inc.  
2009-2010

**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 Central Florida Community College under this agreement will be mutually agreed upon by Central Florida Community College 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. Central Florida Community College 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 Central Florida Community College.
3. A student education plan will be developed by Central Florida Community College 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 assure 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. 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.
7. Central Florida Community College 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.

## **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. Central Florida Community College 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. Central Florida Community College 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 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 – (a score of 40 or above).
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 be sixteen (16) years old or older 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. Any exceptions to this 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 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. The 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. The principal will approve student eligibility for participation.
3. Students attending dual enrollment classes, which are held in high school facilities during regular school hours, will be subject to the approved attendance regulations.
4. 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. Attendance shall be reported to The Villages Charter School, Inc.
5. 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 Central Florida Community College to The Villages Charter School, Inc.
6. If a dual enrollment student earns a D or F grade, he/she will be able to repeat ONLY those classes within the next 3 consecutive semesters as long as his/her high school GPA is still a 3.0 or better for academic dual enrollment students or a 2.0 GPA for career and vocational dual enrollment students. This is a one time allowance and the student must pass all repeated courses with a C grade or higher to continue eligibility as a dual enrollment student.
7. Dual Enrollment students will follow the College's procedures for drop, withdrawal and petition policies.

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

1. Central Florida Community College shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other Central Florida Community College students. Dual Enrollment faculty must follow the college course outline, provide a syllabus to students, and use the appropriate textbooks and instructional materials.
2. Faculty selected to teach dual enrollment classes must meet Central Florida Community College's certification requirements and submit an adjunct application.
3. The high school principal 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. Central Florida Community College will give preference to those qualified instructors recommended by the school principal.
4. Central Florida Community College 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 principal using the district-wide evaluations instrument. These instructors shall also be observed for evaluation purposes by a CFCC faculty member or administrator. All other dual enrollment faculty will be evaluated according to Central Florida Community College policy.
6. All Charter School employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a fall faculty or adjunct orientation given by Central Florida Community College.

**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.
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 will be funded by the 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.
5. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a Central Florida Community College facility must meet the requirements established by CFCC'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. Courses to be provided by Central Florida Community College under this agreement will be mutually agreed upon by Central Florida Community College 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 CFCC's website ([www.gocfcc.com](http://www.gocfcc.com)). Alterations to this list of offerings may be made with mutual consent of Central Florida Community College and The Villages Charter School, Inc. personnel.
2. Central Florida Community College will develop a student education plan for each student applying for Career Pathways credit. 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 or a two-year technical certificate. Said Associate degree or two-year technical certificate 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. Central Florida Community College will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The high schools, 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 schools will additionally provide information, using these same methods, to students and their parents or guardians, of 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 district student database.

**D. Eligibility criteria for student participation**

1. Eligibility for receiving Career Pathways credits will be determined by the appropriate Central Florida Community College dean after the student has enrolled at Central Florida Community College and the student has presented the appropriate dean with a copy of his/her transcript.
2. Secondary students must demonstrate mastery of courses taken with a grade of at least "B". Additionally, secondary students must pass an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to Central Florida Community College.
3. Career Pathways credits will be awarded and posted to student's Central Florida Community College transcript of grades upon their declaration of an A.S. program of study or two-year technical certificate program (and the successful completion of twelve (12) credit hours of college level course work with an overall GPA of 2.0 or higher.) The primary Career Pathways program offered at the Villages Charter High School is in Allied Health and Engineering.

**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 Central Florida Community College.
2. Central Florida Community College will make available advising services to Career Pathways students, as for all Central Florida Community College students.

**F. Criteria by which the instructional quality will be maintained**

Central Florida Community College shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded other Central Florida Community College students.

**G. Cost of Career Pathways**

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for those high school classes for which they receive credit according to the articulation agreement.

**H. Program review and responsibility for providing student transportation**

1. Central Florida Community College and The Villages Charter School, Inc. personnel will, on an annual basis, review and revise existing articulation agreements as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.

2. Central Florida Community College and The Villages Charter School, Inc. personnel will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.
3. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

**ACCOUNTABILITY**

These provisions shall not prevent a Board assigned responsibility for one or more of these programs from developing joint programs of contracting for specific instructional services with another Board or agency, subject to review by the two local education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless herein indicated.

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the Director of Education and the Community College President, 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 Director of Education. Courses of study and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2009-2010 school year.

IN WITNESS WHEREOF, The Villages Charter School, Inc. and the District Board of Trustees of Central Florida Community College 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, Bernard Little, Jr., District Board of Trustees, Central Florida Community College

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Date                      Dr. Charles Dassance, President, Central Florida Community College

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

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Date                      Principal, Dr. Bill Zwick, The Villages Charter School, Inc.