

**Articulation Agreements for Dual Enrollment,
Remediation, Career Pathways and Health Academy Preparation**

**Between the District Board of Trustees of the College of Central Florida
and the School Board of Levy County, Florida
2013-2014**

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include: Levy County School District members – Jeff Edison, Director of Administration, Barbara Rivers, Director of MIS, John Lott, Principal, Bronson Middle/High School, Matt McLelland, Principal, Chiefland High School, Valerie Boughanem, Testing Coordinator, Kathy Lawrence, Director of Turnaround, Patrick Wnek, Director of Curriculum and Carol Jones, CTE Coordinator. College of Central Florida (CF) members – Marilyn Kern-Ladner, Provost, Levy Center, Lyn Powell, Dean, Enrollment Management, Teri Little-Berry, Director of Admissions/Records, Diana Ryon, Admissions & Dual Enrollment Specialist and Sara Lefils, Career Pathways Coordinator.

The Committee meets annually in the spring to go over the current year's articulation agreements and discusses changes that are required due to changes in statute or rule and any changes desired by either the school district or the college. A draft document is prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards for approval and signatures. Once approved and signed, copies are sent to CF to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the school district personnel.

The Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by CF by August 1 of each year.

A. 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. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation.

Legislative changes that occur after the final draft of this document which impact the 2013-14 academic year will take precedence.

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

1. References to *students* in this document mean any student enrolled in a Levy County Public School.
2. CF will provide information to the high schools regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
3. 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.

4. CF will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.
5. CF Admissions & Records staff will work with district and school officials on targeted dual enrollment recruiting activities.

C. A delineation of courses and programs available to students eligible to participate in dual enrollment

1. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the School District, 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. CF will furnish each high school with a copy of the current courses (and URL for Web access) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on high school campuses in Levy County shall be mutually agreed upon by the host school principal and CF.
3. A student education plan will be developed by CF 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. 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.
5. 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, parent/guardian and the School District 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.

D. 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 high school guidance counselors to discuss admissions criteria and to obtain the necessary application information.

Application Process - Students interested in dual enrollment must meet with their high school guidance counselor or principal for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application and the parent/guardian must sign giving permission for the student to participate in the dual enrollment program. The student must turn the form in to their high school guidance counselor. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes high school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual

Enrollment Specialist by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Specialist the student will receive an email stating they have been admitted to the program. If a student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, the CF Dual Enrollment Specialist will contact the high school counselor. The high school counselor is responsible for contacting the student.

Registration – Dual enrollment brochures will be provided to guidance counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the high school guidance counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The guidance counselor will assist the student in their course selection to ensure the course requirements are met for high school. Once the course selection is made, the counselor will submit the list of courses for each student to the CF Dual Enrollment Specialist for registration.

Withdrawal Process - Dual enrollment students will follow the college's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their guidance counselor to complete the Dual Enrollment Withdrawal form. The student and counselor must sign the form and send to the CF Dual Enrollment Specialist to process. Forms must be received by the withdrawal deadline. The student will receive a W on their transcript for the attempt in the course.

Course Load - Juniors may take up to nine (9) college credit hours in the spring and fall terms. The summer before their junior year, the student may register only for summer B and may take three (3) credit hours on-campus only. Juniors may take up to nine (9) credit hours total in the summer term. Seniors may take 12 -15 credit hours in the fall and spring terms.

Grade Distribution - All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school district. Grades will be electronically transmitted securely by CF to the student's high school and to the School District offices for posting.

Academic Advising – all A.A. degree seeking students must be advised by a CF A.A. advisor in the semester that they reach thirty (30) earned credit hours to learn about the requirements to complete the A.A. and any additional requirements necessary for a smooth transition into the bachelor's degree program and institution of their choice.

E. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

1. An overall GPA of 3.0 on an unweighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an unweighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual enrollment programs. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum GPA required by the college.

2. The Levy County School Board shall identify those students qualified to participate in dual enrollment classes. The high school principals will approve student eligibility for participation in these classes.
 3. The student must be enrolled in the Levy County Public School System and must be working towards a high school diploma to participate in dual enrollment.
 4. The student must pass all portions of the ACT, SAT or PERT, in accordance with the cut scores established by CF, to demonstrate readiness for college-level coursework. Any combination of these test scores may be considered if taken within two (2) years of the beginning of classes for first-time dual enrollment students. Beginning fall 2007, students must take the CLM (College Level Math exam) to enroll in a college-level math class beyond MAC1105, College Algebra.
- Cut scores for the three placement tests are as follows:

	<u>ACT</u>	<u>SAT</u>	<u>PERT</u>
Reading	18	440	104
English	17	440	99
Math	19	440	113

PERT 113 – Placement for MAT1033, Intermediate Algebra
 PERT 123 – Placement for MAC1105, College Algebra

5. The student must pass the 10th grade FCAT Reading as well as the end of course exams for Algebra 1.
6. Students in need of FCAT remediation will not be eligible for dual enrollment. Any exceptions to this must be approved by the high school principal and the Vice President for Instructional Affairs or designee.
7. Students 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 Advanced Placement (AP) English Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
8. Students enrolled in a collaborative CF-approved cohort (maximum of 30 students) must demonstrate readiness for college-level coursework to be admitted into the College of Central Florida's high school dual enrollment program. To satisfy this requirement, students must meet specific requirements of the cohort, should they exist, or pass a minimum of two corresponding sections of the ACT, SAT or PERT in reading and writing or math (algebra and arithmetic). Once a student has earned 12 college-level credits, **all** portions of the college placement test(s) must be passed (pursuant to s. 1004.93).
9. Permission for participation must be granted by the student's parent/guardian.
10. Students must have completed their sophomore year in high school by passing 12 high school level credits for consideration for dual enrollment courses. Students are no longer eligible for dual enrollment once they successfully complete 4 years of enrollment in high school or graduation, whichever comes first. Any exceptions to the requirements must be approved by both the high school and CF's Dual Enrollment Petitions Committee. Students and their parent/guardian should contact the CF Dual Enrollment Specialist to request a meeting with the DE Petitions Committee. Students and their guidance counselor are notified of the committee's decision by phone within one week of the meeting.
11. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school

seniors may NOT take a summer A course as dual enrollment or as a regular college student since they have not officially graduated from high school prior to the start of that term.

12. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

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

1. The School Board of Levy County will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course – High School Subject Area Equivalency List 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. Science labs should be reported as zero credit per Bright Futures.
2. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.

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

1. CF will supply high school guidance counselors with dual enrollment brochures which include application instructions to inform students/parents of the requirements and benefits of participation in the program.
2. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus.
3. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

H. 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.

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

1. Registration for dual enrollment students taking classes on the college campus will take place after the 0+ credit hour priority registration date each semester. Registration will be

conducted through electronic communication between the high school guidance counselor or designee and the Dual Enrollment Specialist at CF.

2. With the exception of pre-approved “academies” or “cohorts”, only seniors (beginning with the summer between their junior and senior year) will be allowed to enroll full-time (12 to a maximum of 15 credit hours in any given semester) through dual enrollment.
3. Dual enrollment students will follow the college’s procedures for drop, withdrawal and petition policies.
4. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the Levy County school district’s calendar. Courses offered after the regular school day or on the college campus will be scheduled on CF’s calendar. Courses taught by college faculty will follow CF’s academic calendar.

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

All Levy County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement 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 CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook.

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

1. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
2. CF 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 chairperson 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 chairperson at the college.
 - e. For academic disciplines where a departmental exam is used, the final exam will be provided to the dual enrollment faculty by the college in a timely fashion to ensure availability prior to the scheduled administration dates. For all others, final examinations must be approved by the appropriate discipline chairperson as a comprehensive assessment of expected learning outcomes. The dual enrollment instructor should send their exam to their faculty liaison for review and approval at least three weeks before the exam delivery date.
3. 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 high school campuses. To be qualified, faculty selected to teach dual enrollment classes must 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 credentialing requirements set by the Southern Association of Colleges and Schools (SACS) Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, 2012 Edition* (section 3.7.1).
4. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach dual enrollment courses on high school campuses in Levy County, if such arrangements are approved by the Vice President for Academic Affairs (see item G.1. below). In each case, once an academically qualified instructor is identified, he/she must meet all of the requirements established by the School Board of Levy County before having contact with the students. This process will be coordinated through the School Board of Levy County Director of Curriculum.
 5. CF will select and certify the instructors for dual enrollment courses taught at college facilities.
 6. School Board of Levy County 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 evaluation instrument. These instructors shall also be observed for evaluative purposes by a CF administrator, faculty liaison, or a trained Levy County school district official in accordance with CF faculty evaluation processes. CF will follow the school board's guidelines for the performance of employees when evaluating these dual enrollment instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated at least 20 days prior to the classroom observation; scheduling the observation in advance; providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the district administrator.
 7. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
 8. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age and/or maturity.
 9. 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.
 10. CF 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 principals and school district administrators.
 11. CF and the School Board of Levy County 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.
 12. **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 Academic Affairs at CF 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 Academic Affairs at least 9 months in advance. If approved by CF officials, the high school and school district administrators will work with college officials to create and submit a “substantive change” to SACS. Approval must be received from SACS before the additional courses on the high school campus may be advertised or offered.

L. 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

1. Each student must be recommended by their high school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
2. The high 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 officer when a student’s eligibility status changes.
3. The high school counselor will work with students to include dual enrollment course plans to minimize enrollment in a random selection of college courses.
4. CF 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 high school at the college mid-term and upon completion of the college term.
5. Students and their parents will be informed of college-level course expectations.
6. Any “grade level” classification listed in this DE agreement is based on the School District’s Student Progression Plan.
7. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Levy County attendance regulations. Students attending dual enrollment classes 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 high schools and county MIS offices.
8. Students may enroll in courses conducted during school hours, after school hours, and during the summer term. However, 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. The student may apply to CF and upon admission and special permission by the Office of Admissions, may register and pay the required tuition and fees.
9. 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 a skills Exit Test, as prescribed by the college, 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/or Writing IV: Florida College Prep (1001405).
10. **CODE OF STUDENT 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 School Board of Levy County Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/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 actions as other students taking courses on the CF campus, regardless of what

disciplinary action is taken by the School Board of Levy County. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the dual enrollment course, regardless of eligibility requirements for continued enrollment.

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.

M. The responsibilities of CF regarding the transmission of student grades in dual enrollment courses to the school district.

1. Students with unsatisfactory progress reports should be counseled by the high school guidance counselor immediately upon receipt of the college reports.
2. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school district. Grades will be electronically transmitted securely by CF to the student's high school and to the district MIS/Curriculum offices for posting.
3. If a dual enrollment student earns a D, F or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment.

N. A funding provision that delineates costs incurred by each entity. School districts should share funding to cover instructional and support costs incurred by the postsecondary institution

1. In accordance with f.s. 1007.271, the School District shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to CF for all dual enrollment instruction that takes place on the CF campus. Students must drop courses during the add/drop period to have the cost of tuition removed. If the student later withdraws from a course, the tuition will remain and be charged to the district.
2. If a faculty member is provided by the college to teach a dual enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.
3. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees.
4. Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the School Board of Levy County provided the FEFP provides funding for such expenses. The college will adhere to the requirements set forth in F.S. 1004.085 in regards to the affordability of textbooks.
5. The School Board of Levy County shall be responsible for the inventory, recovery, reuse, and sale of textbooks and instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Noble).
6. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF 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.

7. CF will invoice the School District for costs incurred annually no later than June 15. Payment must be made by check.

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

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

II. Mechanisms and strategies for decreasing the need for remediation of high school graduates at CF

- A. There shall be established a “remediation task force” comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.

- B. Initiatives for 2013-2014 are:

1. Analysis of student readiness for college by administering the PERT to eligible 10th, 11th, and 12th graders from Levy, Marion, and Citrus counties.

CF will provide:

- ✓ one administration of the PERT exam at no cost for students who wish to apply for participation in dual enrollment (this will count as one of their two allowed at the high school level);
- ✓ walk-in testing available at the college;
- ✓ placement testing in compliance with Rule 6A-10.0315 FAC and section 1008.30. F.S.

School Board of Levy County will provide:

- ✓ space for testing;
- ✓ test sites;
- ✓ testing information to all eligible students;
- ✓ test dates;
- ✓ a means to determine students showing an interest in postsecondary education;
- ✓ placement testing in compliance with Rule 6A-10.0315 FAC and section 1008.30. F.S.;
- ✓ all access, training and coordination will be provided through McCann Associates.

2. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores.
3. The limitation on PERT retakes has been removed from statute. CF will accept the PERT scores from the HS transcripts only if not found in the PERT repository.
4. CF will provide a statistical study by districts and by high schools of first time in college (FTIC) and prior year in high school students needing College Prep courses.
5. Articulation agreements will be established between Levy, Marion, and Citrus school districts and CF.
6. CF advising and enrollment services staff from all campuses will meet with high school counselors in all three school districts to provide in-service training regarding CF course requirements. High school counselors are encouraged to visit CF’s workforce development programs.
7. CF will conduct a “college preview” type event for students in each of the school districts.

8. CF will provide information about its programs and how to be a successful college student to 8th through 12th graders in Levy, Marion, and Citrus counties in a variety of formats, materials and events.
9. Educational Talent Search (ETS), a federal TRIO program that serves six high schools (240 students) in the college service area, will provide disadvantaged youths with supplemental educational support; activities include assessment of educational needs and delivery of academic counseling, career information and exploration, tours of college campuses, and assistance with completing financial aid and college admission applications. (Dependent upon grant funding.)
10. Educational Opportunity Center (EOC), a federal TRIO program that serves approximately 1,000 high school & post-secondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

III. 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 Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways Student is defined as “a career and technical education student who has earned three or more (high school) credits in a single career and technical education 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 (CF) and the Levy County School Board.
2. Courses to be articulated by CF under this agreement will be mutually agreed upon by the college and the Levy County School board. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF’s Web site (www.CF.edu/careerpathways), and the Levy County school’s Web site on the Career and Technical Education (CTE) Web page. Alterations to this list of offerings may be made with mutual consent of CF and the Levy County School Board. (See Appendix A for a full list of articulated credits).

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

1. CF 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 schools 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. 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" students earning three (3) or more courses in a CTE Program of Study) and has met the minimum academic requirements of a "B" (3.0) in the CTE Program is considered a Career Pathway student.
2. Career Pathways students who are eligible for articulated credits and desire to attend CF in an aligned Associate of Science degree (A.S.) program must apply for a CF student identification number and request to take an end-of-course exam for the articulated credit. Students who pass an Industry Certification on the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree 2013, (http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp) are exempt from taking the end of course exam for the courses specified in Appendix A.

D. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The Levy County School Board shall identify those students who have completed Career Pathways courses of study and are current seniors (within 12 months of high school graduation) and shall so notify the College of Central Florida.
2. CF will make available advising services to Career Pathways students, as provided to all CF students.

E. 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 the Industry Certification identified on the Gold Standard State Wide Articulation Agreement, 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. The articulated Career Pathways credits will be awarded and posted to the student's CF transcript upon acceptance to CF and his/her declaration of an A.S. program of study. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's CF grade point average.
3. 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. See Appendix A for a full list of articulated credits.
http://www.fldoe.org/workforce/dwdframe/artic_frame.asp

F. Criteria by which the instructional quality will be maintained

CF will work with the Levy County School Board 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 CF students enrolled in said program.

G. 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.

H. Program review

1. CF and the Levy County School Board 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, CF will work with the Levy County School Board personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

IV. Health Academy Collaboration - Mechanisms and Strategies for Articulating Health Academy Students into Health Occupation Programs at CF.

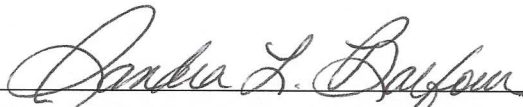
A. EMT (Emergency Medical Technician), for students interested in EMT and/or Fire Service

1. After successfully completing Health Science 1 and Health Science 2 of the Health Occupations curriculum, and focusing on the First Responder track, students will be admitted to year 4 of the program.
2. In year 4, students must successfully complete First responder and EVOC (Evasive Vehicle Operations Course) training through the Health Academy. They must also meet CF admission criteria for the EMT program.
3. In year 4, students will dual enroll in the EMT program at CF Levy Center for the spring term. Students must successfully complete the EMT program in the spring term.

V. Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the School Board of Levy County 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 CF's 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 2013-2014 school year.

IN WITNESS WHEREOF, the School Board of Levy County 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 1007.271 F.S. Dual Enrollment Articulation Agreements.

8-28-13 
Date Sandra L. Balfour, Chair, District Board of Trustees,
College of Central Florida

8/6/13 
Date Cameron Asbell, Chair,
The School Board of Levy County

Addendum

to item N. 1 of the

Dual Enrollment Articulation Agreement

Between the District Board of Trustees of the College of Central Florida
and the School Board of Levy County, Florida
2013-2014

To assist in supporting a high quality dual enrollment program, the College of Central Florida agrees to share in a portion of the district's administrative and instructional expenses at the rate of \$35.99 per dual enrollment credit hour for courses taught online or at a College of Central Florida facility. The amount of credit hours to be reimbursed shall be based upon the enrollment records at the College of Central Florida as the keeper of the student's official college transcripts.

IN WITNESS WHEREOF, the School Board of Levy County, Florida 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 1007.271 F.S. Dual Enrollment Articulation Agreements.

8-28-13

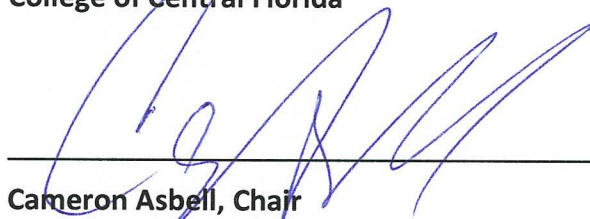
Date



Sandra L. Balfour, Chair, District Board of Trustees
College of Central Florida

08/06/13

Date



Cameron Asbell, Chair
The School Board of Levy County, Florida