

**DUAL ENROLLMENT ARTICULATION
AGREEMENT**

VOLUSIA COUNTY SCHOOL BOARD

AND

DAYTONA STATE COLLEGE

2013-2014

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This agreement between the District Board of Trustees of Daytona State College (DSC) and the Volusia County School Board (VCSB) is made in compliance with Section 1007.271(21), Florida Statutes which mandates dual enrollment articulation agreements between college district boards of trustees and district school boards.

The term of this agreement shall be one (1) year, commencing on July 1, 2013, and remaining in effect through and including June 30, 2014, unless terminated before such date in accordance with the terms of this agreement. During the term of this agreement, either party may request to renegotiate the agreement, with any modification requiring the approval of the VCSB and the DSC Board of Trustees. Should either party wish to terminate this agreement prior to the expiration date, they may do so by providing the other party with thirty days advance written notice.

The following individuals make up the Articulation committee for this document: from DSC: Dr. Thomas LoBasso, Chief Operating Officer/Provost; Mr. Buckley James, Vice President, Enrollment and Student Development; Dr. LeeAnn Davis, Director, Academic Advising and Dual Enrollment. From VCS: Ms. Bambi Lockman, Deputy Superintendent, Instructional Services; Ms. Deborah Drawdy, Coordinator, Student Services.

1. RATIFICATION OF EXISTING AGREEMENT

The signing of this agreement attests to the ratification of all existing agreement(s).

2. NOTIFICATION PROCESS

Volusia County Schools (VCS) and DSC will inform all eligible secondary students of dual enrollment opportunities via standard communication methods as prescribed in the Florida Statutes and State Board of Education Rules. The school district will supply DSC with necessary student data. DSC will send a copy of any recruitment information to VCS before distributing to VCS students; likewise VCS will send a copy of any recruitment information to DSC before distributing to VCS students.

Students and parents will be informed about the dual enrollment program during high school parent nights and registration meetings. The district will also post the dual enrollment guide on the school district website.

The college will mail informational letters to parents and will conduct dual enrollment workshops during Open House events. DSC will also maintain a dual enrollment website which will include copies of the articulation agreement, the Dual Enrollment Guide, and other dual enrollment information.

3. PROGRAMS AUTHORIZED FOR DUAL ENROLLMENT

The following programs and all of the required courses listed in the Daytona State Catalog (excluding course restrictions listed in section 4 of this agreement) are authorized for dual enrollment. A list of courses and high school credit that is awarded for those courses can be found in Appendix A.

A. ASSOCIATE OF ARTS DEGREE

Students may enroll in courses listed in the A.A. program guide, with the exception of courses that are less than three credit hours or private lesson courses.

B. ASSOCIATE OF SCIENCE PROGRAMS

Architectural and Building Technology	Accounting Technology
Computer Engineering Technology	Business Administration
Computer Information Technology	Culinary Management
Computer Programming and Analysis	Hospitality Management
Drafting and Design (CAD)	Office Administration
Electronics Engineering Technology	Paralegal Studies
Industrial Management Technology	Interior Design Technology
Interactive Media Production	Networking Services Technology
Environmental Science Technology	Photographic Technology
	Simulation and Robotics Technology

C. COLLEGE CREDIT CERTIFICATE PROGRAMS

Accounting Applications/Computerized	Information Technology Management
Accounting Technology Operations –	Information Technology Support
Tax Preparation	
AutoCAD Foundations	Information Technology Technician
Business Management	Microcomputer Repair/Installer
Business Operations – Entrepreneurship	Network Communications (LAN)
Computer Engineering Technology (Cisco)	Network Communications (WAN)
Computer Programming	Network System Developer
Computer Specialist	Office Management
Drafting and Design Technology	Office Support
Information Technology Administration	Web Development Specialist
Information Technology Analysis	Wireless Communications

D. VOCATIONAL CERTIFICATE PROGRAMS (CAREER DUAL ENROLLMENT)

Advanced Automotive Technology (Performance Engine Specialization)
Air Conditioning, Refrigeration and Heating Mechanic
Air Conditioning, Refrigeration and Heating Technology
Automotive Collision, Repair and Refinishing
Automotive Service Technology
Welding Technology

Students may not register for the following: college preparatory courses, College Transition Unit (TCU) courses, one credit hour courses, private lesson courses, limited access program courses, or Physical Education courses. Dual Enrollment students are limited to one online course per semester. All courses for dual enrollment must have

Department of Education (DOE) approval. Students may not enroll in courses with temporary numbers. Students may enroll in hybrid courses that include both a classroom and on-line component.

While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

4. THE DUAL ENROLLMENT PROCESS

Students who wish to dual enroll must contact their high school counselor. The school counselor will provide students who have a qualifying unweighted high school GPA with a copy of the dual enrollment admissions form. The student will complete the personal information on the form and both the parent and student are required to sign the form.

The student will then go to the Admissions/Enrollment Services Office at any of the five DSC locations to be admitted to the college. During the admissions process, the student will be issued a student identification number. If the student does not already have acceptable test scores, he/she will be sent to the Assessment Office to take the Post-Secondary Readiness Test (P.E.R.T.). After testing, the student will take his/her scores back to his/her high school counselor. If the student already has qualifying SAT, ACT, FCAT, or P.E.R.T. scores, he/she will be required to test.

The high school counselor will assist qualifying students with the selection of classes based on what the student needs to meet both high school graduation and college degree requirements. The course information and section number will be entered on the dual enrollment registration form, along with the school counselor's signature, indicating approval for each selected course.

The student will return to the college and will meet with a DSC academic advisor. The advisor will review the form and verify that the student has the appropriate test scores and pre-requisites for the course(s), show the student how to access their records and college email through their Falconnet account, and review information listed on the Dual Enrollment Checklist (Appendix B). The student will then be referred to the registration office. The registration staff will give the student two copies of his/ her fee invoice. Fees will show on the invoice immediately following registration; however, they will be removed as the system updates each evening. The student will take one copy of his/her schedule to the school counselor and keep the other copy.

Students may not enroll in more than 15 credit hours per semester at DSC during the fall and spring semesters. Students must also be enrolled in a minimum of one course at their high school.

During the summer semester, students may take no more than 14 credit hours (2 classes in the "A" term, 2 two classes in "B" term, and 2 extra credit hours for labs, if needed). Ten week courses will be counted in the "A" term credits. Parents and students should take

into consideration the length of the course and understand that the same information is condensed into a shorter time period during the summer.

Dual enrolled students may take one totally online course per semester at the college. They may also take hybrid or mixed mode courses. Students may not enroll in any course(s) that are less than three credit hours. Students may not enroll in remedial or College Transition Unit (CTU) courses while participating in the dual enrollment program. Dual enrolled students who enroll in BSC1005 Biology for non-science majors must also register for the corresponding lab (BSC1005L).

Students who are not in attendance during the first week of class will be dropped from their course(s) for non-attendance.

Students are responsible for informing the DSC Admissions Office if they change high schools. Grades are distributed to high schools based on the school that the Admissions Office has on record for each student.

All students will have access to their schedule and grades through their Falconnet account located in the student portal at: <https://webapps.daytonastate.edu/ics/>. The Academic Advisor will teach each student how to log into the student portal to access their accounts. DSC does not mail grades to students. Grades will be provided to each respective high school, where students can access their grades through the student portal.

Dual enrollment grades are entered on both the high school and college permanent transcripts. Dual enrollment courses are weighted the same as AP and IB courses.

A. REGISTRATION DEADLINES AND START DATES

Fall 2013 Registration: April 1, 2013 - August 23, 2013 (Vocational students must be registered by August 16, 2013)

Fall Classes begin:

Fall "A" and 15 week	August 26, 2013
Fall "B"	October 21, 2013
Fall 16 week (vocational only)	August 19, 2013

Spring 2014 Registration: November 7, 2013 - January 10, 2014

Spring Classes begin:

Spring "A" and 15 week	January 13, 2014
Spring "B"	March 17, 2014

Summer 2014 Registration: April 4, 2014 - May 13, 2014

Summer Classes begin:

Summer "A" and 10 week	May 14, 2014
Summer "B"	June 30, 2014

B. DROPS/WITHDRAWS

Students can request to be dropped from dual enrollment courses. The school district is not charged for these courses. The drop period is typically the first two days of seven week semesters and the first week of 15 and 16 week semesters.

Students must obtain a drop/withdraw form from their school counselor before they are permitted to drop or withdraw from a course. The student must take the form to DSC, where the registration staff will officially drop/withdraw him/her.

At the end of the drop period, the withdrawal period begins. If a student withdraws from a course a "W" grade is entered on the student's transcript. The "W" does not count toward the student's GPA; however, it does count as a course attempt.

The school district is responsible for tuition costs associated with these courses.

The drop and withdraw dates are listed below and are also available on the college website in the Academic Calendar. Withdraw forms should be obtained in advance due to processing time requirements of the school district.

	<u>Fall "A" (7-week)</u>	<u>Fall "B" (7-week)</u>
Drop Deadline	August 28, 2013	October 23, 2013
Withdraw Deadline	September 23, 2013	November 15, 2013
	<u>Fall (15-week)</u>	<u>Fall (16-week Vocational programs only)</u>
Drop Deadline	August 23, 2013	August 30, 2013
Withdraw Deadline	November 4, 2013	November 4, 2014
	<u>Spring "A" (7-week)</u>	<u>Spring "B" (7-week)</u>
Drop Deadline	January 15, 2014	March 19, 2014
Withdraw Deadline	February 18, 2014	April 21, 2014
	<u>Spring (15-week)</u>	
Drop Deadline	January 17, 2014	
Withdraw Deadline	April 2, 2014	
	<u>Summer "A" (6-week)</u>	<u>Summer "B" (6-week)</u>
Drop Deadline	May 16, 2014	July 2, 2014
Withdraw Deadline	June 12, 2014	July 29, 2014
	<u>Summer (10-week)</u>	
Drop Deadline	May 16, 2014	
Withdraw Deadline	July 1, 2014	

C. HIGH SCHOOL STUDENTS WITH DISABILITIES

The VCSD has no obligation to provide updated evaluations for exiting ESE high school students. However, the student must provide documentation that reflects the student's most updated information to help determine reasonable accommodations at the college level. Dual enrolled students are required to comply with DSC's student disabilities policies and procedures.

DSC provides reasonable accommodations at no cost to disabled dual enrollment students who submit written documentation from licensed medical or mental health professionals that state they have disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as it relates to Higher Education. High school Individualized Education Plans (IEP's) are not considered documentation of a disability for college accommodations. Previous accommodations received while in high school or at other educational institutions will be re-evaluated to determine appropriateness at DSC. DSC does not provide personal services such as transportation or personal care assistants.

Dual enrolled students who request reasonable accommodations based on a documented disability must comply with the following procedures:

Students must be accepted for admission at DSC, submit required documentation, and meet with a Student Disability Service (SDS) advisor to complete the intake process.

The documentation must show that the student's disability significantly interferes with one or more major life functions (i.e., seeing, hearing, learning, speaking, or walking).

Students must submit documentation in written form on official letterhead signed and dated by a licensed medical doctor, psychiatrist or mental health practitioner and include a complete evaluation with a diagnosis consistent with the Diagnostic & Statistical Manual of Mental Disorders 4th edition (DSM-IV-TR). The documentation submitted must clearly state how the disability substantially interferes with the student's functional limitations within the college academic setting.

It is the student's responsibility to contact a SDS advisor in advance of enrollment to arrange for the accommodations they may need in order to be successful during their DSC educational experience.

5. ELIGIBILITY REQUIREMENTS

A. INITIAL ENROLLMENT

Students must meet the following eligibility requirements to be eligible to participate in the dual enrollment program:

- For College Credit (A.A. degree, A.S. degree, A.S. certificate): a minimum of a 3.0 unweighted high school GPA and qualifying test scores on one of the following:

FCAT

Reading ≥ 262 ENC 1101

SAT

Critical Reading - ≥ 440 ENC1101 English Composition I
Math - ≥ 440 MAT 1033 Intermediate Algebra
 ≥ 500 MAC 1105 College Algebra

ACT

Reading ≥ 18 and ≥ 17 English ENC 1101
Math ≥ 19 MAT 1033
 ≥ 21 MAC 1105

Post- Secondary Education Readiness Test (P.E.R.T.)

Reading ≥ 104 and English ≥ 17 ENC 1101
Math 113 – 122 MAT 1033
 123 -134 MAC 1105, MGF 2106, MGF 2107
 135-144 MAC 1140, MAC 1114, STA 2023
 145-150 MAC 2233, MAC 2311

- Students will be limited to two attempts taking the P.E.R.T. at the college and must wait at least one high school semester between attempts.
- Students may register for courses that do not require math as a pre/co-requisite if they do not pass the math portion of a placement exam. Additionally, students who pass the math but not the reading/writing portion of the exam may register for math courses but may not register for other courses.
- Students must also meet all other requirements of this agreement, including prerequisites or co-requisites; however, students who are concurrently enrolled in a high school AP English course will be considered to have met the English prerequisites or co-requisite for DSC courses, with the exception of ENC 1102. Verification of the student's AP enrollment or credit will be required at registration.

will be required, including the student's plan to ensure future success.

- Failure to make satisfactory progress in dual enrollment courses may have an impact on student future financial aid eligibility.

6. HIGH SCHOOL CREDIT EARNED FOR THE PASSAGE OF EACH DUAL ENROLLMENT COURSE

Credit for Dual Enrollment courses will be awarded as established by the Florida Department of Education and listed in the Dual Enrollment Course – High School Subject Area Equivalency List (Appendix A). All college credit courses not included on this list will be awarded .5 elective credits on the high school transcript.

7. INFORMATION REGARDING COLLEGE LEVEL EXPECTATIONS

Dual Enrollment courses (including those offered on the high school campus) meet the curricular expectations and are at the same depth and rigor of non-dual enrollment post-secondary institutions. Information is provided to parents in the “Important Information about Dual Enrollment” flyer that is distributed to students by the DSC academic advisors each semester. Information regarding course level expectations can be found on the Dual Enrollment link on the advising office website at www.daytonastate.edu/advising. Information is also included in the Volusia County Dual Enrollment Guide.

8. EXCEPTIONS TO THE REQUIRED GRADE POINT AVERAGE (GPA)

There are no exceptions to the required GPA for admission to the Dual Enrollment program. All students must have a minimum 3.0 unweighted high school GPA for admission.

9. REGISTRATION POLICIES FOR DUAL ENROLLMENT

Procedures for registration and deadlines are listed in section four (4) of this agreement. Students can locate available classes in the online course schedule search located at: http://www.daytonastate.edu/WebSecLookup/sec_type.jsp.

10. EXCEPTIONS TO THE PROFESSIONAL RULES, GUIDELINES, AND EXCEPTIONS STATED IN THE FACULTY OR ADJUNCT FACULTY HANDBOOK.

There are no exceptions to the professional rules, guidelines, and expectations for dual enrollment faculty.

11. EXCEPTIONS TO THE RULES, GUIDELINES, AND EXCEPTIONS STATED IN THE DSC STUDENT HANDBOOK WHICH APPLY TO FACULTY MEMBERS.

There are no exceptions to the professional rules, guidelines, and expectations for dual enrollment faculty.

The VCSD or the high school principal may recommend qualified high school teachers to serve as adjunct college instructors for courses taught during the school day on high school campuses, subject to approval by DSC. All instructors teaching on a high school campus must be approved by the high school principal. High school teachers must meet DSC/SACS credentialing requirements in the appropriate discipline as required by state statute and must be credentialed prior to the semester in which they are teaching. The high school principal or designee will evaluate the list of high school students who have elected to participate in the dual enrollment program.

All high school faculty members teaching a college-credit course on the high school campus must follow the master course outline provided by DSC, and must develop course policies for each class which must be approved prior to the start of class by the appropriate DSC department chairperson. All course syllabi must be approved by the department chair and be constructed in accordance with the department requirements. High school faculty teaching college courses and high school administration must agree to unannounced classroom observations by college officials. High school faculty teachers will provide copies of all assessments to DSC. Furthermore, these faculty members will participate in the same evaluation of student learning outcome assessments as is being conducted in other sections of the course. High school faculty will receive a course orientation by the appropriate DSC department chair or designee.

Students must be qualified for and registered as dual enrollment students in order to sit in a dual enrollment class.

Daytona State College will evaluate the instructor using its evaluation instrument in accordance with DSC policies and procedures. DSC reserves the right to visit and observe the class.

12. RESPONSIBILITIES OF THE SCHOOL DISTRICT REGARDING STUDENT ELIGIBILITY AND MONITORING

A. GPA MONITORING

The high school counselor will ensure that each student has a minimum 3.0 unweighted GPA each semester and will include this information on the dual enrollment form. When grades are posted at the end of each semester, the DSC dual enrollment administrator will provide VCS with a list of students who have earned grades of "D", "F", "FN", or "W", along with each student's cumulative college GPA. The DSC dual enrollment administrator will then drop pre-registered students who no longer qualify to take dual enrollment courses. DSC will notify these students by mail that they are no longer eligible to dual enroll. In addition, the high school counselor will ensure that each student is registered in appropriate high school course(s).

B. STUDENT BEHAVIORAL EXPECTATIONS

In determining readiness for dual enrollment, factors such as the student's previous high school attendance and disciplinary records will be considered.

Dual enrollment students are expected to follow the same behavioral guidelines as adult DSC students. Information about behavioral guidelines for DSC students can be found in the Student Handbook in print or online. A link to the Student Handbook can be found at: http://www.daytonastate.edu/student_life.html. Students who violate the college Code of Conduct will be referred to Judicial Affairs for possible disciplinary action.

C. COLLEGE READINESS

The 2011 legislature amended s. 1008.30(3), F.S., to require the evaluation of college readiness for select students prior to grade 12 and to require that students with identified deficiencies complete appropriate postsecondary preparation instruction prior to high school graduation.

Beginning with the 2012-2013 school year, 11th grade students who scored a level 2 or 3 in reading and/or a level 2, 3, or 4 on the algebra 1 end of course exam and do not have a college ready score on ACT, SAT, CPT or P.E.R.T will be required to take the P.E.R.T. exam.

A student may only have six attempts to take P.E.R.T. at the high school. Students' scores are valid for a period of two years and will help determine appropriate course placement upon entering college.

Students who do not score 104 or higher on the P.E.R.T. reading subtest and who do not have a college ready score on either SAT, ACT or CPT will be required to take English 4 for College Readiness, a full year course, during their 12th grade year.

Students who do not score 99 or higher on the P.E.R.T. writing subtest and who do not have a college ready score on either SAT, ACT, or CPT will be required to take English 4 for dual enrollment, a full year course, during their 12th grade year.

Students who do not score 113 or higher on the P.E.R.T. math subtest and who do not have a college ready score on either SAT, ACT or CPT will be required to take Math for College Readiness, a full year course, during their 12th grade year.

Students who complete the year-long course(s) for college readiness with a passing grade will earn credit for the course and, if needed, the credit will count towards graduation requirements.

13. TRANSMISSION OF STUDENT GRADES TO THE SCHOOL DISTRICT

At the end of each semester, the DSC Records Office will submit dual enrollment grades to the data administrators at each high school. The data administrators will enter the grades into the school district's data system.

14. DUAL ENROLLMENT FUNDING

In accordance with section 13 of chapter 2013-45, Laws of Florida, the school district will pay the standard tuition rate of \$71.98 per credit hour for college credit and \$69.93 per credit hour for Vocational programs to DSC from FEFP for courses on the college campus.

In addition, the school district will pay the following:

1. \$300 per class when the course is being offered on the high school campus and the high school is paying the high school instructor; and
2. a mutually agreed to cost in writing that is consistent with section 1007.271(21)(n), Florida Statutes, as amended by section 13 of chapter 2013-45, Laws of Florida, if the course is being offered on the high school campus.

DSC will provide services related to admissions, academic advising, registration, and transcripts (to the school district) for dual enrollment. Dual enrolled students will have access to all student services on the DSC campus, including Student Activities, the Academic Support Center, Writing Center, and Library.

VCS will provide any needed academic support for students enrolled in courses taught on the high school campus. These students will also have access to college services and support. VCS will further provide services to support the dual enrollment program of DSC including, but not limited to, responsibilities regarding student eligibility and monitoring, testing for dual enrollment, and academic support.

VCS shall not be responsible for any fees or tuition associated with dual enrollment courses taken during the summer.

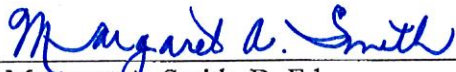
All textbooks, workbooks, and access codes required for dual enrollment courses will be paid for by the VCSD and must be returned to the student's zoned high school at the completion of the semester. Instructional materials include textbooks and workbooks. Kits, equipment, and/or tools that are kept in the student's possession are not covered by this agreement; it is the student's responsibility to purchase these materials. Specialized tools for particular areas of instruction that are provided to the student by DSC remain the property of DSC.

15. TRANSPORTATION

Parents or legal guardians will arrange and be liable for all transportation to DSC campuses or any site other than the student's high school campus. Neither DSC or the VCSD is responsible for any costs associated with student transportation.

16. MISCELLANEOUS PROVISIONS

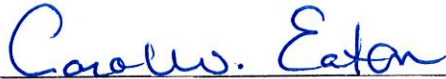
STUDENT RECORDS: The parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida 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.



Margaret A. Smith, D. Ed.
Superintendent of Schools



Mrs. Diane Smith
Volusia County School Board



Dr. Carol Eaton
President
Daytona State College

Date Approved by Volusia County School Board

8/27/13

Date Approved by DSC Board of Trustees

8/13/13