



**DUAL ENROLLMENT AGREEMENT BETWEEN
SCHOOL BOARD OF MONROE COUNTY, FLORIDA**

AND

FLORIDA KEYS COMMUNITY COLLEGE

WHEREAS, Section 1007.235, Florida Statutes (F.S.), specifies the development of district interinstitutional articulation agreements between the School Board of Monroe County, Florida and the District Board of Trustees of Florida Keys Community College for the purpose of providing a primary framework within which all future interinstitutional objectives and activities shall be described, and

WHEREAS, the School Board of Monroe County, Florida hereinafter referred to as "MCSD", and the District Board of Trustees of Florida Keys Community College, hereinafter referred to as "FKCC" desire to implement the above statute, an articulation committee with representation from MCSD and FKCC shall be established. A committee shall be formed by MCSD and FKCC and shall meet annually to review the Interinstitutional Articulation Agreement. The Dual Enrollment articulation committee shall consist of at least one member appointed by the Superintendent of MCSD and one member appointed by the President of FKCC. The committee will vet the agreement with pertinent members of each institution and recommend the agreement to each Board.

For the 2013-14 Dual Enrollment agreement, the articulation committee consisted of the Director of Assessment and Accountability (MCSD) the Dean of Arts and Sciences (FKCC) and the Coordinator of Academic Affairs (FKCC). Each member of the committee worked with internal constituents of their institution to come up with proposed modifications to the agreement. The committee met, negotiated and drafted the DE agreement. The Dual Enrollment agreement shall be reviewed and approved by the MCSD Superintendent, the FKCC President and the respective Boards.

The term of this agreement shall commence July 30, 2013, and end July 30, 2014. This agreement shall continue for annual terms beginning July 30, 2013 unless terminated as hereinafter provided.

- A. MCSD and FKCC shall review jointly this Agreement and performances of parties hereunder each year in order to assure both parties that it continues to serve their mutual interest.
- B. Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

NOW, THEREFORE, MCSD and FKCC for the consideration hereinafter described, agree as follows:

ARTICLE I. Ratification of Agreements: The signing of this agreement shall attest to the ratification of the Dual Enrollment Agreement between MCSD and FKCC.

1. **Parent and Student Notification** – FKCC and MCSD will engage in an extensive joint public relations campaign. Each year, prior to the beginning of the joint DE publicity campaign, MCSD administration will ascertain that principals and guidance counselors understand that facilitating DE participation is a priority of the District and FKCC; FKCC shall do likewise with its faculty and staff. In addition MCSD will host school curriculum nights which present Dual Enrollment opportunities. Curriculum Guides will be

distributed by MCSD which will outline Dual Enrollment offerings. Information from these sessions will be shared with FKCC.

FKCC representatives will meet with each high school principal or designee to determine dates of school events at which Dual Enrollment can be promoted. At the events agreed upon by both parties, FKCC representatives will notify students and parents of the option to participate and the student guidelines for the application process. The school principal or guidance counselors may ask FKCC staff to be available to speak to 8th grade students regarding Dual. Included in the orientation will be a discussion of the purpose of Dual Enrollment, types of college degrees, career planning, and the implications of establishing a college transcript while still in high school. As freshman, students will be informed of eligibility criteria and options for taking DE courses beyond the regular school year, including taking classes during school hours, after school hours, and during the summer terms.

ARTICLE II. Program Description: The Dual Enrollment program is the enrollment of an eligible secondary student in a post secondary course creditable toward high school completion, a career certificate or an associate degree. Dual Enrollment, an articulated acceleration mechanism between MCSD and FKCC, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of a degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students as provided in the Interinstitutional Articulation Agreement. Students enrolled are exempt from the payment of registration, tuition, and laboratory fees.

Early admission is a form of Dual Enrollment permitting high school students to enroll in college or career courses on a full-time basis on FKCC campus. Early Admission students must be enrolled in their local high school and obtain advance approval from their high school principal to participate in the program ensuring that their college credits apply toward high school graduation. Participation in early admission shall be limited to students in grades 11 and 12. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to 12 college credit semester hours to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent.

Career early admission is a form of career Dual Enrollment through which eligible secondary students enroll full time in a career center or a community college in courses that are creditable toward the high school diploma and the certificate or associate degree. **Career early admission programs will lead to industry certifications, as listed in the Postsecondary Industry Certification Funding List.** Participation in the career early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. As with all Dual Enrollment programs, student earn both high school and college/career credits for courses completed.

For special programs, a letter of understanding will be submitted to MCSD and FKCC to approve parameters of the program before advertised to the public.

FKCC and MCSD do hereby agree with each other as follows:

- 2. Course Offerings** – College-level courses including college credit and vocational credit may be offered by FKCC for high school students participating in the Dual Enrollment Program. Eligible secondary students shall be permitted to enroll in postsecondary courses conducted during school hours, after school hours and during summer terms. Students who meet the DE eligibility requirements shall be allowed to enroll in select courses on the *Dual Enrollment -High School Subject Area Equivalency List*, <http://www.fldoe.org/articulation>. Courses on this list are guaranteed to satisfy high school graduation

subject area requirements. MCSD will assign high school credit for Dual Enrollment courses as defined by *Dual Enrollment -High School Subject Area Equivalency List*. Students may also enroll in other approved courses offered by FKCC that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of less than 3 college credits with the exception of courses designated as lab courses shall not be eligible for Dual Enrollment. Courses with lab fees over \$225 shall be excluded from eligibility for Dual Enrollment

Approved courses shall be credit-bearing courses leading to the completion of an associate degree or vocational certificate and shall not include remedial or physical education skills courses.

Approval to enroll in a Dual Enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures scholarships.

3. **Faculty** – FKCC shall assume responsibility for the maintenance of the instructional quality (1007.235(2)(b)8 F.S.). Dual Enrollment instructors teaching courses that are part of the high school schedule shall be MCSD teachers selected through mutual agreement between FKCC and the respective high school principal or regularly employed faculty of FKCC. A high school teacher selected to teach Dual Enrollment will be designated as an adjunct faculty member of FKCC and must adhere to the following standards:
 - (a) All full-time or adjunct faculty teaching dual enrollment courses must meet FKCC's faculty credentialing requirements that are in compliance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2010 Edition, section 3.7.1, for postsecondary instructors in the course and discipline in which they are teaching. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. FKCC shall ensure faculty teaching dual enrollment courses meet these qualifications.
 - (b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with FKCC, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to the postsecondary institution for filing.
 - (c) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of the faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in this Interinstitutional Articulation Agreement.
 - (d) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the District Interinstitutional Articulation Agreement.
 - (e) FKCC shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.
 - (f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at FKCC.

(g) FKCC shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching at least two weeks before the beginning of each semester. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

(h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with FKCC's discipline chair or department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

Where applicable, each party shall ensure all instructors having contact with minors are in compliance with sections 1012.32, 1012.465 and, Florida Statutes (2005) as well as with the requirements of House Bill 1877, The Jessica Lunsford Act (2005).

4. Student Eligibility – MCSD and FKCC have developed enrollment criteria and a screening process to identify and select students for enrollment in Dual Enrollment Programs as to assure that students selected are appropriately prepared to benefit from college-level courses. The enrollment criteria are:

- Completion of grade 9. An unweighted GPA of 3.0 and demonstrated readiness for college course work through scores on the College Placement Test (CPT), Postsecondary Educational Readiness Test (PERT), ACT, , FCAT 2.0 and/or SAT. For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Provost to grant an exception. The high school principal will draft a letter providing evidence as to why an exception should be made for the individual student. The Provost will make a decision based upon evidence presented by the principal which would indicate that the student is capable of academic success in a college level setting.
- Recommendation from the guidance counselor, assistant principal or the principal.
- Expressed intent by the student to pursue a postsecondary degree or vocational certificate.
- In addition to prerequisites listed in the current FKCC catalog (students must score at college level reading on the CPT, PERT, ACT, SAT, FCAT 2.0 or FCAT 10.
- Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by FKCC provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by MCSD of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
- In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment.
- Students whose FKCC grade point average falls below 2.0 will be placed on academic probation.
- Students whose FKCC cumulative grade point average falls below 1.0 will not be eligible for Dual Enrollment.

- Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in this Dual Enrollment Agreement.
- In order to be considered a full-time dual enrollment early admission student, the student must enroll in a minimum of twelve (12) college credit hours each semester.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.
- MCSD guidance counselors or designee will monitor student performance and eligibility for Dual Enrollment.

The chart on the following page indicates the required test scores for placement:

PREREQUISITE DEFINITIONS

Postsecondary Educational Readiness Test (PERT)				
Test Code	Test Name		Placement	
Reading	PERT	<i>Reading</i>	104 - 150	No Preparatory Course Required
			103 - 84	REA 0017 Developmental Reading II
			83 - 50	REA 0007 Developmental Reading I
			49 & below	See Counselor or Testing Coordinator for more information
Writing	PERT	<i>Writing</i>	99 - 150	No Preparatory Course Required
			98 - 90	ENC 0025 Developmental Writing II
			89 - 50	ENC 0015 Developmental Writing I
Math	PERT	<i>Math</i>	150 - 123	College Algebra, STA 2023 Statistics or Higher
			122 - 113	MAT 1033 Intermediate Algebra/
			112 - 96	MAT 0028 Developmental Mathematics II
			50 - 95	MAT 0018 Developmental Mathematics I
Florida College Entrance Level Placement Test (CPT)				
Test Code	Test Name		Placement	
CPTR	College Placement Test	<i>Reading</i>	83 & above	No Preparatory Course Required
CPTL	College Placement Test	<i>Language Sentences</i>	83 & above	No Preparatory Course Required
CPTA	College Placement Test	<i>Arithmetic</i>	57 & above	None or QMB 1001; MTB 1350
CPTE	College Placement Test	<i>Elementary Algebra</i>	98 & above	MAC 1105; MGF 1106; MAC 1114; STA 2023
			72 - 97	MAT 1033; PHI 2100

ACT				
Test Code	Test Name		Placement	
A03	ACT Verbal	<i>Reading</i>	18 & above	No Preparatory Course Required
A01	ACT Verbal	<i>English</i>	17 & above	No Preparatory Course Required
A02	ACT Math	<i>Arithmetic</i>	21 & above	MAC 1105; MGF 1106; MAC 1114; STA 2023
			19 - 20	MAT 1033; PHI 2100
SAT				
Test Code	Test Name		Placement	
S01	Reading And English (Verbal Score)		440& above	No Preparatory Course Required
S02	Mathematics		480 & above	MAC 1105; MGF 1106; MAC 1114; STA 2023
			479- 440	MAT 1033; PHI 2100
Grade 10 FCAT 2.0				
	Grade 10 FCAT 2.0 Reading		Scale Score of 262 or higher	ENC 1101

5. **PERT Testing** – The PERT may be administered to high school students by FKCC upon request by the MCSD high school principal or counselor at times and places based on mutual agreement. This test date will vary by campus. The 45 day waiting period can be waived by request of the principal or counselor.

To be permitted to take the PERT for Dual Enrollment purposes, all students must complete the Dual Enrollment Application for Admissions form. The student must bring the completed form to the FKCC assessment staff member on the date the test has been scheduled. This form will be provided to each high school. Students who wish to take the PERT who qualify under 1008.30 F.S. will not be required to complete an application for admission. However, MCSD will provide FKCC with all required biographical data of students who wish to take the PERT under 1008.30 F.S. This information will be provided to FKCC in an electronic format. .

Students wishing to take the PERT for Dual Enrollment purposes and those wishing to take the PERT under 1008.30 F.S. will not be tested in the same cohort. Every effort will be made to ensure all Dual Enrollment Testing and 1008.30 F.S. Testing will be completed in a timely manner to meet DOE deadlines. All retesting will take place at FKCC.

The PERT may be administered at a testing center at FKCC or on the high school campus as arranged by mutual consent. Reasonable accommodations will be provided at the test site for the administration of the PERT to students with disabilities.

Should FKCC administer the test, FKCC will be responsible for providing test security, procedures and instructions at all testing sites. In this event, an FKCC staff member will provide test materials and test administration at all testing sessions.

The PERT will be administered on an agreed upon schedule with each participating high school and FKCC. The individual testing administration will be scheduled to allow for the full-time period allowed for the administration of the PERT.

The PERT may be administered to students in high school as determined by each participating high school principal. Each high school will be responsible for notifying students about the test.

FKCC will provide the PERT test materials at no charge to MCSD students to qualify for dual enrollment for the administration of the first two testing attempts. Additional request for PERT test administration will be charged to the student at a rate of \$10 per re-test. Students who are testing under 1008.30 F.S. requirements will not be charged for PERT Testing.

FKCC will provide test results for individual students immediately following the test. Aggregate electronic results files will be provided to each high school and the MCSD district office at the end of each semester or as requested.

6. **Student Advising** – High school counselors are responsible for advising students relative to their Dual Enrollment curricular choices and insuring that they meet the requirements for high school graduation. FKCC communicates as needed with high school counselors regarding degree/course requirements.

All students are strongly encouraged to meet with their high school guidance counselors to determine the appropriate courses to meet their high school graduation requirements and count toward postsecondary academic goals. This step applies to students taking classes at the high school location as well as to those enrolled at an FKCC campus.

Florida Keys Community College will provide academic advising services for students participating in the Dual Enrollment Program that will consist of the following components:

At or near the start of the student's first term of enrollment, he/she will be contacted by FKCC and provided the opportunity for an in-person advising session. Advising sessions will be provided at the high school or FKCC site. As part of the advising session, the following topics will be covered:

- FKCC program options
- Program planning
- Common pre-requisite planning
- Methods for coordinating high school and FKCC course planning
- Financial aid

Dual enrolled students will have the same access to advising and program planning tools and resources that traditional FKCC students have. In addition students with disabilities will have access to high school guidance counselors in coordination with the Disabled Student Services Coordinator. Students with disabilities will address transition activities through the development of postsecondary goals on their Individual Education Plans.

Students will be provided access to a qualified FKCC advisor (Dual Enrollment coordinator, academic advisor, center director, counselor, etc.) on an appointment basis throughout the year. Before registering for dual enrollment courses, all students must meet with their high school counselor for advising and approval of course selection.

FKCC and the district will make use of jointly agreed-upon advising documents designed to assist students with program planning and course decisions.

A formalized process has been designed between the high school counselor and FKCC. The information listed below has been added to the Dual Enrollment Authorization form and the Dual Enrollment Application for Admissions.

- a) Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student's GPA and will appear on their FKCC transcript.
- b) All grades, including "W" for withdrawal, become a part of the student's permanent FKCC transcript and may affect subsequent postsecondary admission.
- c) 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.
- d) Students should carefully select courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
- e) In order to continue participation in dual enrollment, students must maintain the high school grade point average required for initial enrollment.
- f) The inclusion of dual enrollment course plans in their Electronic Personal Educational Planner (ePEP) using the online student advising system known as Florida Academic Counseling and Tracking for Students at the Internet website flvc.org, as required by Section 1003.413(3)(i), F.S., to minimize enrollment in a random selection of FKCC courses.

7. **Orientation** – All Dual Enrollment students are required to attend a New Student Orientation session that will provide a helpful introduction to the FKCC campus experience either on FKCC campus or at the high schools. Orientation should be completed during or prior to the first month of class and must be completed within the first term of enrollment. Failure to attend a New Student Orientation within the first term of enrollment will prevent subsequent enrollment until this requirement is met. Students will be provided with information on how to access the FKCC library and obtaining a library card during these sessions. Orientations are scheduled on the FKCC main campus throughout the year.

- **Orientation at the High School**
Sessions may be scheduled with the guidance counselors at each high school site. Students who are unable to attend a session at their high school are responsible for scheduling an orientation at the FKCC main campus.
- **Orientation at Florida Keys Community College**
Sessions are scheduled on the FKCC main campus throughout the year.

8. **Student Registration** –

Students and parents who wish to exercise their option to participate in Dual Enrollment must follow the enrollment process below. **This procedure will appear on the FKCC dual enrollment website and in the FKCC dual enrollment brochure. Dual Enrollment students may sign up for courses during the same time frame as traditional students.**

1. Think about your education and career goals. The website www.flvc.org is an excellent educational planning website.
2. Browse through the FKCC [catalog](#) to identify the degree programs and courses that interest you.
3. Meet with your school counselor to discuss your goals and the FKCC accelerated education options that can help you reach them.

4. Arrange for free college placement testing (PERT) if you plan to enroll in college credit classes and have not taken an appropriate college placement test.
 - a. Students must make an appointment to take the PERT test.
 - b. To make an appointment, students must complete the PERT Authorization Form with their counselor and return it to FKCC with their completed DE Application for Admission.
 - c. Alternatively, the counselor can call the testing coordinator at the appropriate campus to schedule an appointment and the student must show up 30 minutes prior to testing with all completed forms.
 - d. Once the student has been assigned a student ID by FKCC, they may take the PERT test.
 - e. Students are responsible for returning test scores to their high school counselor.
5. Complete all sections of the Dual Enrollment Authorization (or Approval) form and secure all the required signatures.
6. Return the Authorization (or Approval) form to FKCC Advising Services.
7. Parents and students should familiarize themselves with the FKCCs add/drop policies.
 1. Students may drop from a course only during the drop/add period. This effectively removes the course from the student's transcript.
 2. After the add/drop period has passed students may withdraw from the course up to the 70% point of the course. Courses from which students withdraw from will appear on the student's transcript with a grade of a "W".
 3. For specific dates, please consult the academic calendar on the college web site or in the student handbook.

For students taking Dual Enrollment courses on the high school campus, a student must meet with their high school counselor to complete the Dual Enrollment Application for Admission. The Dual Enrollment Application for Admission includes certification of a student's eligibility in regard to grade point average and assessment scores. This application is available through the high school guidance office. A student must be fully registered at FKCC to enroll in a dual enrollment course taught on the high school campus. Therefore, high schools may not list a dual enrollment course on a student's high school schedule until FKCC approves course rosters.

The Dual Enrollment Application for Admission for prospective dual enrollment students must be submitted to the high school guidance office by June 30th for the following academic year. Exceptions may be made for transfer students and course schedule adjustments on a case by case basis.

For students taking Dual Enrollment courses on the FKCC campus, a student must meet with their high school counselor to complete an appropriate Application for Admission then submit this document along with the Dual Enrollment Authorization Form to FKCC.

MCSD will provide rosters and the Dual Enrollment Application for Admission for Dual Enrollment courses offered on their campus to the office of Enrollment Services no later than two weeks from the start of their term.

Dual Enrollment students may enroll in classes during the same time periods approved for non-dual enrollment students in the academic calendar.

MCSD instructors will enter their final grades via the FKCC online services no later than three days from the end of their term.

9. **Curriculum Standards** – In compliance with FKCC's academic policies and Florida Rule 6A-14.064, F.A.C., the following curriculum standards shall be adhered to:

All courses taught as part of Dual Enrollment must meet the postsecondary course content requirement as specified in the Statewide Course Numbering System.

- a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, FKCC shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by FKCC at least two weeks before the beginning of the semester to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to FKCC and held on file for a period of one (1) year.
- b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other courses at FKCC with the same course prefix and number. FKCC will advise the school district of instructional material requirements as soon as that information becomes available, but no later than 45 days prior to a course being offered.
- c) Course requirements such as tests, papers, or other assignments for dual enrollment students must be at the same level of rigor or depth as those for all non-dual enrollment postsecondary students. All full-time and adjunct faculty teaching dual enrollment courses must observe FKCC's procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
- d) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in dual enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- e) Dual enrollment courses may not be combined with other high school courses.

10. **Grades, Credits and Withdrawals** – (1007.271(16) F.S.) requires districts to “weigh Dual Enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.”

MCSD will accept Dual Enrollment course grades from FKCC's official college transcript or other official notification from FKCC, and will enter the SCNS course prefix/number and grade, including a W code to the high school transcript.

- If the high school student withdraws from a college course by the FKCC “drop-add” deadline and the FKCC transcript does not reflect a course or grade, the high school can omit the entry of the postsecondary course to the high school transcript.
- If a student withdraws from a Dual Enrollment course and FKCC coded the withdrawal with a “W” code, the high school must enter a “W” code for the Dual Enrollment course to the high school transcript.

High School credit will be awarded by MCSD as mandated by the current Dual Enrollment Course-High School Subject Area Equivalency List. Any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses may be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed in the Dual Enrollment Course-High School Subject Area Equivalency List shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in this dual enrollment articulation agreement.

11. **Student Monitoring** – To monitor student progress, an FKCC representative will contact the high school counselor and FKCC advising staff if a student is not mastering the class and is in danger of receiving a D or F. The high school counselor will contact the student and discuss the situation and options for success.

12. **FKCC Transcripts and Grade Reporting** – At the end of each term, FKCC will provide the Monroe County School District Dual Enrollment coordinator with final grades for all students enrolled under the provisions of this Agreement.

All full time and adjunct faculty teaching Dual Enrollment classes must observe college procedures/deadlines for submission of grades in the appropriate format. Dual Enrollment instructors will use FKCC's online services to submit grades.

13. **Repeating a Course** – A student is allowed to repeat a course only two times in order to improve a failing grade ("D" or "F"). Only the last grade earned in a repeated course will be computed into the grade point average, provided the last assigned grade is not a "W" (withdrawal) or an "X" (audit). However, all courses attempted will appear on the transcript. Students should be aware that some private or out-of-state colleges and universities may not accept a repeated course and may compute the initial grade in the grade point average. Some Florida State Universities may include both attempts (grades) in their final computation of the grade point average. Students may not repeat a course to improve grade point average after the awarding of the Associate in Arts, Associate in Science, and/or the Associate in Applied Science degrees. Courses may be repeated if they are designated as repeatable, such as choir, music or other individualized courses of study; or if they are required to be repeated by a regulatory agency; or are being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification.

14. **Total Attempts** – This policy applies to college-level courses taken for the first time beginning with Fall Semester 1997. Only Florida Keys Community College courses are counted in attempts. Repeatable courses, required to be repeated by a regulatory agency, or courses being repeated as part of a regulatory requirement for continuing education to stay current in a field, such as teacher certification, will not be applied to this policy. A student can only repeat a course in which they have earned a grade of "D" or "F". A student may have only three (3) attempts per course including the original grade, repeat grades, and withdrawals at any point in the semester. On the third attempt, and thereafter a student will be assessed 100% of the full cost of instruction (non-Florida resident rates) of the course. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances. Audit enrollments shall not count as attempts unless such enrollment is declared after the end of the drop/add period.

15. **Financial Arrangements (Responsibility for Cost)** – As part of the cooperative efforts between MCSD and FKCC, each agency shall be responsible for its own cost of instructors hired to teach Dual Enrollment courses. Instructional materials used in the Dual Enrollment program must have a life of at least three (3) years or if changed before then, must be approved by the Articulation Committee. MCSD will pay for the cost of student textbooks. When given 30 days notice of disabilities FKCC will provide and pay for the accommodations listed below:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodation
- liaison to faculty, provides assistance to faculty on effectively working with students with disabilities
- instructor notification of student with disability (only with student's permission)
- readers, note takers, interpreters
- equipment loan
- modified or extended test taking
- course substitutions
- accessible building and classrooms
- CLAS waivers

- tutors

When classes are taught on a high school campus, MCSD will assume the cost of required accommodations to meet the expectations of the Individual Educational Plans.

16. **Textbooks** – Textbooks/instructional materials used in Dual Enrollment classes must be the same or comparable with those used in other postsecondary courses at FKCC with the same course prefix and number. FKCC Instructional staff will advise the school district of instructional material requirements as soon as that information becomes available, but not later than 45 day prior to a course being offered. Textbooks shall be provided to the student at no cost. Textbooks purchased by MCSD remain the property of the school district and must be returned by students at the end of each term. Student and school textbook procedures are listed below.

<u>Student Textbook Procedures</u>	<u>School Textbook Procedures</u>
<ol style="list-style-type: none"> 1. To receive required dual enrollment textbooks, students should see the school guidance counselor to acquire the DE textbook voucher form. 2. Dual Enrollment Authorization Form 3. FKCC Registration Receipt 4. Textbook Order/Voucher Form 5. All textbooks must be returned to the high school within 5 days of the conclusion of the course(s). 6. If students have received or ordered a textbook and the course that they have registered for at FKCC is cancelled, they must notify their high school counselor immediately and return the textbook. 	<ol style="list-style-type: none"> 1. A list of students who have received textbooks will be sent to the school before the end of the semester. 2. A reminder letter for each student to return the textbooks will be sent to the school. 3. The school will collect the textbooks and send them to a designated person at the Admin Building. 4. When courses are cancelled at FKCC and students have ordered or received a textbook, notify and return the textbooks to a designated person. The textbook will be mailed back to the company for a full refund.

17. **Transportation** – Transportation for any student receiving Dual Enrollment instruction at any facility other than an MCSD school campus shall be provided by the student or the parent of such students.

18. **Tuition and Fees** – Dual Credit students shall be exempt from the payment of registration, tuition, laboratory, and book fees (1007.271(13) F.S.).

2013 Senate Bill 1514 has amended 1007.271 so that:

School Districts shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution.

When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction.

When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institution’s actual costs associated with offering the program.

Accordingly, FKCC will submit an invoice to MCSD at the end of the Add/Drop period of each term (Fall, Spring, Summer) that reflects the costs of enrollment (credit hours of dual enrollment students enrolled in courses in face-to-face, hybrid, or online formats as of end of the drop/add deadline on campus times the standard tuition rate \$71.98. For classes held at the high school salary and travel reimbursement for FKCC instructors who taught dual enrollment courses at the high schools.

ARTICLE III. Postsecondary Remediation Reduction:

In an effort to reduce postsecondary remediation, FKCC and MCSD agree to engage in early academic assessment. FKCC may agree to administer the Postsecondary Educational Readiness Test (/PERT) to 11th grade students who are identified by MCSD. MCSD will identify students as mandated by state statute.

If FKCC will be administering the test, MCSD will notify the students identified and will schedule them for testing on a dates agreed upon by MCSD and FKCC. Students will be administered the computerized version of the PERT at their respective high schools on the agreed upon dates. Students unable to attend the PERT testing at the high school will be required to test at one of FKCC's 3 campuses. To accommodate testing, MCSD will provide FKCC access to computers with internet access and a suitable testing area. The test will be proctored by FKCC personnel. FKCC and MCSD will make every effort to schedule in a timely manner to meet DOE deadlines of the student's Junior year to diagnosis the need for postsecondary remediation. Students who demonstrate readiness by achieving the minimum PERT test scores established by the state board and enroll at FKCC within 2 years of achieving such scores shall not be required to enroll in remediation courses as a condition of acceptance to FKCC. FKCC will provide an electronic results file to MCSD following testing for F.S. 1008.30. MCSD will include CPT/PERT test scores on high school student's transcripts. The students needing remediation may enroll in FKCC's college readiness courses required: Math for College Readiness, Math for College Success, Writing for College Success and Reading for College Success.

High School PERT Testing Procedures for 1008.30 F.S.

1. A person at each high school will be chosen as the point person to receive all the information regarding 1008.30 F.S., PERT testing and college readiness. This legislation deals with testing and scheduling, and course offerings.
2. Schools will receive informational letters to be sent home to the parents of each student who qualifies for PERT testing in reading and/or math. These letters will be distributed to the students by their math and English teachers.
3. Information regarding student's intent to enroll in college will be determined by the ePEP.
4. A designated person at the school and FKCC will receive an excel spread sheet with the list of students who are required to take the reading and/or math PERT test
5. Schools should organize PERT testing arrangements with FKCC. PERT testing must be completed in a timely manner. The results of this testing could impact scheduling remediation courses for next year's seniors.
6. FKCC will send an electronic file with the PERT testing results to MCSD.
7. PERT testing scores will be added into the MCSD database.
8. Counselors will discuss the following with students: PERT scores and there implication for college readiness, and placement into remedial high school courses developed by the state.

SB 1908 Implementation: High School Mathematics Courses

Two mathematics course options exist to help better prepare students for college. *Mathematics for College Success*, a .5 high school elective credit course, closely corresponds to the FKCC developmental education course, *Elementary Algebra* (MAT 0028), which is a non-college credit course and is considered

remediation. *Mathematics for College Readiness*, a 1.0 high school mathematics credit course, resembles the college credit course, *Intermediate Algebra* (MAT 1033), which is not considered remediation at the college level, although it is not deemed of sufficient college rigor to “count” as satisfying a college General Education requirement. As such, it is important to make this distinction apparent to high school students taking these courses as a means to meet college readiness standards. Please see the chart on the following page describing the differences between these course options.

High School				Postsecondary			
Course Number	Course Title	Credit	Graduation Requirement Satisfied	Course Number	Course Title	Credit Type	Degree Requirement Satisfied
1200410	Math for College Success	0.5	Elective	MAT 0028	Elementary Algebra	Remedial “0” College Credit	Not Applied to Degree
1200700	Math for College Readiness	1.0	Mathematics	MAT 1033	Intermediate Algebra	College Credit 3.0	Elective, Applied to Degree

Mathematics for College Success prepares students for Intermediate Algebra, the entry-level college credit mathematics course that satisfies an elective requirement within a degree program. **For students successfully passing *Mathematics for College Success* with a “C” or better, including passing the statewide Basic Skills Test at or above 74, it is guaranteed that the student will be eligible for enrollment in MAT 1033 without further placement testing or remediation within two years of completing the course.** High school students who pass *Mathematics for College Success* in the first semester of their senior year may be encouraged to dual enroll in MAT 1033 during the second semester of their senior year. Passing MAT 1033 with a grade of “C” or better via dual enrollment would enable students to move directly into MAC 1105, College Algebra, once they graduate from high school and are admitted to a college within The Florida College System. Grade point average eligibility requirements for dual enrollment may be waived by FKCC for students enrolling in MAT1033 after successfully completing *Mathematics for College Success*.

Mathematics for College Readiness is intended to prepare students for *College Algebra*, which is a course that satisfies a mathematics general education requirement at every public postsecondary institution in Florida. For placement into high school *Mathematics for College Readiness*, students must score within 113-122 on the Postsecondary Educational Readiness Test (PERT) to ensure readiness for college level coursework, or have passed high school Algebra II with a grade of “C” or better. Students, parents, and counselors should carefully consider individual readiness for success in this course prior to enrollment. **In order for students who successfully complete *Math for College Readiness* to be guaranteed entry into *College Algebra* without additional coursework, they will need to score at least a 123 on the PERT taken at the end of the course.**

As high school counselors discuss course options with students, it is important to inform students of which postsecondary courses they most likely will be prepared for when they get to FKCC. *Mathematics for College Readiness* is aligned with a college level mathematics course in The Florida College System and should be considered college preparatory rather than remediation. It is a mathematics course option that meets high

school graduation requirements. Therefore, the high school mathematics **remediation option**, *Mathematics for College Success*, should be made available to those students who do not meet the State Board of Education defined cut score of 113 on the PERT and indicate an interest.

In order to facilitate the seamless education of students, MCSD recommends the following:

- High School Counselors will carefully screen potential students for college readiness and Dual Enrollment classes.
- High School teachers and counselors will encourage qualified students to take the PERT test.
- High School Counselors will inform parents of Dual Enrollment opportunities at registration meetings.
- Students will be screened, beginning in the ninth grade, and will be placed in "intensive classes" to improve their skills in reading, math, and writing.
- Counselors and/or teachers will guide students in performing "interest surveys" and will outline classes/programs for students to take while attending universities/community colleges.
- Counselors will meet with students in their tenth, eleventh, and twelfth grade years to discuss FKCC readiness and their plans for post-secondary education.

In order to facilitate the seamless education of students, FKCC recommends the following:

- Administer PERT to interested high school students, to identify college readiness.
- In an effort to better prepare high school students for the appropriate PERT, students will be provided with brochures and an opportunity to participate in information sessions.
- At the request of MCSD, FKCC will conduct articulation workshops with high school guidance counselors, FKCC and Career Advisor Program Specialists (CCAPS) and FKCC Student Services staff to disseminate and share information.
- In an effort to annually update district staff and school principals on program requirements, at the request of MCSD a FKCC representative will be available to present information at a District Planning Team meeting which includes all principals and instructional staff.
- Conduct activities in an effort to inform students and parents of available programs and eligibility requirements.

Pursuant with 1007.235(c) F.S., the Articulation Committee shall annually analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs. Results of the assessment shall annually be presented to the School Board and the FKCC Board of Trustees.

ARTICLE IV. Promotion of Career/Technical Preparation:

MCSD and FKCC will form a committee to explore CTE Dual Enrollment offerings for student success. This committee will make recommendations concerning what CTE programs will be offered though Dual Enrollment and the requirements for students to participate.

ARTICLE V. Teacher Preparation Plan:

Due to the continuous need for teachers in the Monroe County School System, FKCC will offer select education courses to support those students who would like to pursue a career in teaching.

ARTICLE VI. Evaluation:

(a) FKCC shall analyze student performance in dual enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. FKCC shall conduct follow-up analysis on grades of Dual Enrollment students in subsequent college courses taken at FKCC to ensure that level of preparation and future success is comparable with non-DE postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

(b) MCSD shall use information provided by FKCC to analyze course and instructor evaluations for dual enrollment courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both FKCC and the high school.

(c) Any course-, discipline-, college-, or system-wide assessments that a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

(d) FKCC shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and the FKCC campuses to ensure that results are comparable to non-dual enrollment sections. Results will be made available to the principal, MCSD, the FKCC president, and the Department of Education.

IN TESTIMONY WHEREOF, THE DISTRICT SCHOOL BOARD OF MONROE COUNTY, FLORIDA

AND THE

DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

Hereto have caused this contract to be executed by the undersigned officials as duly authorized on this 30 day of July 2013.

THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA

BY: Andy Griffiths

Chairperson, Andy Griffiths

7/30/13

Date

BY: Mark T. Porter

Superintendent, Mr. Mark T. Porter

7/30/13

Date

THE DISTRICT BOARD OF TRUSTEES OF FLORIDA KEYS COMMUNITY COLLEGE

BY: Antoinette McPherson Charles

Chairperson, Dr. Antoinette McPherson-Charles

7/22/13

Date

BY: [Signature] 07/24/13

President, Dr. Jonathan Guevara

Date