

**Articulation Agreements for,
College and Career Acceleration,**

**Between the District Board of Trustees of the College of Central Florida
and the Citrus County School Board, Florida
2024-2025**

I. Dual Enrollment Articulation Agreement

The Articulation Committee that has negotiated/drafted the agreement include the following:

Citrus County School District – Maurisa Applegate, Assistant Principal, Crystal River High School; Al Balk, Supervisor of Instructional Materials; Darrick Buettner, Director of Special Academic Programs; Jan Bugbee, Cooperative Diversified Education Instructor; Amy Crowell, Director of Assessment, Accountability and Monitoring; Kristin LaVere, Counselor, Citrus High School, Mary Leonard, Assistant Principal, Citrus High School; Laura Lindeman, Director of Professional Development; Trudee Mason, Counselor, Crystal River High School; Diedra Newton, Assistant to Director of Special Academic Programs; Debra Stanley, Director of Career, Technical and Adult Education; Jennifer Story, Coordinator, Assessment, Accountability and Monitoring; Sandy Torres, Counselor, Lecanto High School;

College of Central Florida – Marissa Brown, Manager, Admissions & School Relations, CF; Vernon Lawter, Vice President, Regional Campuses, CF; Raphel Robinson, Director of Admissions and Student Recruitment, CF; Caitlin Rohrbacher, Dual Enrollment Coordinator, CF; Rebecca York-Alcorn, Admissions and School Relations Specialist, CF.

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 Citrus County School District to take to its school board for approval and signatures. Once approved and signed, copies are sent to the College of Central Florida to be reviewed, approved and signed by the Board of Trustees. Signed hard copies are mailed to the Citrus County School District.

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

The Citrus County School District makes this agreement on behalf of the public schools within its district, which also includes the Academy of Environmental Science, e-Nini-Hassee, Citrus eSchool, and PACE. Any non-traditional private or non-public schools are not part of this agreement and would need to negotiate their own dual-enrollment agreement with the College of Central Florida.

1. 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 CF’s Early College program “Collegiate Academy”, career pathways, remediation and teacher preparation.

Legislative changes that occur after the final draft of this document which impact the 2024-2025 academic year will take precedence.

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

- A. References to *students* in this document mean any student enrolled in a Citrus County Public School.
- B. CF will provide information to the schools within the Citrus County School District regarding requirements for participation in, and the educational benefits to be derived from, dual enrollment or other accelerated programs.
- C. The 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 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.
- D. The College of Central Florida will post application deadlines and registration dates on its dual enrollment Web page at least one term in advance.
- E. CF Admissions and Student Recruitment and Enrollment Services staff will work with Citrus County School District and its respective schools on targeted dual enrollment recruiting activities.
- F. The respective schools within the Citrus County School District will inform students needing accommodations that they must contact Disability Services at CF.

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

- A. Courses to be provided by CF under this agreement will be mutually agreed upon by CF and the Citrus County School Board, and will avoid unnecessary duplication of existing courses in grades six (6)- twelve (12). Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
- B. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled.
- C. A student education pathway may be developed by CF for each student registering for a dual enrollment course. The pathway will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's pathway 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 pathway must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
- D. Postsecondary courses in foreign languages, mathematics, English, sciences, social studies, computer science, performing and/or visual arts, applied technology, and any other classes that comply with applicable state regulations shall be counted toward meeting the graduation requirement of F.S.1003.43. All performing fine arts courses must be taken for 3.0 or more college credit hours in order to be guaranteed .5 high school credits.
- E. 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 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.

- F. Students have an opportunity to participate in dual enrollment through the Citrus County School Board until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework.
- 4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**
- A. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school counselors to discuss admissions criteria and to obtain the necessary application information.
 - B. **Application Process** Students interested in Dual Enrollment must meet with their school 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. 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 school counselor along with the self-registration agreement. 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 a school transcript and placement test scores (ACT, SAT, PERT, PSAT or CLT). The CF Dual Enrollment Office must receive all documentation by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Office, 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 Office will contact the school counselor. The school counselor is responsible for contacting the student.
 - C. **Orientation.** Orientation is required to register for courses. Orientation must be completed prior to the start of the term. All students participating in Dual Enrollment living in the county must complete in-person orientation on campus. Once admitted, students will be able to select a day and time to attend orientation. At orientation, students will meet with a Dual Enrollment advisor and schedule classes for their first term. Students will also be made aware of campus resources and strategies for success in the college classroom followed by a tour of the campus. Additionally, students will get their campus ID and parking decal if desired.
 - D. **Registration** – Dual enrollment information will be provided to counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Orientation is required to register for courses. Registration will be completed through the MyCF portal. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made, the counselor will submit the list of courses for each student in the cohort to the Dual Enrollment Office and all other students will self-register. Deadlines are posted on CF's dual enrollment webpage at least one

semester in advance. Priority dual enrollment registration will occur as close as possible to the dates set for regular college students.

- E. **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 high school counselor to discuss submitting the Dual Enrollment Withdrawal form. The student will then complete the online withdrawal form. Forms must be received by the withdrawal deadline. Withdrawal notices will be sent to the designated Citrus County staff. The student will receive a W on their transcript for the attempt in the course. If a Dual Enrollment student receives 2 or more “W” grades, he/she will no longer be eligible to participate in Dual Enrollment. Exceptions due to extenuating circumstances may be evaluated on a case-by-case basis by Citrus County Schools and the CF Dual Enrollment office.

- F. **Course Load** - Students in grades six (6) - eight (8) may register for no more than three (3) credit hours only during the fall and spring terms only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms only. Dual enrollment students may take up to six (6) credit hours total in the Summer semester prior to their Junior year. Juniors may take up to nine (9) college credit hours in the fall and spring semesters. Students/parents may petition the school district and Dual Enrollment Petitions Committee to enroll for up to twelve credit hours. Before the beginning of their senior year the student may take up to nine (9) credit hours total in the summer semester (no more than two (2) courses in each summer term). High school seniors may take up to sixteen credit hours in the fall and spring terms. Please refer to the Citrus County School District’s student progression plan for grade level designation.

	Fall Hours	Credit	Spring Hours	Credit	Summer Hours	Credit	Total
Grades 6-8		3		3		0	6
Freshmen		6		6		6	18
Sophomores		6		6		9	21
Juniors		9		9		12	30
Seniors		16		16		0	32

- G. **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 school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.

- H. **Academic Advising** – all A.A. degree seeking students must be advised by a CF meta-major 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.

5. Student eligibility requirements for participation in the dual enrollment program.

- A. An overall GPA of 3.0 on an unweighted or 3.5 on a weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate dual

enrollment programs. CF dual enrollment career courses must lead to Industry Certification and must not be offered if made available by the Citrus County School District. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted or 3.5 weighted high school GPA and the minimum GPA required by the college.

- B. The respective schools within the Citrus County School District shall identify those students qualified to participate in dual enrollment classes. The school principals or designee will approve student eligibility for participation in these classes.
- C. The student must be enrolled in the Citrus County School District and must be working towards a high school diploma to participate in dual enrollment.
- D. Students must satisfy the college preparatory testing requirements in § 1008.30 Fla. Stat. (2020) and rule 6A-10.0315, F.A.C.
- E. 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.

Cut scores for the three (3) placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
PreACT	22	18	22
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	490	480
CLT	38	16

PERT 114 – Placement for MAT1033, MGF1106, MGF1107 or STA2023

PERT 123 – Placement for MAC1105, College Algebra

- F. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123; PSAT 530. Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the AAF (Advanced Algebra and Functions) test and score a 270 or higher.
- G. Students must take SLS in their first year of dual enrollment
- H. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average and specific program entry requirements.
- I. Students must meet the high school assessment requirements for graduation by passing the state wide ELA assessment and the Math graduation assessment. Concordant and/or

comparative scores achieved after a student does not pass the 10th grade FSA ELA test or Algebra I EOC are acceptable. For a student who has not taken the 10th grade FSA ELA or Algebra I EOC but would be eligible for graduation and dual enrollment based on concordant or comparative scores achieved before taking the state-mandated tests, the student and parent must meet with the high school counselor and high school principal (or principal's designee) to discuss the appropriateness of such an accelerated path.

- J. 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 Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters. AP Literature does not award credit for ENC 1101.
- K. Permission for participation must be granted by the student's parent/guardian.
- L. Students must have earned four (4) high school level credits for consideration for dual enrollment courses. Students have an opportunity to participate in Dual Enrollment through CCSB until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. 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 school and college's Dual Enrollment Petitions Committee. Students and their high school counselor are notified of the committee's decision in writing within one (1) week of the meeting.
- M. 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.
- N. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process (See section 12(I), Student Code of Conduct).

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

- A. The Citrus County School Board 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. The school district combines the science course and lab when taken to satisfy Bright Futures eligibility requirements. If the additional hour exceeds the maximum course load, the district preapproves the additional credit hour.
- B. 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.

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

- A. The college will provide school counselors with dual enrollment information which includes application instructions to inform students/parents of the requirements, responsibilities and benefits of participation in the program. Deadline dates will be posted on the college's DE webpage at least one semester in advance.
- B. 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 school campus, with the exception of EMT courses at Crystal River High School.
- C. 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.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

- A. There will be no exceptions made to the required grade point averages for academic or career dual enrollment.

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

- A. Registration for dual enrollment students will take place the same as all other students. **Registration will stop ten days in advance of the start of term to give high school counselors time to review registration. Changes must be confirmed within five days.**
- B. Dual Enrollment students will follow the college's procedures for drop, withdrawal, grade appeals and petition policies. 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. Exceptions due to extenuating circumstances may be evaluated on a case-by-case basis by Citrus County School District and the CF Dual Enrollment office.
- C. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the CF calendar. Courses offered after the regular school day or on the college campus will be scheduled on the college's calendar. Courses taught by college faculty will follow the College's academic calendar.

10. 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.

- A. Each student must be recommended by their school principal or designee. Student screening for eligibility and participation is the responsibility of the high school principals or designee according to district and state requirements.
- B. School counselors 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 coordinator when a student's eligibility status changes.

- C. The high school counselor will work with students to review dual enrollment course plans and how those plans affect high school academics and high school graduation. For questions about how dual enrollment impacts students who are pursuing an AA or AS, students should contact academic advising at CF.
- D. CF will provide academic advising services to dual enrollment students, may monitor their progress and attendance in dual enrollment classes when available, and may provide grade reports upon completion of the college term to the district MIS/Curriculum offices contact.
- E. Students and their parents will be informed of college-level course expectations.
- F. Any "grade level" classification listed in this agreement is based on the Citrus County School District's Student Progression Plan.
- G. Students attending dual enrollment classes held in college facilities or through college online learning 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 schools and county MIS offices.
- H. 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 for the summer session.
- I. **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). If a student is disruptive to the learning process through he/she 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.
- J. **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), Fla. Stat. (2020), and 20 U.S.C.A. 1232g Each party further agrees to comply with Section 1002.22, Fla. Stat. (2020), 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.

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

- A. Students with unsatisfactory progress reports should be counseled by the school counselor immediately upon notification by the College.
- B. 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 school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.
- C. If a dual enrollment student earns D, F, or FF grade in any course(s) during one semester, he/she will no longer be eligible to participate in dual enrollment. Exceptions due to extenuating circumstances may be evaluated on a case-by-case basis by Citrus County Schools and the CF Dual Enrollment Office. Payment for courses cannot be made on

behalf of the student or by the student while the student is in school. A student must have graduated and have been admitted as regular college students to do this.

- D. If a dual enrollment student earns an incomplete grade, future registration will be removed. Once the incomplete grade is satisfactorily completed, the student can then register for the next available future term.

12. A funding provision that delineates costs incurred by each entity.

- A. In accordance with F.S. 1007.271, the Citrus County School District shall pay the standard tuition rate per credit hour (\$71.98) from funds provided in the Florida Education Finance Program to CF for all dual enrollment instruction that takes place on the CF campus. There will be no additional charges to the Citrus County School District for these courses. Courses taken during the summer will not be charged to the Citrus County School District. 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.
- B. Students enrolled in a dual enrollment or early admissions program shall be exempt from the payment of registration, matriculation and laboratory fees (excluding private lessons).
- C. Required textbooks and other instructional materials as defined in F.S. 1006.28 will be funded by the Citrus County School Board 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.
- D. The Citrus County School Board 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 & Nobles).
- E. 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 Disability 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.
- F. CF will invoice the School District for costs incurred for the fall and spring semesters only. There will be no charges for the summer semester. Payment must be made by check.

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

- A. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held or where testing labs exists.

14. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to student with disabilities who register in a dual enrollment course at the eligible institution.

- A. 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 Disability 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 providing accommodations per CF Disability Services guidelines.

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

A. There shall be established a “College and Career Collaborative” comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, Director of Enrollment Services, and others as the plan warrants.

B. Initiatives include:

1. Analysis of student readiness for college by administering the PERT to eligible students 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
- ✓ walk-in testing available at the college;

The Citrus County School Board will provide:

- ✓ space for testing;
- ✓ test sites;
- ✓ testing information to all eligible students;

2. CF will provide assessment of student readiness for college by administration of PERT to all incoming students without ACT or SAT scores. Incoming students will be required to submit PERT, SAT, ACT, PSAT or CLT scores if they do not meet exemption requirements as identified by (s.) 1008.30(4) (a), (F.S. 2020).CF will accept the PERT scores from the transcripts or PERT repository.
- 3.
4. CF will provide a statistical study by districts and by schools of first time in college (FTIC) and prior year in school students needing College Prep courses.
5. Articulation agreements will be established between Levy, Marion, and Citrus school districts and the College of Central Florida.
6. CF advising and enrollment services staff from all campuses will meet with school counselors to provide in-service training regarding CF course requirements. 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 6th through 12th graders in a variety of formats, materials and events.
9. 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 CF’s “Collegiate Academy”

A. Program Description

1. The CF COLLEGIATE ACADEMY is a Dual Enrollment Program that provides an opportunity for eligible 11th and 12th grade students to enroll in college-level

courses to obtain dual (high school and college) credits on the CF campus. The CF COLLEGIATE ACADEMY is a cooperative effort between CF and CCSB to provide postsecondary coursework, which enables eligible students to receive a minimum of 24 hours during the fall and spring CF terms and Career and Professional Education (CAPE) industry certifications, as defined in CS/CS/SB 850: Education (2014), where appropriate

B. Delineation of Courses and Industry Certifications

1. Courses to be provided by CF under this Agreement will be mutually agreed upon by CF and CCSB, and will avoid unnecessary duplication of existing courses in grade 12. Any course in the Florida Department of Education's Statewide Course Numbering System, except development education and physical education skills courses, may be offered as Dual Enrollment. Courses may be taken online or at CF. Students will have the opportunity to earn CAPE industry certifications.
2. CF will develop a Student Pathway for each student participating in the CF COLLEGIATE ACADEMY. The pathway will guide course selection. At a minimum, each pathway must include a list of courses that will result in an Applied Technology Diploma, an Associate in Science (A.S.) degree, or an Associate in Arts (A.A.) degree. If a student identifies a baccalaureate degree as the objective, the pathway must include courses that will meet the general education requirements, as well as any prerequisite requirement for entrance into a select baccalaureate degree program.
3. Postsecondary courses in foreign languages, mathematics, English, Sciences, social studies, computer science, performing or visual arts, applied technology, and any other classes that comply with applicable state regulation will be counted toward meeting the graduation requirement, as specified in Section 1003.4282, Fla. Stat. (2019)
4. Students will have the opportunity to participate in the CF COLLEGIATE ACADEMY until they graduate.
5. Students wishing to pursue participation in the CF COLLEGIATE ACADEMY must contact their high school counselor to discuss CF COLLEGIATE ACADEMY admissions criteria and obtain admissions application information

C. Eligibility Requirements

1. Student GPA

a) Students must have an overall grade point average (GPA) of 3.0 on an unweighted 4.0 scale to qualify for participation in the CF COLLEGIATE ACADEMY. Continued eligibility requires that students maintain a 3.0 unweighted high school GPA and the minimum GPA required by CF.

2. Student Identification and Approval

- a) High School counselors will identify those students qualified to participate in Dual Enrollment classes. Qualified students must obtain approval from the high school principal or designee to be eligible for participation in the CF COLLEGIATE ACADEMY.

3. Student Readiness

- a) Eligible students must be enrolled in Citrus County School District and must be working towards a high school diploma. Students must pass all portions of the Pre-ACT, PSAT, CLT, ACT, SAT or PERT, in accordance with the cut score established by CF, to demonstrate readiness for college-level coursework. Any combination of Pre-ACT, PSAT, CLT, ACT, SAT or PERT test scores may be considered, if taken within two years of the beginning of classes for first-time Dual Enrollment Students. Cut scores for placement tests are as follows:

	Reading	English	Algebra
ACT	19	17	19
PreACT	22	18	22
SAT (& PSAT)	24	25	24
PERT	106	103	114

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT	490	480
CLT	38	16

4. Additional Eligibility Requirements

- a) Students must achieve a 114 PERT score to qualify for placement in MAT1033, MGF1130, MGF1131 or STA2023.
- b) Students must achieve a 123 PERT score to qualify for placement in MAC1105 or College Algebra.
- c) Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123; PSAT 530. Students who wish to take Upper-level math beyond MAC1105 must satisfy the aforementioned test requirements and take the College Level Math (CLM) test and score a 70 or higher.
- d) Students must pass the 10th Grade English Language Arts (ELA) assessment, as well as the Florida End-of-Course (EOC) exam for Algebra 1.

- e) Students will be required to complete the American History EOC, via CCSD by the end of their high school junior year.
- f) Students will complete required mental health and wellness education through CCSD annually, as required and provided by CCSD.
- g) Students in need of required reading remediation will not be eligible for Dual Enrollment, unless accepted in writing and approved by the student's high school principal and CF's Vice President for Academic Affairs (or designee).
- h) Students participating in the CF COLLEGIATE ACADEMY must enter into a student/parent performance contract, which must be signed by the student, the parent/guardian, and a representative of CCSB and CF, respectively.
- i) Students must have completed their sophomore year in high school by passing 12 high school credits to be consider for participation in the CF COLLEGIATE ACADEMY. Students are no longer eligible for participation in the CF COLLEGIATE ACADEMY upon successfully completing four years of enrollment in high school or high school graduation, whichever comes first.
- j) Students who will graduate from high school before completion of a postsecondary course may not register for the course through Dual Enrollment or the CF COLLEGIATE ACADEMY. High school seniors may NOT take Summer-A courses as Dual Enrollment.
- k) Students may lose the opportunity to participate in the CF COLLEGIATE ACADEMY if they are disruptive to the learning process.

D. Enrollment Process

1. Application Process

- a) Students interested in the CF COLLEGIATE ACADEMY must meet the Dual Enrollment eligibility requirements set forth by the CF and CCSB Articulation Agreement. Students must complete the CF online Dual Enrollment application. Students must print the parent approval form from the email received from CF upon submission of the application. The parent/guardian must also sign permitting the student to participate in the CF COLLEGIATE ACADEMY. Students must deliver the form to their high school counselor. Students will be issued a CF ID number to view the student portal for additional requirements. Students are responsible for requesting and approving all documents needed for eligibility, including their high school transcripts and placement test scores (Pre-ACT, PSAT, CLT, ACT, SAT or PERT). All documentation must be received by CF's Dual Enrollment Office by the posted application deadlines. After all documents are received and processed by CF's Dual Enrollment Office, students will receive an email stating they have been admitted to the CF COLLEGIATE ACADEMY. If student does not meet eligibility criteria or does not submit the paperwork by the posted deadline, CF's Dual Enrollment Coordinator will contact the student's high school counselor, who will be responsible for contacting the student.

2. Orientation
 - a) After a student is fully admitted, the student will receive an email with instructions to attend orientation on the CF campus. The student orientation is required to register for Dual Enrollment courses.
3. Registration
 - a) Registration for Dual Enrollment students taking classes on the CF campus will take place after the 10+ credit hour priority registration, but before 0+ registration date each semester. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. Students will be subject to CF attendance policies.
4. Withdrawal Process
 - a) CF COLLEGIATE ACADEMY students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. Students must reach out to the CF Dual Enrollment office to request the electronic withdrawal form. The student will receive a "W" on the transcript to document the attempt in the course.
5. Course Load
 - a) 11th and 12th grade students participating in the CF COLLEGIATE ACADEMY must enroll in at least 12 credits and may take up to 18 credit hours in the fall and spring terms. Students wishing to register for courses during the summer term should do so only under the advisement of a CF advisor.
6. Grade Distribution
 - a) All students enrolled in Dual Enrollment classes will be graded on the same basis as other college students in the same course. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript by CCSB. Grades will be electronically and securely transmitted by CF to CCSB's office for posting.

E. Communication Methods, Medium, and Process for Students and Parents

1. References to students throughout this document mean any eligible student enrolled from any CCSB public high school.
2. CF will provide information to high schools throughout Citrus County, requirements for participation and the educational benefits to be derived from the CF COLLEGIATE ACADEMY.
3. The CCSB and high schools throughout the district will utilize published, electronic or other media to notify students and their parent/guardian of the opportunity to participate in the CF COLLEGIATE ACADEMY. The high school will provide information, using these same methods, to students and their parent/guardian of the eligibility criteria for participation in the CF COLLEGIATE ACADEMY. Information regarding CF COLLEGIATE ACADEMY, including the return on investment associated with participation in the program, is provided annually via mailings, magnet fairs, and magnet caravans.
4. CF will post application deadlines and registration dates on its Dual Enrollment web page at least one term in advance.

5. CF Dual Enrollment staff will coordinate and work with CCSB on targeted CF COLLEGIATE ACADEMY recruiting activities.

F. Advising Services and Progress Monitoring

1. All A.A. and A.S. degree-seeking students must be advised by a CF advisor in the semester that they reach 30 earned credit hours, to learn about the requirement to complete the A.A. degree and any additional requirements necessary to transition into the bachelor's degree program and the institution of their choice.
2. CF will provide academic advising services to CF COLLEGIATE ACADEMY students, monitor their progress and attendance in Dual Enrollment classes.
3. The CF COLLEGIATE ACADEMY and Dual Enrollment courses meet the curricular expectations and offer the same depth and rigor of non-Dual Enrollment Postsecondary instruction.
4. Students will be informed during Dual Enrollment orientation that they should plan to study two – three hours outside of class for every one 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 are calculated into the student's permanent postsecondary GPA.

G. Program Review and Reporting Mechanism (Student Performance Outcomes)

1. Each year, CF will perform a grade distribution analysis and share that information with CCSB.
2. The CF COLLEGIATE ACADEMY will be reviewed as a part of CF's Service Unit Assessment process for the COLLEGIATE ACADEMY every three years.
3. All students enrolled in CF COLLEGIATE ACADEMY classes will be graded on the same basis as other college students in the same college courses. CF will assign letter grades to each student/course and the letter grade assigned will be posted to the student's high school transcript. Grades will be electronically transmitted securely by CF to the student's high school and the CCSB MIS/Curriculum offices for posting.
4. While a student is enrolled in high school, payment for dual enrollment courses cannot be made on behalf of any student participating in the CF COLLEGIATE ACADEMY by any third party, including the student's family.
5. If a Dual Enrollment student earns a "D", "F", or "FF" grade in any course during one semester, that student will no longer be eligible to participate in dual enrollment. The student may appeal the decision.

H. Funding Arrangement to Implement to CF COLLEGIATE ACADEMY

1. CCSB will pay the standard tuition rate per credit of seventy-one dollars and ninety-eight cents (\$71.98), from funds provided in the Florida Education Finance Program (FEFP) to CF for courses taken online or at a CF campus, in accordance with Section 1007.273, Fla, Stats. (2022). Courses taken during the summer term

- will not be charged to CCSB. The amount of credit hours will be based upon CF's enrollment records, as the keeper of the student's official college transcript.
2. Students must drop courses during the designated add/drop period to eliminate the cost of tuition. If a student later withdraws from a course, the tuition charge will remain and be charged to CCSB.
 3. Students enrolled in the CF COLLEGIATE ACADEMY will be exempt from the payment of registration, matriculation, and laboratory fees.
 4. Required textbooks and other instructional materials, as defined in Section 1007.273, Fla. Stats. (2022) will be funded by CCSB, provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in Section 1004.085, Fla. Stats. (2019), governing the affordability of textbooks.
 5. CCSB will be responsible for all inventory, recovery, reuse, and sale of textbooks, and instructional materials provided under this Agreement, in conjunction with the CF Bookstore (currently affiliated with Barnes & Noble).
 6. Eligibility for academic accommodations requires that students with disabilities who enroll in a course provided at a CF facility must meet all requirements established by CF's Office of Disability Services.
 7. CF will invoice CCSB for costs incurred annually, no later than June 15. CCSB will make payment by check.
 8. Transportation to attend college-level courses offered at any CF facility will be the responsibility of the student or the student's parent/guardian.

IV. 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 and the Citrus County School Board.
2. Courses to be articulated by CF under this agreement will be mutually agreed upon by the college and the Citrus County School Board. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF's Website (www.CF.edu/careerpathways), and the Citrus County school's Website on the Career and Technical Education Web page. Alterations to this list of offerings may be made with mutual consent of the College of Central Florida and the Citrus County School Board. (See Appendices A-Y 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 schools regarding the requirements for participation in, and the educational benefits to be derived from, Career Pathways or other accelerated programs.
2. The 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 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 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 the College of Central Florida 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, are exempt from taking the end of course exam for the courses specified in Appendices.
http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp

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

1. The Citrus 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 an average grade of a "B" (3.0) in the CTE Program courses 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

The College of Central Florida will work with the Citrus 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 at College of Central Florida

H. Program Review

1. The College of Central Florida and the Citrus 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, the College of Central Florida will work with the Citrus 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.

V. Mechanisms and strategies for improving the preparation of elementary, middle, and high school teachers

- A. There shall be established a consortium among CF, the CF University Center partners, and the school boards of Citrus, Marion, and Levy counties to affect collaborative methods for improving the preparation of elementary, middle, and high school teachers.

- B. Additionally, methods for providing support to the public school systems in recruiting, retaining, and recertifying teachers will be developed by the consortium members.
- C. Training programs will be developed to provide professional development to meet the needs of teacher mandates. These courses and programs will be made available to the public school systems in Citrus, Marion, and Levy counties at various times and places.
- D. The members of the consortium will promote the advantages of partnering in educational programming.
- E. The members of the consortium will work to provide a coordinated effort to develop and implement alternative certification procedures and programs for classroom teachers.
- F. The members of the consortium will work to provide a coordinated effort to develop and implement methods for state and federal mandates.
- G. The members of the consortium, in developing these programs, will strive to utilize new technologies in the training programs, to address critical needs of teachers and public school systems in implementing them, and to include both pre-service and in-service initiatives in so doing.

Accountability

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairpersons of the Citrus County School Board 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 2024-2025 school year.

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

Date **Joyce Brancato, Chair, District Board of Trustees,
College of Central Florida**

Date **Mr. Thomas Kennedy, Chairman, Citrus County School Board**