

**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
2023-2024**

I. Dual Enrollment Articulation Agreement

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

Citrus County School District – Marsha Brown, Counselor, eSchool; Darrick Buettner, Director of Secondary Education; Amy Crowell, Director of Research and Accountability; Mary Leonard, Assistant Principal, Citrus High School; Cindy Lewis, Counselor, Citrus; Trudee Mason, Counselor, Crystal River High School; Shawyn Newman, Assistant Principal, Lecanto High School; Tara Percy, Assistant to Director of Secondary Education; Jennifer Story, Coordinator, Research and Accountability; Sandy Torres, Counselor, Lecanto High School;

College of Central Florida – Alton Austin, Director of Enrollment Services; Caitlin Rohrbacher, Dual Enrollment Coordinator, CF; Sonya Warden, Director of Student Affairs – Citrus; Rory Wells, Manager of Instructional Services – Citrus.

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

Citrus County Schools makes this agreement on behalf of the public schools within the County School District, which also includes the Academy of Environmental Science 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 career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2023-2024 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.

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 school transcript and placement test scores (ACT, SAT, or PERT). 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

- 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:

	<u>ACT</u>	<u>SAT / PSAT</u>	<u>PERT</u>
Reading	19	24	106
English/Writing	17	25	103
Math	19	24	114

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 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 10th grade state-mandated ELA assessment and the Algebra 1 EOC. Concordant and/or comparative scores achieved after a student does not pass the 10th grade FSA or FAST ELA test or Algebra I EOC are acceptable. IF a student who has not taken the 10th grade FAS (or FAST) ELA or Algebra I EOC but would be eligible for graduation and dual enrollment based on concordant and/or comparative scores achieved before taking the state-mandated tests, then 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 Literature or English Language examinations will be eligible to take courses that have ENC 1101 as a **pre-requisite** in subsequent semesters.
- 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.

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

All Citrus County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by CF where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook along with the district's Code of Ethics.

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

- A. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
- B. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students. To this end, the following will apply to dual enrollment courses taught on high school campuses:
 - 1. Dual Enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 - 2. Dual Enrollment faculty shall be provided a copy of course plans, objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.
 - 3. The course syllabus must be provided to students and filed with the CF discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.
 - 4. Textbooks, technology and instructional materials used in dual enrollment courses must be the same as those used in courses taught on the CF campus. They must be approved by the discipline chairperson at the college using the College Textbook Adoption form. This form must be submitted to the discipline chairperson 75 days before the start of the term.

comparable with non-dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.

- K. CF and the Citrus County School Board will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- L. IMPORTANT: If a high school wants to offer 25% or more of an Associate Degree program (15 or more credits) over a two year period on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least 6 months in advance to allow sufficient time for college approval and notification to SACS. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least 9 months in advance. If approved by CF officials, the high school and school district administrators will work with college officials to create and submit a "substantive change" to SACS. Approval must be received from SACS before the additional courses on the high school campus may be advertised or offered.

12. 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. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
- B. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college's dual enrollment 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 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 School District's Student Progression Plan.
- G. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Citrus County attendance regulations. 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.

instructor's salary for that course. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.

- C. 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).
- D. 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.
- E. 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).
- F. 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.
- G. 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.

15. 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.

16. 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, and the Vice President of Student Affairs and ~~Dean of~~ Enrollment Management at CF, 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:

(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

- 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.

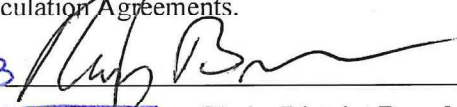
Accountability

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 2022-2023 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


04/26/23


William Edgar, Chair, District Board of Trustees,
College of Central Florida

Rusty Branson

Date

9/14/23



Mr. Douglas A. Dodd, Chairman, Citrus County School Board