

**Articulation Agreements for College and Career Acceleration
Between the District Board of Trustees of the College of Central Florida
And the School Board of Marion County, Florida
2023-2024**

I. DUAL ENROLLMENT ARTICULATION AGREEMENT

The Articulation Committee that has negotiated/drafted the Agreement includes The School Board of Marion County, Florida (hereafter referred to as "School District") members, Benjamin Whitehouse, Director of Student Pathways and Assessment; Danielle Livengood, Director of Secondary Curriculum & Instruction, Ginger Cruze, Principal, West Port High School.

The College of Central Florida (CF) members include Alton Austin, Director of Enrollment Services; Caitlin Rohrbacher, Dual Enrollment Coordinator, Allan Danuff, Associate Vice President of Arts and Sciences.

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 CF. A draft document is prepared by CF 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 CF to be reviewed, approved, and signed by the Board of Trustees. Signed hard copies are mailed to the School District personnel.

The Articulation Agreements for College and Career Acceleration are completed annually and submitted to the Department of Education by CF by August 1 of each year.

A. Program Requirements and Allowances

1. A ratification or modification of all existing Articulation Agreements.

Once both boards sign the Articulation Agreement, 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 Marion County Public School
- b. CF will provide information to the schools 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 parent/guardian of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parent/guardian, of the eligibility criteria for participation in these programs.
- d. CF will post application deadlines and registration dates on its Dual Enrollment Web page at least one term in advance.
- e. CF Dual Enrollment Office will work with district and school officials on targeted Dual Enrollment recruiting activities.

- f. The school 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 School District, 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, except 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. Specific courses to be provided on school campuses in Marion County will be mutually agreed upon by the host school principal and CF.
 - c. CF may develop a student education plan for a student registering for a Dual Enrollment course. The plan will ask each student to identify an educational objective with which to guide course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science (A.S.) degree or an Associate in Arts (A.A.) degree. If a student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.
 - d. 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 regulations will be counted toward meeting the graduation requirement of §1003.4282, Fla. Stat. (2022).
 - e. Students (age eighteen [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 and parent/guardian before participating. If permission is granted, the student will 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 school district until they have successfully earned an associate's degree 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 (including AP, AICE, Cambridge, IB, and Dantes).
 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. Attendance at a Dual Enrollment information session is required to apply to the program. Information sessions will be offered in a variety of formats and locations.
 - 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, PreACT, SAT, PSAT, 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 parent/guardian understand the requirements, admission and enrollment procedures, and benefits of program participation. 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 student will coordinate with the high school counselor in their course selection to ensure the course requirements are met for high school graduation. Dual Enrollment registration will end one week before the start of the term.
- e. **Withdrawal Process:** Dual Enrollment students will follow CF's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. Forms must be submitted by the withdrawal deadline. 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.
- f. **Course Load:** Students in grades six (6) - eight (8) may register for no more than three (3) credit hours 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. 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 student progression plan for grade level designation.

	Fall Credit Hours	Spring Credit Hours	Summer Credit Hours	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. Juniors participating in West Port High School's or Dunnellon High School's Early College Program may take a maximum of nine (9) credit hours at CF but may take additional Dual Enrollment courses at the high school for a maximum of twelve (12) credit hours per semester in their junior year. Seniors may take up to 16 (sixteen) credit hours in the fall and spring terms. Students may register for a maximum of twelve (12) credits during the summer; however, they may not register for more than six (6) credit hours during any summer term. CF's Dual Enrollment Petitions Committee must approve any exception to these limits.

- h. **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 will be posted to the student's transcript by the School District. Grades will be electronically transmitted securely by CF to the district offices for posting.
- i. **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. A list of any additional initial student eligibility requirements for participation in the Dual Enrollment program.

- a. An overall grade point average (GPA) of 3.0 on an unweighted 4.0 scale is required for college credit Dual Enrollment courses. An overall GPA of 2.0 on an unweighted 4.0 scale is required for students to enroll in Career Academy or vocational certificate Dual Enrollment programs. Continued eligibility for college credit Dual Enrollment requires the maintenance of a 3.0 unweighted GPA and the minimum GPA required by CF.
- b. The School District will identify those students qualified to participate in Dual Enrollment classes. The school principals will approve student eligibility for participation in these classes.
- c. The student must be enrolled in the School District and must be working towards a high school diploma to participate in Dual Enrollment. Students must satisfy the college preparatory testing requirements in § 1008.30(4)(a), Fla. Stat. (2022) and rule 6A-10.0315, F.A.C.
- d. 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 placement tests are as follows:

	ACT/Pre-ACT	SAT/PSAT	PERT
Reading	19	24	106
English/Writing	17	25	103
Mathematics	19	24	114

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

PERT 123 - Placement for MAC1105, College Algebra

- e. Students initially enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123. Students who wish to be initially placed in an upper-level mathematics course beyond MAC1105 must take the AAF (Advanced Algebra and Functions) test and score a two hundred and seventy (270) or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the Dual Enrollment grade point and specific program entry requirements.
- g. The student must pass the grade level Required State Assessment in English Language Arts and the end of course exams for Algebra I, as required. Exceptions will be at the discretion of the School Board.
- h. 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. In order for credit to be granted, official exam scores must be received and evaluated by Enrollment Services at CF.
- i. Students must demonstrate readiness for college-level coursework to be admitted into CF's school/career academy Dual Enrollment program. To satisfy this requirement, students must meet specific requirements of the cohort, should they exist, or pass a minimum of two

- (2) corresponding sections of the ACT, preACT, SAT, PSAT, or PERT in reading, writing, or mathematics (algebra and arithmetic).
 - j. The student's parent/guardian must grant permission for participation.
 - k. 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 MCPS until they have successfully earned an associate's degree or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive (including AP, AICE, Cambridge, IB, and Dantes) of all college credit-earning coursework.
 - l. Students are no longer eligible for Dual Enrollment once they successfully graduate from high school.
 - m. Students who will graduate from high school before completion of the postsecondary course may not register for the course through Dual Enrollment.
 - n. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process. Please refer to Section 12(i).
 - o. Students with a 2.5 unweighted high school GPA that have successfully completed the reading placement exam may be granted conditional admission to complete the SLS course. Successful completion of the SLS course, along with successful completion of one of the remaining two entrance exams will allow the student to continue for nine (9) more credits. At that time, a 3.0 unweighted GPA and the final placement score will be required to be fully admitted to the Dual Enrollment program.
6. **A delineation of the high school credit earned for the passage of each Dual Enrollment course.**
- a. The School District 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 (3) to five (5) credit hour college course to result in the awarding of one-half (0.5) high school credit in Carnegie units. Any other non-identified college course offered at fewer than three (3) credit hours will be ineligible for high school credit and will not constitute Dual Enrollment. Science courses and labs are combined and reported to Bright Futures.
 - b. High school credit for Postsecondary Adult Vocational certificate classes will be awarded based on the number of contact hours in the program of study. For each one hundred and thirty-five (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 sixty-eight (68) and one hundred and thirty-five (135); and no high school credit will be awarded for any number of clock hours less than sixty-eight (68).
7. **A description of the process for informing students and their parents of college-level course expectations.**
- a. CF will supply school counselors with Dual Enrollment information which includes application instructions to inform students/parents of the requirements and benefits of participation in the program.
 - 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.
 - c. Students will be informed during Dual Enrollment orientation that they should plan to study at least two (2) to three (3) 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 GPA on an individual student basis.**

There will be no exceptions made to the required GPA 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 taking classes on the CF campus 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. For courses offered on the high school campuses, the school counselor(s) will submit an electronic spreadsheet showing the students to be registered for the courses offered on their campuses by CF's published deadlines.
- c. Dual Enrollment students will follow CF's procedures for drop, withdrawal, and petition policies. Dual Enrollment students will not be permitted to take dual enrollment courses while petitioning a grade of "D," "F," or "FF." If a grade is successfully petitioned, the student may enroll in dual enrollment courses that begin after the petition approval date.
- d. Students who receive an Incomplete grade may be allowed to continue in the program provided they resolve the "I" grade before the first day of class of the following term.
- e. 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 CF campus will be scheduled on the CF calendar. Courses taught by college faculty will follow the CF 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 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. At orientation, 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.

- 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 District will 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 will 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 will be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
 2. Dual Enrollment faculty will 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 before 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 or comparable with those used in course taught on the CF campus.

If not identical, they must be approved prior to the start of the term by the discipline chairperson at CF through the use of CF's Textbook Adoption form.

5. For academic disciplines where a departmental exam is used, the final exam will be provided to the School District's Dual Enrollment faculty by CF in a timely fashion to ensure availability before the scheduled administration dates. For all others, final examinations must be approved by the appropriate CF discipline chairperson as a comprehensive assessment of expected learning outcomes. The high school Dual Enrollment instructor should send their exam to their CF faculty liaison for review and approval at least three weeks before the exam delivery date.
- c. The high school principal, or his/her designee, will recommend qualified high school teachers as instructors for Dual Enrollment courses to be taught during the regular school day or extended school day on high school campuses. Before a course can be offered, an instructor must be deemed qualified by CF. To be qualified, faculty selected to teach Dual Enrollment classes must submit an adjunct application to their administrative contact at CF, along with their postsecondary transcripts, which will be kept on file in the CF Human Resources Office, and must be certified by CF.
- d. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach Dual Enrollment courses on high school campuses, if such arrangements are approved by CF's Vice President for Academic Affairs (see item 7.b. above). In each case, once an academically qualified instructor is identified, he/she must meet all of the requirements established by the School District before having contact with the students. This process will be coordinated through the School District's Director of Secondary Education.
- e. All instructors, regardless of location must meet CF faculty credentialing requirements set by the Southern Association of Colleges and Schools (SACSCOC) Commission on Colleges' *Principles of Accreditation: Foundations for Quality Enhancement, Current Edition* (section 3.7.1).
- f. School District instructors who teach Dual Enrollment courses during the regular or extended school day will be evaluated by the high school administration using the districtwide evaluation instrument. These instructors will also be observed for evaluative purposes by a CF administrator or faculty liaison, in accordance with CF faculty evaluation processes. CF will follow the School District's guidelines for the performance of employees when evaluating these Dual Enrollment instructors. This will include following the procedures for sharing and discussing the performance assessment tool/process with those being evaluated providing a copy of the performance assessment to the instructor within ten (10) working days after the observation; allowing the instructor to submit a written rebuttal to be placed with the assessment document in his/her personnel file housed in the Human Resource Office at CF; and allowing the instructor the right to inspect, review, and copy the contents of his/her personnel file. Results of CF's observation will be shared with the School District administrator.
- g. Dual Enrollment courses taught on a high school campus may not be combined with any non-college credit high school course.
- h. Finalized student rosters for Dual Enrollment courses taught on a high school campus must be submitted by CF's posted deadlines. Any discrepancies on rosters identified after the posted deadline will be the responsibility of the high school and MCPS.
- i. As is appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses that some parents may object to for "minors." Courses are not to be modified to accommodate variations in student age or maturity.
- j. Any course-, discipline-, college-, or system-wide learning assessments required by CF in non-Dual Enrollment sections of a course will also be administered in all Dual Enrollment sections of the course.
- k. CF will analyze student performance in Dual Enrollment course offerings on high school and college campuses to ensure that the level of preparation for future success is

- l. CF and the School District will design strategies for collaborative professional development to improve Dual Enrollment counseling and instructional efficacies, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- m. **IMPORTANT:** If a high school wants to offer fifteen (15) or more credits (i.e., twenty-five [25] percent over a two [2] year period of an associate's degree program) on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least six (6) months in advance to allow sufficient time for approval and notification to SACSCOC. If a high school wants to offer thirty (30) credits or more (i.e., fifty [50] percent of an associate's degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least nine (9) months in advance. If approved by CF officials, the high school and School District administrators will work with CF officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.

- a. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the school principals according to district and state requirements.
- b. The school counselor will 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 CF's Dual Enrollment Coordinator when a student's eligibility status changes.
- c. The school counselor will work with students to review Dual Enrollment course plans to minimize enrollment in courses that are not a part of the student's chosen academic pathway.
- d. CF may provide academic advising services to Dual Enrollment students and monitor their progress and attendance in Dual Enrollment classes.
- e. Students and their parent/guardian will be informed of college-level course expectations.
- f. Any "grade level" classification listed in this Dual Enrollment 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 School District attendance regulations. Students attending Dual Enrollment classes held in college facilities will be subject to CF attendance policies. Required documentation of enrollment will be reported School District Student Information and State Reporting (SISR) office.
- 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 postsecondary course, the student may not register for that course through Dual Enrollment. The student may apply to CF and upon admission by the Office of Admissions, may register and pay the required tuition and fees, and textbooks/ instructional materials 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). Students taking Dual Enrollment classes on their high school campus will be subject to the current School District Code of Student Conduct. If a student in the high school class is found to have plagiarized any portion of his/her course work or assignments, the instructor will notify CF's Vice President for Student Affairs and the student will be subject to the

same disciplinary actions as other students taking courses on the CF campus, regardless of what disciplinary action the School District takes. If a student is disruptive to the learning process through their classroom behavior so that the progress of other students or the efficient administration of the course is hindered, a student may lose the opportunity to participate in the Dual Enrollment course, regardless of eligibility requirements for continued enrollment.

- 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 §1002.22, Fla. Stat. (2022), and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2022) and 20 U.S.C. §1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention, and security of student records.

13. The responsibilities of CF regarding the transmission of student grades in Dual Enrollment courses to the School District.

- a. Students with unsatisfactory progress 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 will be posted to the student's school transcript by the School District. Grades will be electronically transmitted securely by CF to the School District offices for posting.
- c. If a Dual Enrollment student earns a "D," "F," or "FF" grade in any course(s) during one (1) semester, he/she will no longer be eligible to participate in Dual Enrollment. Payment for courses cannot be made on behalf of the student or by the student's family, etc. while the student is still in the K-12 system. They must have graduated and have been admitted as a regular college student to do this. Please refer to 9(c) if the student successfully petitions and the grade is subsequently changed to an acceptable grade.
- d. For Career Academy Students only: If a student earns a "D," "F," or "FF" grade in any course(s) during the semester, he/she will be able to repeat ONLY those courses in the following semester. This is a one-time allowance for the duration of their Dual Enrollment participation and the student must pass all repeated courses with a "C" grade or higher.

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

- a. Subject to annual appropriation in the General Appropriation Act, and in accordance with §1007.271(21)(n)(1), Fla. Stat. (2022), the School District will pay the standard tuition rate per credit hour of seventy-one dollars and ninety-eight cents (\$71.98) from funds provided in the Florida Education Finance Program (FEFP) to CF for all Dual Enrollment instruction that takes place on the CF campus or by CF online. Courses taken during the summer term will not be charged to the School District.
- b. 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 School District.
- c. If a faculty member is provided by CF to teach a Dual Enrollment course on a high school campus, the high school will be required to cover the cost of that instructor. For online courses taught by a CF instructor, the high school will be required to cover the cost of the instructor.
- d. Students enrolled in a Dual Enrollment or early admissions program will be exempt from the payment of registration, matriculation, and laboratory fees.
- e. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2022) will be funded by the School District provided the FEFP provides funding for such expenses. CF will adhere to the requirements set forth in §1004.085, Fla. Stat. (2022) in regard to the affordability of textbooks.

- f. The School District will be responsible for the instructional materials provided under this Agreement in conjunction with the CF Bookstore (Barnes & Noble). Students will be responsible for the replacement costs for textbooks/ instructional materials issued to them that are lost, stolen, or damaged.
- g. 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. It is the responsibility of the student/parent to contact CF Disability Services to request appropriate accommodation before beginning Dual Enrollment courses. 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.
- h. CF will invoice the School District for costs incurred following each semester. Payment must be made by check.

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

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

II. MECHANISMS AND STRATEGIES FOR DECREASING THE NEED FOR REMEDIATION OF HIGH SCHOOL GRADUATES AT CF.

- A. There will be established a "college and career collaborative" comprised of two (2) representatives from each School District, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.
- B. Initiatives include:
Analysis of student readiness for college by administering the PERT to eligible students from Levy, Marion, and Citrus Counties.
 - 1. CF will provide:
 - a. One (1) administration of the PERT exam at no cost for students who wish to apply for participation in Dual Enrollment
 - b. walk-in testing available at the college
 - 2. The School District will provide:
 - a. space for testing
 - b. test sites
 - c. testing information to all eligible students
- C. 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, and ACT scores if they do not meet exemption requirements as identified by §1008.30, Fla. Stat. (2022).
- D. CF will accept the PERT scores from the official school transcripts only if they cannot be found at the PERT repository.
- E. 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.
- F. Articulation agreements will be established between Levy, Marion, and Citrus school districts and CF.
- G. CF advising and enrollment services staff from all campuses will meet with school counselors in all three (3) school districts to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.
- H. CF will conduct a "college preview" type event for students in each of the School Districts.
- I. CF will provide information about its programs and how to be a successful college student to sixth (6th) through twelfth (12th) graders in Levy, Marion, and Citrus Counties in a variety of formats, materials, and events.

- J.** Educational Opportunity Center (EOC), a Federal TRIO program that serves approximately one thousand (1,000) high school & postsecondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

III. MECHANISMS AND STRATEGIES FOR PROMOTING "CAREER PATHWAYS" PROGRAMS OF STUDY.

A. Courses and programs available to students eligible for Career Pathways.

1. A Career Pathway Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways student is defined as "a career and technical education student who has earned three (3) 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 CF and the School District.
2. Courses to be articulated to CF under this Agreement will be mutually agreed upon by CF and the School District. 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 School District's Website on the Career and Technical Education Web page. Alterations to this list of offerings may be made with mutual consent of CF and the School District.

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 parent/guardian of the opportunity to participate in these articulated acceleration programs. The schools will also provide information, using these same methods, to students and their parent/guardian 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 (CTE) Program of Study. A student who is defined as a "concentrator" (student earning three [3] or more courses in a CTE Program of Study) and has met the minimum academic requirements of a "B" (3.0) in the CTE Program is considered a Career Pathway student.
2. Career Pathways students who are eligible for articulated credits and desire to attend CF in an aligned A.S. degree 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 A-Z (http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp).

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

1. The School District will identify those students who have completed Career Pathways courses of study and are current seniors (within twelve [12] months of high school graduation) and will notify CF.

2. CF will make available advising services to Career Pathways students, as provided to all CF students.

E. Awarding college credit for articulated Career Pathways courses.

1. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B" as indicated on their official high school transcripts. Additionally, students may also be required to pass the Industry Certification identified on the Gold Standard Statewide Articulation Agreement, an exam, or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to CF.
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 GPA at CF.
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 (see item C.2. above) based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local Agreement.

F. Criteria by which the instructional quality will be maintained.

CF will work with the School District 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 will be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit.

H. Program review

1. CF and the School District 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 CF are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Upon request, CF will work with the School District personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary or postsecondary levels.

IV. MECHANISMS AND STRATEGIES FOR IMPROVING THE PREPARATION OF ELEMENTARY, MIDDLE, AND HIGH SCHOOL TEACHERS.

- A. There will be established a consortium among CF, the CF university 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.

V. MISCELLANEOUS

- A. **Excess Funds:** Any party receiving funds erroneously paid by School District under this Agreement will promptly notify and return to School District such erroneously paid funds.
- B. **Entire Understanding:** This Agreement represents the entire understanding and agreement between the parties concerning the subject matter hereof, and supersedes all other understanding(s) and agreement(s) by the parties.
- C. **Amendments:** The provisions of this Agreement may only be amended, supplemented, waived, or changed by writing making specific reference to this Agreement signed by both parties.
- D. **Governing Law & Venue:** The laws of the State of Florida govern all aspects of this Agreement and all transactions contemplated by it without regard to principles of conflicts of laws. Venue for any litigation related to this Agreement will be in Marion County, Florida.
- E. **Compliance with Laws and Policies:** Each party will comply with all applicable federal and state laws, codes, rules and regulations, and School District policies in performing its duties, responsibilities, and obligations pursuant to this Agreement.
- F. **Public Records:** IF CF HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CF'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: PUBLIC RELATIONS AND COMMUNICATION OFFICER: KEVIN CHRISTIAN, APR, CPRC, AT (352) 671-7555, PUBLIC.RELATIONS@MARION.K12.FL.US OR IN PERSON AT 1614 E. FORT KING STREET, OCALA, FLORIDA 34471.

IF SCHOOL DISTRICT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SCHOOL DISTRICT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT: [CHARLES H. PRINCE, VP ADMINISTRATION AND FINANCE AT (352) 854-2322, EXT. 1637, PRINCECH@CF.EDU OR IN PERSON AT 3001 SW COLLEGE ROAD, OCALA, FL 34474. §119.0701, FLA. STAT. (2022).

- G. **Non-Discrimination:** Neither party will subject any person to discrimination because of age, race, color, disability, pregnancy, gender, marital status, national origin, or religion in the performance of the parties' respective duties, responsibilities, and obligations under this

Agreement.

- H. **No Waiver of Sovereign Immunity:** This Agreement does not waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applied, or of any rights or limits of liability existing under §768.28, Fla. Stat. (2022). This term survives the termination of all performance or obligations under this Agreement and is fully binding until any applicable statute of limitations bars any proceedings brought under this agreement.
- A. **Inspector General Audits:** The parties and their subcontractors (if any), will comply and cooperate immediately with any inspections, reviews, investigations, or audits relating to this

Agreement as deemed necessary by the Florida Office of the Inspector General or by any other Florida Official with proper authority.

- I. **No Third Party Beneficiaries:** Nothing in this Agreement provides consent by any agency or political subdivision of the state of Florida to allow any person or entity not a party to this Agreement to sue, including, but not limited to, any citizen or employees of the parties, in any matter arising out of this Agreement, or to confer any rights to any third party to allow any claim otherwise barred under the doctrine of sovereign immunity or by operation of law.
- J. **Waiver:** A waiver by either party of a breach or failure to perform under this Agreement will not constitute a waiver of any subsequent breach or failure to perform. No waiver is valid against any Party unless made in writing and signed by the Party against whom enforcement of such waiver is sought and then only to the extent expressly specified herein.
- K. **Assignment:** Neither CF nor School Board may assign or transfer any interest arising in or from this Agreement without the prior written consent of both parties. Should an assignment occur upon mutual consent, this Agreement will inure to the benefit of and be binding upon the parties hereto and their respective heirs, representatives, successors, and assigns.
- L. **Notices:** All notices, requests, consents, and other communications required or permitted under this Agreement must be in writing and hand-delivered by messenger or courier service; faxed; emailed; or mailed by Registered or Certified Mail (postage prepaid), Return Receipt Requested, addressed to:

Alton Austin, The College of Central Florida
3001 SW College Road
Ocala, FL 34474
Email: austina@cf.edu

Benjamin Whitehouse, The School Board of Marion County, Florida
PO Box 670
Ocala, FL 34478
Email: benjamin.whitehouse@marion.k12.fl.us

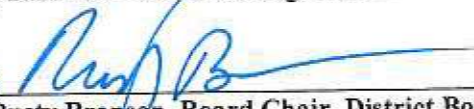
or to such other address(es) as the parties may mutually designate by notice complying with the terms of this Agreement. Each such notice will be deemed delivered:

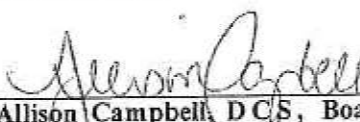
- (a) On the date delivered, if by personal delivery,
- (b) On the date faxed or emailed, if by facsimile or email, and
- (c) On the date upon which the Return Receipt is signed or delivery is refused or the notice is designated by the postal authorities as not delivered, if mailed to the proper address.

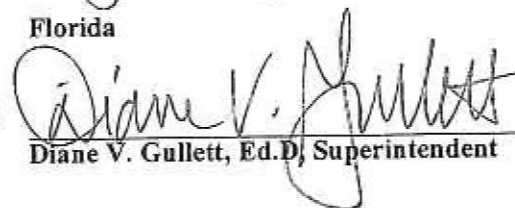
VI. ACCOUNTABILITY

This Agreement and the policies and allocation of responsibility will be effective upon being signed by the chair of The School Board of Marion County, Florida, and the chair of the District Board of Trustees of the College of Central Florida, but must 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 or his/her designee. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement will be valid for the 2023-2024 school year.

IN WITNESS WHEREOF, The School Board of Marion County, Florida, and the District Board of Trustees of The College of Central Florida have adopted this Agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with §1007.23, Fla. Stat. (2022), Statewide Articulation Agreement.

06/28/23 
Date Rusty Branson, Board Chair, District Board of Trustees of The College of
Central Florida

5/23/23 
Date Allison Campbell, DCS, Board Chair, The School Board of Marion
County, Florida

5/24/23 
Date Diane V. Gullett, Ed.D, Superintendent