

**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
2024-2025**

I. DUAL ENROLLMENT ARTICULATION AGREEMENT

The Articulation Committee that has negotiated/drafted the Agreement includes The School Board of Marion County (hereafter referred to as “School District”) members, Ann Hembrook, Senior Executive Director of Student Pathways; Danielle Livengood, Senior Executive Director of Secondary Curriculum & Instruction.

The College of Central Florida (CF) members include; Raphel Robinson, Director of Admissions and Recruitment, Caitlin Rohrbacher, Dual Enrollment Coordinator, Marissa Brown, Manager of Admissions and School Relations.

The Committee meets annually in the spring to review the current year’s Articulation Agreements and discuss 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 Dual Enrollment, including traditional Dual Enrollment, CF’s Collegiate Academy, Career Pathways, Remediation, and Teacher Preparation. Dual Enrollment allows students to take college level courses at CF as either a full-time or part-time student. CF’s Collegiate Academy is the Early College Program. Students in the CF COLLEGIATE ACADEMY attend CF full-time during their junior and senior years of high school in the pursuit of their selected A.A. or A.S. degree. 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 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.
 - 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 the 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, Cambridge AICE, IB, 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, 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. **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.

- 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. 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:

	Reading	English	Algebra
ACT	19	17	19
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, MGF1130, MGF1131 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; digital SAT/PSAT: 530 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, , 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, Cambridge AICE, IB, 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).
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 include 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. 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 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 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). 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.

11. 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.

12. 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. Students enrolled in a Dual Enrollment or early admissions program will be exempt from the payment of registration, matriculation, and laboratory fees.
- d. 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 regards to the affordability of textbooks.
- e. 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.
- f. 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.
- g. CF will invoice the School District for costs incurred following each semester. Payment must be made by check.

13. 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. (2019).

- 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 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 or online. The CF COLLEGIATE ACADEMY is a cooperative effort between CF and MCPS 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. Students in the CF COLLEGIATE ACADEMY attend CF full-time during their junior and senior years of high school in the pursuit of their selected A.A. or A.S. degree.

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 MCPS, 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 from high school.
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. 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 Approval

- a) 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 and Identification

- a) Eligible students must be enrolled in MCPS and must be working towards a high school diploma. Students must pass all portions of the, 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 PSAT, CLT, ACT, SAT or PERT test scores may be considered, if taken within two years of the beginning of classes. Cut scores for placement tests are as follows:

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

	Reading and Writing (Verbal and Grammar)	Math
Digital SAT/PSAT	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; digital SAT/PSAT: 530; PERT 123. 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 pass the American History EOC, via MCPS, by the end of their high school junior year.
- f) Students will complete required mental health and wellness education through MCPS annually, as required and provided by MCPS.
- 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 MCPS 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. Graduating high school students may NOT take Summer courses as Dual Enrollment.
- k) 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. Graduating high school students may NOT take Summer courses as Dual Enrollment.
- l) 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 MCPS Articulation Agreement. Students must complete the CF online Dual Enrollment application. Students must print the parent approval form and student registration agreement 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 forms 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 (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. The student must complete the electronic withdrawal process as advised by a CF dual enrollment staff member. 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.

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 MCPS. Grades will be electronically and securely transmitted by CF to student's high school and the MCPS'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 MCPS public high school.
2. CF will provide information to high schools throughout Marion County, requirements for participation and the educational benefits to be derived from the CF COLLEGIATE ACADEMY.
3. The MCPS 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 CF website at least one term in advance.
5. CF Dual Enrollment staff will coordinate and work with MCPS on targeted CF COLLEGIATE ACADEMY recruiting activities.

F. Advising Services and Progress Monitoring

1. All degree-seeking students must be advised by a CF advisor in the semester that they reach 24 earned credit hours, to learn about the requirement to complete the 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 and provide updates to the base schools at the end of the semester 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 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 and 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 MCPS.
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 MCPS 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. MCPS 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 MCPS. 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 MCPS.
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 MCPS, 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. MCPS 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 MCPS at the end of the fall and spring semesters for costs incurred, no later than June 15. MCPS 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 (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” (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 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-Y (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.

V. 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.

VI. 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 a 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 BOARD HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO SCHOOL BOARD'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 apply, 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.

- I. **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.
- J. **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.
- K. **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.
- L. **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.
- M. **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:

Raphel Robinson, The College of Central Florida

3001 SW College Road

Ocala, FL 34474

Email: raphel.robinson@cf.edu

Dr. Ann Hembrook, Marion County Public Schools

1614 E. Fort King Street

Ocala, FL 34471

Email: ann.hembrook@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.

VII. **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 2024-2025 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.

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

Date **Nancy Thrower, Board Chair, The School Board of Marion County, Florida**

Date **Diane V. Gullett, Ed.D, Superintendent**