

**Articulation Agreements for Career and College Acceleration  
Between the District Board of Trustees of the College of Central Florida  
And the School Board of Levy County, Florida  
2020-2021**

**BOARD APPROVED**

**JUN 09 2020**

**I. DUAL ENROLLMENT ARTICULATION AGREEMENT**

The Articulation Committee that has negotiated/drafted the agreement include: Levy County School District members: John Lott, Assistant Superintendent; Carol Jones, CTE Coordinator; and, Morgan Bennett, Coordinator of MIS/Technology.

College of Central Florida (CF) members: Holland McGlashan, Provost - Levy Campus; Maureen Anderson, Dean of Enrollment Management; Allan Danuff, Associate Vice President Arts and Sciences; Raphel Robinson, Director of Admissions and Student Recruitment; Erika Martinez, Dual Enrollment Coordinator; Leah Gamble, Manager of Instructional Services; and, Corrine Wiygul, Career Pathways Coordinator.

The Committee meets annually in the spring to go over 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 the college. A draft document is prepared by college personnel and sent to all members of the Committee for additional changes or approval. Once the document is in its final draft, copies are sent to the school districts to take to their School Boards 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 Dual Enrollment Articulation Agreement is completed annually and submitted to the Department of Education by CF by August 1 of each year.

**1. A ratification or modification of all existing articulation agreements.**

Once the articulation agreement is signed by both boards, the agreement will be active for the upcoming academic year and will nullify all previously signed agreements. This agreement covers not only dual enrollment, but also career pathways, remediation and teacher preparation. Legislative changes that occur after the final draft of this document which impact the 2020-2021 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 Levy 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 parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
- d. CF will post application deadlines and registration dates on its dual enrollment Web page at least one

term in advance.

- e. CF Admissions & Records staff will work with district and school officials on targeted dual enrollment recruiting activities.

**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, with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity.
- b. CF will furnish each school with a copy of the current courses (<https://www.cf.edu/Courses>) with descriptions for each course in which a student may be dually enrolled. Specific courses to be provided on school campuses in Levy County shall be mutually agreed upon by the host school principal and CF.
- c. A student education plan may be developed by CF for each 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 degree or an Associate in Arts 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 and/or visual arts, applied technology, and any other classes that are in compliance with applicable state regulations shall be counted toward meeting the graduation requirement of §1003.4282, Fla. Stat. (2020).
- e. Students (age 18) who wish to take college credit courses that contain a study abroad or travel component (during summer only) must receive the permission of their school principal, parent/guardian and the School District before participating. If the permission is granted, the student shall be exempt from the payment of the registration, matriculation and laboratory fees with the exception of developmental education courses and physical education and other courses that focus on physical execution of a skill rather than the intellectual attributes of the activity. However, the student is responsible for the full cost of travel.
- f. Students have an opportunity to participate in dual enrollment through the School Board of Levy County until they have successfully earned an Associate's degree and/or accrued sixty• seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete four (4) years of enrollment in high school or graduation, whichever comes first.

**4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.**

- a. Students and the parent/guardian of students wishing to pursue participation in an articulated acceleration program must contact their school counselors to discuss admissions criteria and to obtain

the necessary application information.

- b. **Application Process** - Students interested in dual enrollment must meet with their school counselor or principal for permission to participate in the program. Students must complete the online dual enrollment application. The student will print the parent approval form from the email received upon submission of the application and 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. The student is issued a CF ID number to view their student portal for additional requirements. The student is responsible for requesting and providing the documents needed for eligibility. This includes school transcript and placement test scores (ACT, SAT or PERT). All documentation must be received by the CF Dual Enrollment Coordinator by the posted application deadlines. Once all documents are received and processed by the CF Dual Enrollment Coordinator 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 Coordinator will contact the school counselor. The school counselor is responsible for contacting the student.
- c. **Registration** -Dual enrollment brochures will be provided to counselors by CF to better help students and parents understand the requirements, admission and enrollment procedures and benefits of program participation. Once a student is fully admitted, the student will receive an email to view the online dual enrollment orientation on their CF portal. The orientation is required in order to register for dual enrollment courses. The student must take and pass the quiz at the end of the orientation. Registration will be completed through the school counselor. The student must review the schedule posted on the MyCF Portal to select courses for registration each term. The counselor will assist the student in their course selection to ensure the course requirements are met for school. Once the course selection is made, the counselor will submit the list of courses for each student to the CF Dual Enrollment Coordinator for registration.
- d. **Withdrawal Process**- Dual enrollment students will follow the college's withdrawal policy. Students have the option to withdraw from a course(s) within the withdrawal period. The student must see their instructor and counselor to complete the dual enrollment withdrawal form. The Dual Enrollment Withdrawal form must be signed by the student, instructor, and the counselor. The form is sent to the CF Dual Enrollment Coordinator to process. Forms must be received by the withdrawal deadline. The student will receive a "W" on their college transcript for the attempt in the course. For additional information regarding withdrawals, see Section 13(C).
- e. **Course Load**- Students in grades six (6) - eight (8) may register for no more than three (3) credit hours only during the fall and spring terms only. High school freshmen and sophomores may register for no more than six (6) credit hours only during the fall and spring terms. 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.



	<b>Fall Credit Hours</b>	<b>Spring Credit Hours</b>	<b>Summer Credit Hours</b>	<b>Tota l</b>
<b>Grades 6-8</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>6</b>
<b>Freshmen</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>12</b>
<b>Sophomores</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>18</b>
<b>Juniors</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>27</b>
<b>Seniors</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>32</b>

- f Grade Distribution** -All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's high school transcript by the school district. Grades will be electronically transmitted securely by CF to the School District office for posting.
- g Academic Advising-** All A.A./A.S. 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./A.S. 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 GPA of 3.0 on an un-weighted 4.0 scale is required for college credit dual enrollment courses. An overall GPA of 2.0 on an un-weighted 4.0 scale is required for students to enroll in vocational certificate dual enrollment programs. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 un-weighted school GPA and the minimum GPA required by the college. Students admitted into the EMT program through dual enrollment must have a 3.0 grade point average in EMT program coursework and satisfy all EMT program entry requirements.
- b** The Levy County School Board shall identify those students qualified to participate in dual enrollment classes. The high school principals will approve student eligibility for participation in these classes.
- c** The student must be enrolled in the Levy County Public School System 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. (2020) and rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in rule 6A-10.0315, F.A.C., shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by the school district of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in §

1009.286, Fla. Stat. (2020).

- 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 three (3) placement tests are as follows:

	ACT	SAT	PERT
Reading	19	24	106
English/Writing	17	25	103
Math	19	24	114

PERT 114- Placement for MAT1033, MGF1106/1107 or STA2023 PERT 123- Placement for MAC1105, College Algebra

- e. Students enrolling in MAC1105 must achieve the following scores: ACT 25; SAT 26.5; PERT 123. Students who wish to take upper level math beyond MAC1105 must satisfy the above test requirements and take the CLM (College Level Math) test and score a 70 or higher.
- f. Students enrolling in vocational or other programs not requiring placement testing must satisfy the dual enrollment grade point average 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.
- h. 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.
- i. Permission for participation must be granted by the student's parent/guardian.
- j. Students have an opportunity to participate in Dual Enrollment through Levy County School District until they have successfully earned an Associate's degree and/or accrued sixty-seven (67) hours of college credit. The calculation of the sixty-seven (67) hours is inclusive of all college credit earning coursework. Students are no longer eligible for dual enrollment once they successfully complete four (4) years of enrollment in high school or graduation, whichever comes first.
- k. Any exceptions to the requirements must be approved by both the school district and CF's Dual Enrollment Petitions Committee. Students and their counselor are notified of the committee's decision in writing within one (1) week of the meeting.
- l. Students who will graduate from high school prior to completion of the post-secondary course may not register for the course through dual enrollment. This means that high school seniors may NOT take a summer "A" course as dual enrollment.
- m. Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. See Code of Conduct in section 12(H).

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

- a. The School Board of Levy County will ensure that appropriate high school credits will be awarded upon successful completion of dual enrollment classes. All academic and vocational courses will correlate to the Dual Enrollment Course- High School Subject Area Equivalency List recommendations for high school credit. All other non-identified courses will be based upon successful completion of a three to five-credit hour college course to result in the awarding of 0.5 high school credit in Carnegie units. Any other non-identified college course offered at fewer than three (3) credit hours will be ineligible for high

school credit and will not constitute dual enrollment.

- b. High school credit for Post-Secondary Adult Vocational certificate classes shall be awarded based on the number of contact hours in the program of study. For each 135 clock hours in the program, a student will be awarded one (1) high school credit in Carnegie units; one-half (0.5) high school credit will be awarded for any number of clock hours between 68 and 135; and no high school credit will be awarded for any number of clock hours less than 68.

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

- a. 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 high school campus.
- c. Students will be informed during dual enrollment orientation that they should plan to study at least two to three hours outside of class for every hour they are in the class to be successful in college level courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

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

- a. There will be no exceptions made to the required grade point averages for academic or career dual enrollment, with the exception of special cohorts.

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

- a. Registration for dual enrollment students taking classes on the college campus will take place after the 10+ credit hour priority, but before the 0+ registration date each semester. Registration dates for dual enrollment will be consistent with other registration windows and based on the number of completed credit hours. Registration will be conducted through electronic communication between the high school counselor or designee and the Dual Enrollment Coordinator at CF.
- b. Dual enrollment students will follow the college's procedures for drop, withdrawal and petition policies. Students appealing a grade of D, F, W or FF will not be eligible to continue in dual enrollment until a decision is rendered by the Dual Enrollment Petitions Committee.
- c. The beginning and ending dates of courses offered during the regular day in the high school facilities will coincide with the CF calendar. Courses offered after the regular school day or on the 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.**

- a. All Levy County school district employees serving as dual enrollment faculty approved to teach college courses under this agreement will annually attend a new fall faculty or adjunct orientation conducted by



CF where they will receive a copy of the Adjunct Faculty Handbook, which includes the Web address of the Student Handbook detailing add/drop, withdrawal and grading policies, as well as the CF Student Code of Conduct and critical dates. These instructors are expected to adhere to the professional guidelines, rules and expectations presented in each handbook.

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

- a. The School Board shall annually assess the demand for dual enrollment and provide that information to CF for assistance in planning classes in the CF scheduling system.
- b. CF shall be responsible for ensuring that the quality of instruction provided dual enrollment students is comparable to that afforded other CF students. To this end, the following will apply to dual enrollment courses taught on high school campuses:
  - i. Dual enrollment faculty shall be provided with a full-time CF faculty contact or liaison in the discipline they are teaching.
  - ii. Dual enrollment faculty shall be provided a copy of course plans objectives and relevant CF Institutional Student Learning Outcomes. These objectives and outcomes must be included in the course syllabus.
  - iii. The course syllabus must be provided to students and filed with the CF discipline chairperson prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at CF.
  - iv. 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. They must be approved by the discipline chairperson at CF through the use of CF's Textbook Adoption form. This form must be submitted to the discipline chairperson 75 days before the start of the term.
  - v. For academic disciplines where a departmental exam is used, the final exam will be provided to the dual enrollment faculty by the college in a timely fashion to ensure availability prior to the scheduled administration dates. For all others, final examinations must be approved by the appropriate discipline chairperson as a comprehensive assessment of expected learning outcomes. The dual enrollment instructor should send their exam to their 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. 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. In the absence of qualified high school instructors, CF may provide adjunct instructors to teach dual enrollment courses on high school campuses in Levy County, if such arrangements are approved by the 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 Board of Levy County before having contact with the students. This process will be coordinated through the School Board of Levy County Assistant Superintendent of Curriculum. CF will notify the School Board of Levy County of approved instructors and courses for the academic year prior to the start of the Fall semester.
- d. 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).

- e. School Board of Levy County instructors who teach dual enrollment courses during the regular or extended school day will be evaluated by the high school administration using the district-wide evaluation instrument. These instructors shall also be observed for evaluative purposes by a CF administrator or faculty liaison. CF will follow the school board'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 by 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 district administrator.
- f. Dual enrollment courses taught on a high school campus may not be combined with any non- college credit high school course.
- g. 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 the School District.
- h. 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 and/or maturity.
- i. Any course-, discipline-, college-, or system-wide learning assessments required by the college in non-dual enrollment sections of a course shall also be administered in all dual enrollment sections of the course.
- j. CF shall 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 comparable with non- dual enrollment college students. Analyses and recommendations shall be shared and reviewed with principals and school district administrators.
- k. CF and the School Board of Levy County will design strategies for collaborative professional development to improve dual enrollment counseling and instructional efficacy, encourage teacher utilization of instructional technologies, address critical needs and issues, and support in-service initiatives.
- l. IMPORTANT: If a high school wants to offer 15 or more credits (i.e., 25% over a two year period of an Associate Degree program) on their campus, they must submit a request to the Vice President for Academic Affairs at CF at least 6 months in advance to allow sufficient time for college approval and notification to SACSCOC. If a high school wants to offer 30 credits or more (i.e., 50% of an Associate Degree program) on their campus, they must submit a request to CF's Vice President for Academic Affairs at least 9 months in advance. If approved by CF officials, the high school and school district administrators will work with college officials to create and submit a "substantive change" to SACSCOC. Approval must be received from SACSCOC before the additional courses on the high school campus may be advertised or offered.

**12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**



- a. Each student must be recommended by their school principal. Student screening for eligibility and participation is the responsibility of the high school principals according to district and state requirements.
- b. Their school counselor shall identify those students qualified to participate in dual enrollment classes on a semester basis and will verify their continued eligibility throughout their participation. This verification will be conducted after grades are posted each semester. The counselor will notify the college's dual enrollment coordinator when a student's eligibility status changes.
- c. The 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. CF will provide academic advising services to dual enrollment students and monitor their progress and attendance in dual enrollment classes.
- d. Students and their parents will be informed of college-level course expectations.
- e. Any "grade level" classification listed in this agreement is based on the School District's Student Progression Plan.
- f. Students attending dual enrollment classes held in high school facilities during regular school hours will be subject to the Levy County attendance regulations. Students attending dual enrollment classes held in college facilities will be subject to college attendance policies. Required documentation of enrollment and attendance will be reported to the Levy County MIS offices by required state reporting deadlines.
- g. Students may enroll in courses conducted during school hours, after school hours and during the summer term. However, if the student is projected to graduate from high school before the scheduled completion date of a post-secondary course, the student may not register for that course through dual enrollment. The student may apply to CF and upon admission, may register and pay the required tuition and fees for the summer session.
- h. **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 Board of Levy County 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 is taken by the School Board of Levy County. 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.
- i. **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. (2020) and 20 U.S.C. §1232g. Each party further agrees to comply with §1002.22, Fla. Stat. (2020) 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 the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.**

- a. Students with unsatisfactory progress reports may be counseled by the school counselor upon notification by the College.
- b. All students enrolled in dual enrollment classes will be graded on the same basis as other college students in the same courses. CF will assign letter grades to each student/course and the letter grade assigned shall be posted to the student's school transcript by the school district. Grades will be electronically transmitted securely by CF to the district MIS/Curriculum offices for posting.
- c. Students who intend to continue in the Dual Enrollment Program must obtain a minimum of a C grade in dual enrollment classes. Students who earn a grade of D, F, FF, or W will no longer be allowed to take dual enrollment classes. A withdrawal from a class is considered the same as a failed class. Grades for continued eligibility in the Dual Enrollment Program are calculated each semester. Extenuating circumstances may be considered on a case-by-case basis by the Dual Enrollment Petitions Committee.

**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. (2020), the School District shall pay the standard tuition rate per credit hour (\$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 Districts
- 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 district.
- c. If a faculty member is provided by the college 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 shall be exempt from the payment of registration, matriculation and laboratory fees excluding private instruction.
- e. Required textbooks and other instructional materials as defined in §1006.28, Fla. Stat. (2020) 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. (2020) in regards to the affordability of textbooks.
- f. The School Board of Levy County shall be responsible for the instructional materials provided under this agreement in conjunction with CF Bookstore (Barnes & Noble).
- g. CF will invoice the School District for costs incurred following each semester.

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

- a. The student will be responsible for providing transportation to and from facilities where dual enrollment classes are held.

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

- a. In order to be eligible for academic accommodations, students with disabilities who enroll in a course provided at a CF facility must meet the requirements established by CF's Office of Disability Services.

If a student with a disability enrolls in a dual enrollment course offered at a high school facility, the high school will be responsible for determining and providing accommodations

## **II. MECHANISMS AND STRATEGIES FOR DECREASING THE NEED FOR DEVELOPMENTAL EDUCATION OF HIGH SCHOOL GRADUATES AT CF.**

- A. There shall be established a "College and Career Collaborative" comprised of two representatives from each school district, the Vice President for Academic Affairs, the Vice President for Student Affairs, and the Dean of Enrollment Management at CF, and others as the plan warrants.
- B. Initiatives include:
  - a. 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. School Board of Levy County will provide:
        - a. space for testing;
        - b. test sites;
        - c. testing information to all eligible student.
- 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 or ACT scores if they do not meet exemption requirements as identified by Fla Stat. §1008.30 (2020).
- D. **CF will accept the PERT scores from the official transcripts only if not found in the PERT repository.**
- E. Articulation agreements will be established between Levy, Marion, and Citrus school districts and CF.
- F. CF advising and enrollment services staff from all campuses will meet with school counselors in all three school districts to provide in-service training regarding CF course requirements. School counselors are encouraged to visit CF's workforce development programs.
- G. CF will conduct a "college preview" type event for students in each of the school districts.
- H. 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.
- I. Educational Opportunity Center (EOC), a Federal TRIO program that serves approximately 1,000 high school & post-secondary students at educational institutions in the service area, will offer activities including individual needs assessment, individual educational plans, tutoring, career exploration, mentoring, visits to local business and industry and college campuses, motivational sessions, etc. (dependent upon grant funding).

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

- A. **Courses and programs available to students eligible for Career Pathways**
  - a. A Career Pathway Program of Study is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest.



According to the Florida Department of Education Information Data Base Requirements, Vol. 1, a Secondary Career Pathways Student is defined as "a career and technical education student who has earned three or more (high school) credits in a single career and technical education program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway." Such is the purpose of this articulation agreement between the College of Central Florida (CF) and the Levy County School Board.

- b. Courses to be articulated by CF under this agreement will be mutually agreed upon by the college and the Levy County School board. Career Pathways course and program offerings will be accessible on the Career Pathways Web page of CF's Web site ([www.CF.edu/careerpathways](http://www.CF.edu/careerpathways)), and the Levy County School's Web site on the Career and Technical Education (CTE) Web page. Alterations to this list of offerings may be made with mutual consent of CF and the Levy County School Board. (See Appendices for a full list of articulated credits).

**B. The process for notifying parents and students of the option to participate in Career Pathways programs**

- a. 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.
- b. The school in turn will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The schools will also provide information, using these same methods, to students and their parents or guardians regarding the eligibility criteria for participation in these programs

**C. Eligibility criteria for student participation**

- a. Eligibility for participation in a Career Pathways program of study is determined by a student's enrollment in a Career & Technical Education Program of Study. A student who is defined as a "concentrator" is a student who has enrolled in 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.
- b. Career Pathways students who are eligible for articulated credits and desire to attend CF in an aligned Associate of Science degree (A.S.) program must apply for a CF student identification number and request to take an end-of-course exam for the articulated credit. Students, who pass an Industry Certification on the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AAS/AS Degree, are exempt from taking the end of course exam for the courses specified in Appendices. ([http://www.fldoe.org/workforce/dwdframe/artic\\_indcert2aas.asp](http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp))

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

- a. The Levy County School Board shall identify those students who have completed Career Pathways courses of study and are current seniors (within 12 months of high school graduation) and shall so notify the College of Central Florida.

- b. 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**

- a. To receive Career Pathways credit, students must demonstrate mastery of articulated career and technical courses by earning at least a grade of "B" average (3.0) as indicated on their official high school transcripts. Additionally, students may also be required to pass the Industry Certification identified on the Gold Standard State Wide Articulation Agreement, an exam and/or approved alternative assessment of work to demonstrate mastery of course material at a level acceptable to the College of Central Florida.
- b. The articulated Career Pathways credits will be awarded and posted to the student's CF transcript upon acceptance to CF and his/her declaration of an A.S. program of study. The articulated CF courses will be awarded a grade of "S" and will not factor into the student's CF grade point average.
- c. Statewide Career and Technical Education Articulation agreements which are based on nationally recognized industry certification support the Department of Education's Next Generation Strategic Areas of Focus (number three) effort to "expand opportunities for postsecondary degrees and certifications." Gold Standard Career Pathways Industry Certification to AAS/AS Degree Statewide Articulation Agreements based on nationally recognized industry certification does not preclude CF from granting additional credit based on the local agreement. See Appendices for a full list of articulated credits.

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

- a. CF will work with the Levy County School Board personnel to provide program and related course learning outcomes, curriculum and other resources to help ensure that the quality of instruction provided the high school students in the Career Pathways articulated courses is comparable to that afforded CF students enrolled in said program.

**G. Cost of Career Pathways**

- a. Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for the CF courses for which they receive articulated credit.

**H. Program review**

- a. CF and the Levy County School Board personnel will, on an annual basis, review and revise the articulation agreement to keep it aligned with the most current program and course requirements. All Career Pathway programs offered by the College of Central Florida are annually reviewed and revised to accommodate and adapt to changing labor market trends and demands.
- b. Upon request, CF will work with the Levy County School Board personnel to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.

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

- A. There shall be established a consortium among CF, 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 shall 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 with respect to 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 in writing, by making specific reference to this Agreement, and then signed by both parties.
- D. **Governing Law & Venue:** This Agreement and all transactions contemplated hereunder shall be governed by, and construed and enforced in accordance with, the laws of the state of Florida without regard to principles of conflicts of laws. Venue for any litigation related hereto shall be in Marion County, Florida.
- E. **Compliance with Laws and Policies:** Each party shall 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: JOHN LOTT, ASSISTANT SUPERINTENDENT OF SCHOOLS, AT (352) 486-5231, JOHN.LOTT@LEVYK12.ORG OR IN PERSON AT 480 MARSHBURN DRIVE, BRONSON, FLORIDA 32621.

IF THE 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 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. (2020)**

- G. **Non-Discrimination**: The parties agree that no person shall be subjected to discrimination because of age, race, color, handicap, 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**: Nothing herein is intended to waive sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable, or of any rights or limits of liability existing under §768.28, Fla. Stat. (2020). This term shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought under this Agreement is barred by any applicable statute of limitations.
- I. **Inspector General Audits**: The parties shall 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 herein shall be construed as consent by any agency or political subdivision of the state of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- K. **Waiver**: A waiver by either party of a breach or failure to perform hereunder shall not constitute a waiver of any subsequent breach or failure to perform. Any waiver of insurance requirements as provided by this Agreement and/or the policies of School District does not relieve CF of the indemnification provisions required by this Agreement.
- L. **Assignment**: Neither CF nor School District 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 shall 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 shall 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](mailto:raphel.robinson@cf.edu) Office  
Number: 352-854-2322

John Lott, the School Board of Levy County, Florida 480  
Marshburn Drive  
Bronson, FL 32621  
Email: [john.lott@levyk12.org](mailto:john.lott@levyk12.org) Office  
Number: 352-486-5231

Or to such other address (es) as the parties may mutually designate by notice complying with the terms of this Agreement. Each such notice shall 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.

## **VI. ACCOUNTABILITY**

This Agreement and the policies and allocation of responsibility shall be effective upon being signed by the chairman of The School Board of Levy County, Florida and the chair of the District Board of Trustees of the College of Central Florida, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of CF's President and the District School Board's Chair. Courses of study and programs are to be incorporated into the Agreement before instruction begins. This Agreement shall be valid for the 2020-2021 school year.

IN WITNESS WHEREOF, The School Board of Levy 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. (2020), Statewide Articulation Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joyce Brancato, Chair, District Board of Trustees, College of Central Florida

6/9/20  
\_\_\_\_\_  
Date

\_\_\_\_\_  
*Paige S. Brookins*

\_\_\_\_\_  
Paige Brookins, Board Chair, The School Board of Levy County, Florida

**BOARD APPROVED**

**JUN 09 2020**