

**SAMPLE TEMPLATE**  
**2016-2017 Dual Enrollment Articulation Agreement**  
**Between Postsecondary Institutions and Private Secondary Schools.**

The dual enrollment program for a private school student consists of the enrollment of an eligible private school student in a postsecondary course creditable toward an associate degree, a career certificate, or a baccalaureate degree. In addition, a private school in which a student, including, but not limited to, students with disabilities, is enrolled must award credit toward high school completion for the postsecondary course under the dual enrollment program.

Each postsecondary institution eligible to participate in the dual enrollment program must enter into a private school articulation agreement with each eligible private school in its geographic service area seeking to offer dual enrollment courses to its students, including, but not limited to, students with disabilities.

The Dual Enrollment Articulation Agreement must include, at minimum:

**1. A delineation of courses and programs available to the private school student. The postsecondary institution may add, revise, or delete courses and programs at any time.**

In addressing the courses and programs available to students, the *Dual Enrollment Course—High School Subject Area Equivalency List* is a great starting point, but should not be viewed as the limits of dual enrollment course offerings. Courses offered beyond the *Dual Enrollment Course—High School Subject Area Equivalency List* (along with their locally designated high school subject/credit equivalencies) should be clearly delineated.

**2. The initial and continued eligibility requirements for private school student participation, not to exceed those required of other dual enrollment students.**

The statutory eligibility requirements for academic and career dual enrollment include:

- College Credit: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315, F.A.C.) [*the Agreement should note if all sections of a common placement test must be successfully completed prior to dual enrollment participation*].
- Career Certificate: 2.0 unweighted GPA; student must also complete the TABE within six weeks of entrance to the program.
- Be a student in grades 6-12 in a public or eligible private secondary school. Students in grades 6-12 who meet high school GPA and placement test requirements must be allowed to participate in dual enrollment, any restrictions on participation applied to different grade levels must be only to ensure student readiness for college and not to arbitrarily limit participation for students who have demonstrated readiness.
- Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA and the minimum GPA required by the postsecondary institution.
- Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.
- Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

- In addition, to be eligible for dual enrollment a private school student must:
  1. Provide proof of enrollment in a private school;
  2. Be responsible for his or her own instructional materials and transportation unless provided for in the articulation agreement; and
  3. Sign the private school articulation agreement.

The Florida College System institution may establish additional initial student eligibility requirements. Any additional eligibility requirements must be clearly specified in the Dual Enrollment Articulation Agreement to be implemented in the academic year under the agreement. Additional requirements must be to ensure student readiness for postsecondary instruction, and not to arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participation.

### **3. The student's responsibilities for providing his or her own instructional materials and transportation.**

This does not preclude either the private secondary school or the postsecondary institution from providing transportation and instructional materials to the student. But there is no statutory obligation to provide them to dual enrollment students.

### **4. A provision clarifying that the private school will award appropriate credit toward high school completion for the postsecondary course under the dual enrollment program.**

While it would be appropriate for the private school to award credit following the *Dual Enrollment Course—High School Subject Area Equivalency List* the private school may set its own equivalencies and also determine the credit and subject area awarded for courses not on the list. However, the private school must award high school credit under the dual enrollment program.

### **5. A provision expressing that costs associated with tuition and fees, including registration, and laboratory fees, will not be passed along to the student.**

Pursuant to section (s.) 1007.271, Florida Statutes (F.S.), dual enrollment students are exempt from the payment of tuition, registration and laboratory fees. This provision ensures that students will not pay those costs, even if indirectly.

All students (public and private school and home education) are exempt from the payment of tuition and fees. This includes not only tuition and registration and laboratory fees, but all other postsecondary institution fees.

### **6. A provision stating whether the private school will compensate the postsecondary institution for the standard tuition rate per credit hour for each dual enrollment course taken by its students**

There is no statutory prohibition on the postsecondary institution charging the private school the standard tuition for dual enrollment students. The standard tuition is \$2.33 per contact hour for career certificate programs, \$71.98 per credit hour at a Florida College System institution and \$105.07 at a state university.

**7. Services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution**

For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i), F.S., 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. This information regarding such services and resources will be provided to the Florida Center for Students with Unique Abilities at the University of Central Florida.

**By August 1 of each year, the eligible postsecondary institution shall complete and submit the private school articulation agreement to the Department of Education.**

*For additional information or assistance in completing the Dual Enrollment Articulation Agreement, contact Mr. Todd Clark at [todd.clark@fldoe.org](mailto:todd.clark@fldoe.org) or 850-245-0764.*