

# Dual Enrollment Articulation Agreement Submission Site

## Submitter:

Agreement Effective Date: 8/1/2017

## Representing:

State University: University of Central Florida

District(s) the Agreement(s) include
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Orange County Schools
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Osceola County Schools
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Seminole County Schools
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Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – Private School

Private School Name
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Cornerstone Charter High School
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Allendale Christian Academy
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Trinity Preparatory School
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Leaders Preparatory School
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Veritas Academy
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Christian Victory Academy
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Circle Christian Academy
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## (C) Public and Private Postsecondary Institution Agreements with Private Schools

Each postsecondary institution eligible to participate in the dual enrollment program pursuant to s. 1011.62(1)(i) 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.

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

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.

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A course may be eligible for the Dual Enrollment Program, subject to staffing constraints, if it meets the following criteria:

1. applies toward the student's high school diploma and replaces high school courses in the same discipline that otherwise would have been taken; and
2. is contained within the state common course description and numbering system;
3. fulfills the requirements of an associate or baccalaureate degree;
4. is approved by the high school principal and university as an acceptable dual enrollment course.

Students' educational plans should be closely evaluated when utilizing specialty courses for the Dual Enrollment Program to ensure transferability of credits.

## Ineligible Courses.

College preparatory instruction and other forms of pre-collegiate instruction, as well as physical education courses that focus on the physical execution of a skill, rather than the intellectual attributes of the activity, are not eligible for inclusion in the dual enrollment program.

If academically eligible, students will receive the "Early Admission/Dual Enrollment Authorization Form" from the UCF Undergraduate Admissions office.

1. The "Early Admission/Dual Enrollment Authorization Form" requires high school authorization to participate and stipulates the university courses which can be taken. This form also requires the signature of the parent or legal guardian giving their authorization.
2. The UCF Office of Undergraduate Admissions will receive and forward Authorization Forms for all conditionally admitted students to the Office of First Year Advising and Exploration (FYAE) for course request decisions.
3. FYAE will assist students in preparing to register for courses, including providing general information about courses and the registration process.

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

Students participating in the UCF Dual Enrollment Programs (dual enrollment students and early admission students) must maintain a 3.0 UCF GPA in order to enroll in future semesters

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

Students and/or their parents are responsible for providing their own transportation to the University campus or to any other site where the dual enrollment instruction is conducted.

## Instructional Materials

1. High school students who enroll in courses as part of the UCF Dual Enrollment Program will be required to obtain and use instructional materials selected by the instructor. Textbooks, bound textbooks (not e-books) must be purchased.
2. The University will submit an invoice for these instructional materials directly to the student's high school. Payment shall be rendered within thirty (30 days of receipt).
3. Instructional materials shall be returned to the student's high school at the end of the semester.
  - a. Recovered instructional materials that are reusable shall be retained in inventory by the appropriate high school for future dual enrollment offerings, provided that both the School and the University agree that the material is still applicable and current to a course. The University Bookstore agrees to purchase re-adopted texts at 50% of the original Bookstore purchase price. There is no return time limit as long as the texts are re-adopted by the instructor.
  - b. Recovered instructional materials that are not reusable shall be otherwise disposed of. University Bookstore agrees to purchase "out of use" texts at the national wholesale value, if a wholesale demand exists.

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.

Students participating in the full-time early admission program may be awarded a high school diploma upon meeting all district established high school graduation requirements.

It shall be the responsibility of the Principal of \_\_\_Name of Private School\_ to ensure that courses are coordinated with the high school curriculum and credit is awarded. High school credit for dual enrollment classes will be issued upon successful completion of the course on a basis determined by the high school in compliance with the requirements of the State Board of Education.

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

Students enrolled in dual enrollment/early admission instruction shall be exempt from the payment of registration, matriculation, and laboratory fees by the School and the University.

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

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Students enrolled in dual enrollment/early admission instruction shall be exempt from the payment of registration, matriculation, and laboratory fees by the School and the University.

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

The Office of Student Accessibility Services facilitates campus access and reasonable accommodations for students with disabilities. Such access may include, but are not limited to, classroom accommodations (including examination accommodations), alternative format text materials, captioning/interpreters, and information and referral to campus and community services. Reasonable accommodations are available to, but not limited to, students with ADHD, hearing and visual impairments, physical disability and/or health-related impairment, psychological and/or psychiatric disability, specific learning disability (such as dyslexia), speech impairment, or other disabilities. After admission to the university, students who want to explore reasonable academic accommodations should connect with SAS. Students can meet with a consultant in-person, by phone or via Skype. Students should not worry about having the “right” documentation at the time of the meeting. Any documentation needs can be discussed during the initial conversation. The most up-to-date initial contact procedures can be found at <http://www.sas.ucf.edu>