

Dual Enrollment Articulation Agreement Submission Site

Submitter:

Agreement Effective Date: 8/1/2018

Representing:

State University: University of Central Florida

District(s) the Agreement(s) include

Orange County Schools

Osceola County Schools

Seminole County Schools

Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – Private School

Private School Name

Lake Mary Preparatory School

Leaders Preparatory School

Orangewood Christian School

Veritas Academy

Faith Christian School

(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.

Dual Enrollment Articulation Agreement Submission Site

A. Eligible Courses. A course may be eligible for the Dual Enrollment Program, subject to course and seat availability, 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 (<http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>);
3. fulfills the requirements of an associate or baccalaureate degree; and
4. is approved by the high school principal and University as an acceptable dual enrollment course.

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

C. 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. Dual enrollment students are not regularly admitted students of the University and cannot declare a major with the University. Courses that are not at least three credit hours (either alone or in combination with corresponding lab course) are not eligible for inclusion in the dual enrollment program. Dual enrolled students may not enroll in courses graded pass/fail or satisfactory/unsatisfactory, in courses that are limited to students in the major, in courses that are in limited access programs, in directed independent study courses, in study abroad courses, in graduate level courses, or in courses for which prerequisites have not been met.

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

Initial Eligibility

A. An eligible secondary student is a student who is enrolled in a Florida public secondary school or a Florida nonpublic secondary school, who has been certified by their school official as qualified. A nonpublic secondary school must be in compliance with s. 1002.42, F.S. (annual submission of a database survey) and conduct a secondary curriculum pursuant to s. 1003.4282, F.S. in order for its students to be eligible to participate in a dual enrollment program.

B. No student shall be enrolled in a college credit mathematics or English course on a dual enrollment basis unless the student has demonstrated adequate pre-collegiate preparation on the basic computation and communication skills assessment of the entry level placement test pursuant to s. 1008.30, F.S. and 6A-10.0315, F.A.C. (minimum Redesigned SAT scores [test administered March 2016 and later] of 24 in Reading Test, 25 in Writing and Language Test, and 24 in Math Test; minimum SAT score [test administered January 2016 and earlier] of 440 in Math, and 440 in Critical Reading; or ACT scores of 19 in Reading, 17 in English, and 19 in Math)

C. Additional initial eligibility criteria: Minimum 3.8 high school GPA; SAT or ACT scores of at least: (i) Old SAT (test administered prior to Feb 2016) – 1270 (Critical Reading + Math); or (ii) Redesigned SAT (test administered March 2016 and later) – 1330 (Evidenced-based Reading and Writing + Math); or (iii) ACT – 28 (composite). Meeting minimum criteria does not guarantee admission.

D. Dual enrollment is the enrollment of an eligible secondary student in a postsecondary institution on a part-time basis in courses that are creditable toward a vocational, certificate, an associate, or baccalaureate degree. Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dually enrolled. Students are permitted to enroll in these programs during school hours, after school hours, via distance education, and during the summer term. Dual enrollment on the university campus is for students who are enrolled in any of grades 6 through 12 and wish to dual enroll on a part-time basis while still completing a minimum of one course per semester at the high school.

E. Early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (at least twelve (12) credit hours in the fall or spring semesters in courses that are creditable toward the high school diploma and the associate or baccalaureate degree.

F. Students must submit an application for dual enrollment admission by the University's published deadline.

Continuing Eligibility

G. Continuing Eligibility Criteria: 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. For purposes of this Agreement, students transition from one school year to the next in August of each year. Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through Dual Enrollment. Exceptions to these requirements may be granted on an individual basis if agreed upon in writing and signed by both Parties. Dual Enrollment students are responsible for following UCF's student code of conduct that outlines acceptable and unacceptable academic or behavioral misconduct for UCF students, such behavior includes cheating and plagiarism, etc. The student code of conduct delineates appropriate disciplinary procedures and sanctions in the case of unacceptable behavior. Students may lose the opportunity to participate in the Dual Enrollment program if they are disruptive to the learning process; violate UCF's code of conduct or regulations and/or the private school's Rules; or violate federal, state, or local laws.

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

B. 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. Regarding textbooks, bound textbooks (not e-books) must be purchased.
2. Each student will be responsible for purchasing his/her own instructional materials.

Dual Enrollment Articulation Agreement Submission Site

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.

A. It shall be the responsibility of the high school principal 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.

1. 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

Students from a private high school enrolled in dual enrollment/early admission at UCF shall be exempt from the payment of UCF registration, matriculation, and laboratory fees for courses taken as a dual enrollment/early admission student at UCF. The University will not charge the private school registration, matriculation, and laboratory fees for its students participating in dual enrollment/early admission at UCF.

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.

F. The School shall provide any required services to support a student's IEP consistent with the legal requirements for serving students with special needs in a virtual school.

G. Students with disabilities who wish to explore academic and other accommodations with the University must register with the Student Accessibility Services ("SAS") office, after which time they will be eligible to receive appropriate accommodations. The University's criteria and processes will be used in this regard, without reference to any IEP the student may have with the School. For more information about SAS, visit <http://sas.sdes.ucf.edu/> or search "Student Accessibility Services" in the "Search UCF" box at <https://www.ucf.edu>.