

**AGREEMENTS ON DUAL
ENROLLMENT WITH ORANGE AND
OSCEOLA COUNTIES**

Memorandum of Understanding

This Memorandum of Understanding between **Valencia College (Valencia)** and **Orange County Public Schools (OCPS)** establishes a collaborative partnership in order to increase the college readiness and college transition of OCPS high school graduates.

This partnership will:

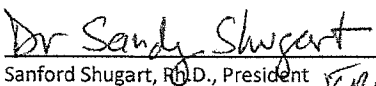
1. Establish a College Readiness and Transition Advisory Council to develop strategies, oversee implementation and evaluate results of the partnership.
2. Develop strategies between OCPS and Valencia to increase college readiness and transition that may include:
 - College and career planning programs to assist students in appraising their interests, aptitudes and abilities and assist them in relevant and realistic educational planning
 - Academic planning programs that align with preparation and transition to college majors
 - Connect students to college preparation and summer enrichment programs.
 - College application and transition process support for students and their families
 - College financial aid programs for students and their families including scholarship opportunities
 - Early identification of at risk students and interventions to improve their success
 - High school counselor professional development and support
 - Create an organized system of postsecondary education informational resources for students, counselors, and teachers on college information, scholarship opportunities and financial aid options
3. Develop a data model to track student progress and outcomes through high school and college.

In order to accomplish the goals of the partnership, Valencia will pay OCPS \$500,000 in 2013-14 based on a mutually approved budget to invest in the strategies to include:

- College and Career Counseling Coordinator positions who will be hired, trained and supervised by OCPS with district level supervision, assignment to appropriate high schools, and liaison with Valencia College staff
- College and career planning programs for students
- College application and transition programs for students and their families
- High School and College faculty and staff programs to improve curriculum alignment
- Data model development and implementation

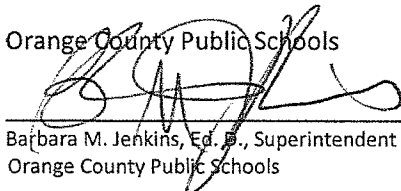
Continuation of this MOU will be contingent on an annual review of program implementation, student outcomes, and available funding, and will be mutually agreed to by both parties.

Valencia College


Sanford Shugart, Ph.D., President
Valencia College

Date

Orange County Public Schools


Barbara M. Jenkins, Ed. D., Superintendent
Orange County Public Schools

Date

Dual Enrollment Articulation Agreement

Between Orange County Public Schools and Valencia College

Effective Term of Agreement= August 1, 2013- July 31, 2014

WHEREAS, The School Board of Orange County, hereinafter referred to as "OCPS", and the District Board of Trustees of Valencia College, hereinafter referred to as "Valencia" desire to implement statute F.S. 1007.271(21), an articulation committee with representation from OCPS and Valencia shall be established. Committee members shall include:

- Deputy Superintendent for Teaching and Learning, OCPS (Co-Chair)
- Vice President for Academic Affairs and Planning, Valencia
- Vice President for Student Affairs, Valencia (Co-Chair)
- Campus President, Valencia West Campus
- Campus President, Valencia East Campus
- Senior Director, Academic and Guidance Services, OCPS
- Senior Director, Advanced Studies
- Senior Administrator, Academic and Guidance Services, OCPS
- Chief Academic Officer, OCPS
- Senior Executive Director for Career and Technical Education, OCPS
- Senior Director of Assessment, OCPS
- Assistant Vice President, College Transitions, Valencia
- Director, Standardized Testing, Valencia
- Assistant Vice President, Career and Workforce Education, Valencia
- Coordinator of Dual Enrollment, Valencia

We review the previous articulation agreement and note any desired changes, additions or deletions. We then create a draft agreement and share it among stakeholders until we finalize the agreement. OCPS Superintendent and Valencia President sign the agreement when it is presented to them. Four copies with original signatures of all parties are obtained. A pdf file is created from a signature copy to share easily as needed. Either party may terminate the agreement at the end of the effective term by indicating that intent in writing at least 60 days in advance.

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

This articulation agreement ratifies existing agreements between OCPS and Valencia including:

- The Orange-Osceola-Valencia Career Pathways Consortium (Appendix A)
- Career Exploration and Planning: OCPS and Valencia shall implement college transition programs with K-12 students that emphasize the need for postsecondary education and the importance of basic skills (reading, writing, mathematics) in order to enter college level courses. Examples of such programs are: Bridges to Success Program, Youth Education Day (February, 2014), College Night (October 17, 2013), other grade specific career planning and college transition workshops.

- Scholarships: Valencia shall offer academic scholarships to graduating high school seniors according to established criteria, Honors Program Scholarships, Bridges to Success Scholarships, and a Distinguished High School Graduate Two Plus Two Scholarship.
- Counselor Staff Development: Annual programs shall be sponsored by Valencia for OCPS middle and high school counselors to provide staff development opportunity and the collaborative development of strategies to support students' postsecondary transition.
- 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 Section 1002.22(3)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004 and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. The violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement. Under determination of such violation, this Agreement may be terminated. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

OCPS and Valencia will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. OCPS shall inform all eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school day and year, a statement of the potential for dual enrollment courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment. This information shall be included annually in each high school's curriculum guide. Dual enrollment students may take any Valencia course that is articulated for high school credit in the Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*. Valencia will coordinate inquiries to Valencia from parents and students with high school guidance staff, and will communicate directly with parents and students about dual enrollment options as appropriate.

3. A delineation of course and programs available to students eligible to participate in dual enrollment.

The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward a career certificate or an associate or baccalaureate degree. Dual enrollment, an articulated acceleration mechanism between OCPS and Valencia, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of an associate's degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students. OCPS will annually review student eligibility and interest in dual enrollment and share that information with Valencia at the Beginning of the next year's planning cycle so that courses can be planned to align with students' educational pathways.

Dual enrollment college credit courses shall be those courses Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*. All high schools shall accept these postsecondary courses toward meeting the requirements of s. 1003.43, F.S. Students who wish to enroll in other Valencia courses for dual enrollment credit (not on the equivalency list) must be reviewed by the high school counselor and the high school course equivalency for the Valencia course must be determined by the high school guidance department prior to enrollment.

All high schools shall accept these postsecondary courses toward meeting the requirements of s. 1003.43, F.S. These courses may include art, music, humanities, communications, mathematics, science, social sciences, foreign languages, theatre/drama, and technical education courses. Physical education and developmental education courses (reading, math, and writing courses that are below college level) are excluded from this Agreement (Appendix B). Course content, requirements, and evaluation components for dual enrollment courses are identical courses to those of academic courses taught on Valencia's campuses.

Dual enrollment technical education courses shall not be offered in a OCPS High School without collaboration and agreement between OCPS and Valencia Career and Technical Education administrators.

A limited number of dual enrollment courses may be made available in OCPS high schools. Preference for course offerings within a high school shall be given to schools whose students have the most difficulty traveling to a Valencia campus for dual enrollment and whose college-going rates as reported by the Florida Department of Education are lowest.

In order for eligible Orange County High School dual enrollment students to fully participate in the Valencia Seneff Honors Colleges, Orange County and Valencia College agree to articulate the following courses:

Service Learning-SLS2940 (one course per credit hour) at Valencia College in Engaged Citizenship through Service Learning One-Florida Department of Education course number 2104350 (0.5 credit high school credit)

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Leadership Development-SLS2261H (three course credit hours) at Valencia College to Leadership Skills Development-Florida Department of Education course number 2400300 (1.0 high school credit.) OCPS and VCC approve that students taking SLS2940 would be in excess of the maximum of 12 credits for a total of 13.

Dual enrollment students from Florida public secondary schools enrolled in dual enrollment college courses are authorized users of the state-funded electronic library resources that are licensed for Florida College System institutions.

Special articulation agreements: Four special agreements have been developed between specific Valencia programs and specific Orange County High schools. The full separate articulation agreements are available upon request.

Valencia's Department of Criminal Justice agrees to reserve seats in selected Criminal Justice courses offered on the Valencia Campus for dual enrollment students in the Boone High School Criminal Justice Program. All of the selected courses will matriculate into the AS Degree in Criminal Justice Technology at Valencia. These courses will be reflected on the high school transcript and credited towards high school graduation as well as on a Valencia transcript and credited towards college completion.

Valencia's Director of Dance agrees to offer two dance classes each academic year for dual enrollment students at Dr. Phillips High School as a part of their Dance Magnet Program. Both of the selected courses will matriculate into the AA Pre-Major in Dance Performance at Valencia. These courses will be reflected on the high school transcript and credited towards high school graduation as well as on a Valencia transcript and credited towards college completion. The courses are variable credit courses and will consist of a minimum of 3 credits each.

Valencia's Department of Engineering Technology has partnered with Wekiva High School and Northrop Grumman Company (a national leader in aerospace and defense technology) to offer a dual enrollment program of study in Electronics Engineering Technology with a specialization in Laser and Photonics. Students will complete a sequence of courses that will lead them to Technical Certificates in Laser and Photonics Technician. All courses also apply to the AS Degree in Electronics Engineering Technology. Northrop Grumman has agreed to provide internship experiences, scholarships to complete the AS degree, and the opportunity to apply for jobs upon graduation from Valencia. Students may be admitted into this program and begin dual enrollment courses in the 9th grade:.

Valencia and Lake Nona High School have created a Collegiate Academy in which selected students participate in an accelerated career pathway towards a bachelors degree in selected majors. Students are admitted to the program in the 9th grade and may take dual enrollment courses in the 10th grade. Valencia faculty and staff work closely with the High School faculty and staff and provide comprehensive student services on site for these students and their families.

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

Students and their parents work directly with their OCPS High School Guidance Department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. Participation requires approval signatures of the High School Counselor and the parent/guardian. Students are required to complete a Valencia Dual Enrollment admissions application, as well as, the registration process and deadlines as outlined in the Valencia College Dual Enrollment web site <http://valenciacollege.edu/dual>

Applications and support documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at <http://valenciacollege.edu/dual>

Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term.

Students register for approved dual enrollment courses through Valencia's Atlas (student portal) registration system or with the assistance of the Valencia Dual Enrollment Office for high school based courses. Students must speak to their High School Counselor before withdrawing from a course as doing so will affect their high school graduation and college transcript. After the published drop/add deadline for each term or part of term, students who withdraw from dual enrollment courses will receive a W grade or the grade assigned by the faculty according to Valencia's course withdrawal policy. First time dual enrollment students shall have one additional week after the published drop/add deadline to withdraw from dual enrollment courses without tuition charge to OCPS.

Dual enrollment students may register for up to 12 college credit hours in the Fall and Spring terms as that is a full time college course load. Continuing dual enrollment students may also register for up to 6 college credits in Summer term at no tuition cost to OCPS. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog <http://valenciacollege.edu/catalog/>

All high school dual enrollment students will be introduced to Valencia's automated advisement system (Atlas <http://atlas.valenciacollege.edu>) and the State of Florida online advisement system (<http://www.flvc.org>) which provide the students with the opportunity to identify educational objectives and develop an educational plan to complete an associate degree and/or a bachelor's degree. Students will be strongly advised to select an educational pathway and only enroll in courses that meet a specific program of study that will complete a degree at Valencia. For the Associate in Arts degree this should include the common pre-requisites and core requirements for a specific bachelors degree. For the Associate of Science degree this includes the courses that meet the specific program of study for the degree.

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Grades for dual enrollment courses will be assigned according to Valencia's grading policies. OCPS cannot change any grade, once assigned by Valencia, when posting it to the student's high school transcript.

OCPS will weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited. (1007.271(16), F.S.)

Students obtain their dual enrollment grades by looking at their Valencia academic transcript in Atlas. <https://atlas.valenciacollege.edu/> Dual enrollment course grades are also listed on the student's high school transcript.

No fees shall be assessed to high school students enrolled in dual enrollment courses. Students and parents will be informed about dual enrollment course procedures as outlined in SBE Rule 6A-14.064 4(c) 1-5 through the Valencia College Dual Enrollment web site <http://valenciacollege.edu/dual>.

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

Students who enroll in college courses through dual enrollment must have completed the 10th grade, and have a 3.0 unweighted grade point average. Students in alternative grade levels and grade point average requirements may be eligible as agreed to with High School Administrators and Valencia College, as specified in this agreement.

Students will be required to complete the PERT/ACT/SAT standardized assessment or approved alternative, and must place into College Level English (ENC 1101) and College Level Math (MAT1033C), and must meet the course pre-requisites for each college course in which they plan to enroll. Required assessment scores are outlined in Appendix C and are listed on the Valencia College Dual Enrollment <http://valenciacollege.edu/dual> and Assessment Services web sites <http://valenciacollege.edu/assessments/PlacementChart.cfm> Combinations of assessment tests may be used to establish dual enrollment eligibility in English and math.

Students may establish eligibility through the approved alternatives assessments as established by the Florida College System (specified in the February 8, 2012 Memorandum from Julie Alexander, Interim Vice Chancellor for Academic and Student Affairs RE: Revision to State Board of Education Rule 6A-10.-315 Florida Administrative Code). This includes a score of 262 or higher on the Grade 10 Florida Comprehensive Test 2.0 (FCAT 2.0) for placement into ENC 1101 (Freshman Composition). All assessment scores must be within two years of initial college enrollment. Previous "FCAT Pilot" scores of FCAT 4 or 5 for ENC1101 placement and FCAT 5

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for MAC1105 (College Algebra) placement are also eligible for dual enrollment eligibility if they are no more than two years old. End of Course exam (EOC) eligible scores will be adopted for college course placement when guidance is received by Valencia from the Florida Department of Education.

Students must maintain good academic standing at Valencia (2.0 grade point average) in order to continue in dual enrollment courses and maintain a high school 3.0 GPA (unweighted). If students fall below these grade point criteria, they may be reinstated following the grading period that their overall unweighted GPA returns to the required minimums.

Students who will graduate prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students enrolled in dual enrollment classes will be subject to the student conduct codes, policies and procedures of both OCPS and Valencia as outlined in the OCPS and Valencia student handbooks. Should a violation be identified as a result of either institution's policies or procedures, OCPS and Valencia will notify each other of behavioral infractions and will respectively resolve the conflict while providing due process for students.

An online dual enrollment course satisfies the high school graduation requirement for students beginning the in the 9th grade in 2011-12 to complete at least one course with the 24 credit required through online learning.

If a dual enrollment student completes the high school diploma under the provisions for early high school graduation in F.S. 1003.4281, the student will be changed to degree seeking student at Valencia and will be required to pay for tuition, fees and instructional materials, as well as apply for financial aid, including the Bright Futures Scholarship Award program under ss. 1009.53-1009.538. The Bright Futures Scholarship Award application must be submitted by August 31 of the student's graduation year.

If a dual enrollment student earns a grade of "W" in two dual enrollment courses, s/he will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extreme extenuating circumstances which must be requested in writing with supporting documentation and submitted through the high school counselor to Valencia's Dual Enrollment Coordinator.

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

Students who complete a three (3), four (4) or five (5) credit course at Valencia College with a grade of C or better will earn at least one-half (1/2) credit in the designated subject towards the high school graduation requirements unless high school credit is otherwise delineated in the Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*.

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

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of college instruction, including those offered on a high school campus. Students and parents should understand that dual enrollment courses are college courses and the amount of work necessary to succeed must be much greater than high school courses. In addition, as college courses, dual enrollment courses contain adult level curriculum, pedagogy, and expectations for student behavior.

Dual enrollment courses become a part of the student's permanent college transcript and are calculated into the student's permanent college grade point average and completion ratios for federal financial aid eligibility purposes.

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

No exceptions will be made to the grade point average requirements.

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

Applications and support documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at <http://valenciacollege.edu/dual>

Students register for approved dual enrollment courses through Valencia's Atlas (student portal) registration system.

Dual enrollment students may register for up to 12 college credit hours each term as that is a full time college course load. New dual enrollment students will only be admitted for the Fall and Spring terms. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog <http://valenciacollege.edu/catalog/>

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

OCPS faculty who teach dual enrollment courses will follow the same professional rules, guidelines and expectations for all Valencia adjunct faculty.

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

Dual enrollment courses are college courses both in content and outcomes. Faculty who teach dual enrollment courses must meet the college teaching credentials established by the Southern

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Association of Colleges and Schools (SACS). Standards of Performance as outlined in F.S. 1007.271 (5)(a) will be followed.

Appropriate OCPS and Valencia staff shall meet and confer to recommend qualified OCPS faculty for dual enrollment classes taught on OCPS campuses. Preference will be given to qualified high school teachers in the selection process. All faculties must meet or exceed the academic and professional preparation requirements for teaching at Valencia. Faculty teaching Valencia general education courses must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree; faculty teaching technical education courses typically has completed a baccalaureate degree with appropriate work experience. Valencia shall appoint all instructors.

If no high school teacher qualifies as an adjunct instructor, Valencia faculty will be used when possible. Valencia will evaluate instruction and monitor student performance in all dual enrollment classes using the same criteria for judging instructional quality as is in effect in all classes offered at the college. Dual enrollment faculty will be provided by the Academic Dean the same course final exam used in comparable Valencia courses.

Valencia will appoint an administrator who shall represent Valencia in all matters pertaining to the operation of dual enrollment classes and shall serve as liaison between OCPS and Valencia. OCPS shall appoint an administrator who shall represent OCPS in all matters pertaining to the operation of the dual enrollment classes and shall serve as liaison between OCPS and Valencia.

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.

Students and their parents work directly with their OCPS High School Guidance Department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. High school counselors verify eligibility based on grade point average and entry-test assessment based on the criteria described in question# 5. Student participation requires approval signatures of the High School Counselor and the parent/guardian as part of the Valencia Dual Enrollment Application.

Students must maintain good academic standing at Valencia (2.0 grade point average) in order to continue in dual enrollment courses and maintain a high school 3.0 GPA (unweighted). High school counselors will work with Valencia Coordinator of Dual Enrollment at the end of each college term to identify students who fall below these standards and to notify the student of course changes if the student is no longer eligible for enrollment in college courses. If students fall below these grade point criteria, they may be reinstated following the grading period that their overall unweighted GPA returns to the required minimums.

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13. The responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the school district.

Valencia will provide each high school with a Valencia transcript containing the course grade for each dual enrollment student at the end of each college term. The letter grade will be posted to the high school transcript and cannot be changed by the high school.

14. A funding provision that delineates the costs incurred by each entity. School districts should share funding to cover instructional and support costs incurred by the postsecondary institution.

Students enrolled in college courses through dual enrollment are exempt from the payment of registration, tuition and laboratory fees, in accordance with F.S. 1007.271 (17).

Senate Bill 1514 has amended 1007.271 so that:

School Districts shall pay the standard tuition rate (\$71.98) per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus to cover instructional and support costs incurred by the postsecondary institution.

When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction.

When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institution's actual costs associated with offering the program.

Accordingly, Valencia will submit an invoice OCPS at the end of each Fall and Spring terms that includes:

- the total number of students participating in dual enrollment courses and total enrolled credit hours past the drop deadline on a Valencia campus [in face-to-face, hybrid, or online formats] times the standard authorized tuition rate \$71.98
- salary for Valencia instructors who taught dual enrollment courses at the high schools, and
- \$25 per duplicated headcount program cost for courses taught on SDOC campuses.

Accompanying the invoice will be a full detailed report on each student enrollment that is designed in collaboration with staff from Valencia and OCPS administrators to include at a minimum:

- the names of students participating in dual enrollment courses that term by high school
- student enrollment and completion status (i.e. fail, pass or withdraw)

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- credit hours earned for each student

Valencia shall select textbooks used in dual enrollment courses. Valencia Bookstore will work with OCPS to develop procedures for providing textbooks to OCPS students enrolled in dual enrollment courses. Payment for required textbooks or electronic access fees to instructional materials (if a required component of the textbook), for classes conducted on the high school campuses or on Valencia's campuses will be through the individual high schools. The textbooks shall be the property of OCPS. Valencia will be the agent responsible for distribution of textbooks to dual enrollment high schools. Inventories of dual enrollment textbooks will be maintained by individual high schools.

Each Valencia course taught on a high school campus in the dual enrollment program must maintain a minimum of fifteen (15) and a maximum of twenty-five (25) students.

The educational entity where the course is being taught will be responsible for the costs for providing the appropriate accommodations for students with documented disabilities.

Both OCPS and Valencia shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules.

If a dual enrollment student completes the high school diploma under the provisions for early high school graduation in F.S. 1003.4281, the student will be changed to degree seeking student at Valencia and will be required to pay for tuition, fees and instructional materials, as well as apply for financial aid, including the Bright Futures Scholarship Award program under ss. 1009.53-1009.538.

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

Students will be responsible for providing their own transportation to and from dual enrollment classes on Valencia's campuses.

16. The final section of this agreement is the execution which includes the appropriate signatures of school district and college representatives.

For Valencia College:

Dr. Sandy Shugart, President

For Orange County Public Schools:


William E. Sublette, Chairman


Barbara M. Jenkins, Superintendent

Appendix A

Promotion of Career/Technical Preparation: The Orange-Osceola-Valencia Career Pathways Consortium shall produce Career Pathways annually. Career Pathways coordinates with Guidance Counselors and Teachers to make presentations to students as part of the guidance program to assist them in developing high school plans of study. The Career Pathways Consortium shall coordinate a tracking system for ongoing written communication with Career Pathways students and their parents to maintain and review student Career Pathways at regular intervals. Technical Center Agreements: Individual articulation agreements between Orange County Technical Centers, Technical Education Center of Osceola (TECO) and Valencia are included in Appendix C located at <http://www.valenciacollege.edu/programs.asp>.

Career Pathways Articulation Agreement
Orange County Public Schools Osceola
District Schools
Valencia College

In a continuing effort for the Orange-Osceola-Valencia Career Pathways Consortium to provide career opportunities for students in Career Pathways programs to transition into postsecondary institutions. Technical Centers in Orange and Osceola Counties and Valencia College agree to extend, vocational credit at the Technical Centers and college credit at Valencia College (Valencia) according to the following requirements.

I. Articulation with Valencia

To articulate technical core courses taken in secondary schools to Valencia, students must meet the following requirements to earn college credit:

1. Pass the specified high school course(s) identified on the Career Pathway within a technical program with a minimum grade of "C", pass the common assessment for the courses required, and meet the specified requirements as a Career Pathway student. If the student does not have a "C" or better in the Career Pathway course(s), he/she is not eligible to take the assessment.
2. Pay the college admission application fee.
3. Meet regular college entrance requirements.

4. The student must enroll and attend Valencia after high school graduation in order to receive the credit earned by the assessment. Valencia will award the credit up to 24 months from the time of high school graduation until the student enters the college.
5. Comply with the appropriate placement and course prerequisite and requirements of the college.
6. The student must be identified as being enrolled in a Career Pathway.

II. Articulation with Technical Centers

To articulate technical core courses taken in secondary schools to Orange County Technical Centers and the Technical Education Center Osceola (TECO), students must meet the following requirements to transfer high school credit toward postsecondary vocational program completion:

1. Achieve an Occupational Completion Point in a Program of Study.
2. Meet technical center entrance requirements.
3. The student must be admitted to the technical center into the articulated program at the technical center for the credit earned in high school is awarded at the postsecondary institution. The postsecondary institution will award the vocational credit up to 24 months from the time of high school graduation until the student enters the postsecondary institution.
4. The student must be identified as being enrolled in a Career Pathway.

Assessment and Course Equivalency:

1. The common assessment for each program area will be developed jointly by high school, technical centers, and Valencia faculty. The assessment may be written, portfolio, performance-based, and Industry Certification, or a combination of all.
2. Faculty and staff on the technical discipline subcommittees will examine and compare the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content.
3. The student must take sequential courses in a Career Pathway.
4. The courses articulated with the high schools will be foundation level technical courses at the postsecondary institution.
5. Career Pathways students will earn college credit in accordance with the provisions of the Statewide Articulations for Approved Industry Certifications.

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Maximum Award of Credit:

This agreement makes it possible for a student to receive the maximum number of college or vocational credits identified in each of the Career Pathways toward an articulated program at Valencia College and/or Orange County Technical Centers and/or Technical Education Center Osceola (TECO).

Terms of Agreement: Revisions to the Career Pathways may be made with the approval of the Orange-Osceola-Valencia Career Pathways Consortium Co-Directors.

Appendix B

Developmental Courses Excluded from Dual Enrollment

REA0007C	Developmental Reading I
REA0017C	Developmental Reading II
ENC0015C	Developmental Writing I
ENC0025C	Developmental Writing II
MAT0018C	Developmental Math I
MAT0022C	Developmental Math Combined
MAT0028C	Developmental Math II

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Appendix C

Valencia Course Placement Scores

Placement	PERT	CPT	SAT	ACT
Dev. Reading 1 REA0007C	50-83	<60	N/A	N/A
Dev. Reading 2 REA0017C	84-103	60-82	N/A	N/A
*Freshman Composition ENC1101	104-150	83 or >	480 or >	20 or >

Placement	PERT	CPT	SAT	ACT
Dev. Writing 1 ENC0015C	50-89	<54	N/A	N/A
Dev. Writing 2 ENC0025C	90-98	54-82	N/A	N/A
*Freshman Composition ENC1101	99-150	83 or >	480 or >	17 or >

• Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.

Math Placement Scores				
Placement	PERT	CPT	SAT	ACT
Pre-Algebra <u>MAT 0018C</u>	50-95	<42	N/A	N/A
	CPTM testing required			
Beginning Algebra <u>MAT 0028C</u>	96-112	42-71	N/A	N/A
Intermediate Algebra <u>MAT 1033C</u>	113-122	72-89	440-499	19 or 20
College level Math	123-150	90 or >	500 or >	21 or >
Optional CPTI testing				

College Level Math Courses	
MAC 1105: College Algebra	
MGF 1106: College Math	
MGF 1107: Math for Liberal Arts	
MTG 2204: Informal Geometry	

CTPM Placement	
71 or less	MAT 0018C: Pre-Algebra and Lab
72 or more	MAT 0022C: Preparatory Math Intensive and lab

64 or less	MAC 1105: College Algebra MGF 1106: College Math MGF 1107: Math for Liberal Arts MTG 2204: Informal Geometry
65 or more	MAC 1114: College Trigonometry MAC 1140: Pre-Calculus Algebra MAC 2233: Calculus for Business and Social Science MAE 2801: Elementary School Math MAT 2930: Selected Topics in Math MHF 2300: Logic and Proof in Math STA 2023: Statistical Methods
77 or more	MAC 1147: Pre-Calculus
89 or more	MAC 2311: Calculus with Analytical Geometry

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**Dual Enrollment Articulation Agreement
Between School Board of Osceola County and Valencia College
Effective Term of Agreement = August 1, 2013 – July 31, 2014**

THIS DUAL ENROLLMENT ARTICULATION AGREEMENT is entered into this 30th day of July, 2013 (the "Agreement"), by the School Board of Osceola County, Florida (hereinafter referred to as "SDOC") and the District Board of Trustees of Valencia College (hereinafter referred to as "Valencia").

WHEREAS, SDOC and Valencia desire to enter into an Articulation Agreement pursuant to Section. 1007.271(21), *Florida Statutes*; and

WHEREAS, SDOC and Valencia desire to work cooperatively in order to expand dual enrollment opportunities to SDOC students; and

WHEREAS, an articulation committee comprised of representatives from SDOC and Valencia has been established with the following individuals in order to effectively implement this Agreement:

- Assistant Superintendent for Secondary Curriculum and Instruction, SDOC (Co-Chair)
- Campus President, Valencia Osceola Campus
- Vice President for Student Affairs, Valencia (Co-Chair)
- Vice President for Academic Affairs and Planning, Valencia
- Chief Business & Finance Officer, SDOC
- Director of Career and Technical Education, SDOC
- Coordinator of Guidance Services, SDOC
- Assistant Vice President, College Transitions, Valencia
- Director, Standardized Testing, Valencia
- Assistant Vice President, Workforce Development, Valencia
- Coordinator of Dual Enrollment, Valencia
- Dean of Learning Support, Valencia Osceola Campus

NOW THEREFORE, for and in consideration of the mutual covenants, promises, terms and conditions contained herein, the parties agree as follows.

1. General Terms and Conditions.

- a. A ratification or modification of all existing articulation agreements. This Agreement ratifies existing agreements between SDOC and Valencia including:
 - The Orange-Osceola-Valencia Career Pathways Consortium a copy of which is attached hereto and incorporated herein as "Appendix A."
 - Career Exploration and Planning: SDOC and Valencia shall implement college transition programs for K-12 students that emphasize the need for postsecondary education and the importance of basic skills (reading, writing, mathematics) in order to enter college level courses. Examples of such programs are: Bridges to Success Program, Youth Education Day (February, 2014), College Night (October 15, 2013), other grade specific career planning and college transition workshops.

- Scholarships: Valencia shall offer academic scholarships to graduating high school seniors according to established criteria, Honors Program Scholarships, Bridges to Success Scholarships, and a Distinguished High School Graduate Two Plus Two Scholarship.
 - Counselor Staff Development: Valencia shall sponsor programs twice annually, prior to the commencement of each school semester, for SDOC middle and high school counselors to provide staff development opportunities and the collaborative development of strategies to support students' postsecondary transition.
 - 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 Section 1002.22(2)(d), Florida Statutes, and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, Florida Statutes, and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.
- b. This Agreement is subject to all pertinent state and federal laws and regulations of the Department of Education, State of Florida, Title VI and VII of the Civil Rights Act of 1964, Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Individuals with Disabilities Education Act of 2004 and all regulations, rules, and guidelines promulgated thereunder. The parties expressly agree to maintain records in compliance with the Florida Public Records Act subject only to the privacy rights guaranteed by applicable state and federal laws and regulations. A violation of any federal or state law or regulation in the conduct of this Agreement may constitute a breach of this Agreement, and the non-breaching party may then terminate this Agreement, subject to the requirements of law with regard to dual enrollment programs. It is expressly understood by both parties that neither party has authority or control over the other party's employees, officers, or agents.
- c. Each party agrees to indemnify and hold harmless the other party, its officers, agents and employees from and against any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees at the trial, appellate, and administrative level, arising directly or indirectly, in whole or in part, from any negligent act or omission on the party's own part and that of its officers, agents and employees, or arising from any good or service furnished by the party, subject to the limits of liability set forth in section 768.28, Florida Statutes. Neither party agrees to indemnify and hold harmless the other party for any negligent acts or omissions of the other party, its officers, agents and employees.
- d. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable. Without limitation, nothing herein modifies the rights of the parties and the limits of liability in Section 768.28, Florida Statutes.
- e. No third party beneficiaries. There are no third party beneficiaries created or entitled by this Agreement, and only the specific parties hereto shall have any rights or standing to enforce this Agreement or any provision hereof.
- f. Background Check. Pursuant to sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, Valencia agrees to comply with the applicable fingerprinting and background screening requirements of, and meet the standards established by, the aforementioned statutes. This background screening must be completed in advance of

Valencia or its personnel providing any dual enrollment instructional services to SDOC under this Agreement. Valencia shall bear the cost of acquiring the background screening required by section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Valencia and its personnel. The parties agree that the failure of Valencia to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SDOC to terminate immediately with no further responsibilities or duties to perform under this Agreement, except as may be required by law. Valencia agrees to indemnify and hold harmless SDOC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from the negligent acts or omissions of Valencia, or its officers, agents and employees in failing to comply with the requirements of this section or with applicable sections 1012.32, 1012.465, 1012.467, and 1012.468, Florida Statutes, to the extent of, and subject to, the limits of liability set forth in section 768.28, Florida Statutes. Nothing in this provision is intended to be, nor shall be construed as, an agreement on Valencia's part to indemnify and hold harmless SDOC for any claims, damages, or liabilities arising from or out of any acts or omissions of third-parties.

- g. Conduct While On School Property. Valencia acknowledges that its agents, employees and representatives who are on SDOC school property pursuant to this Agreement or otherwise at the direction of Valencia, must behave in an appropriate manner while on the premises of any school facility and shall at all times conduct themselves in a manner consistent with SDOC policies and subject to the discretion of the site administrator or SDOC. It will be considered a breach of this Agreement for any agent, employee, or representative of Valencia to behave in a manner which is inconsistent with good conduct or decorum, or to behave in any manner which will disrupt the educational program or constitute any level of threat to safety, health, and well-being of any student or employee of SDOC. Valencia agrees to immediately remove any agent, employee, or representative if directed to do so by the site administrator, its designee, or SDOC.
 - h. Non-Discrimination. The parties shall not discriminate against any employee or participant in the performance of the duties, responsibilities and obligations under this Agreement because of race, color, religion, gender, age, marital status, disability, political or religious beliefs, sexual orientation, genetic information, or national or ethnic origin.
- 2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.**

SDOC and Valencia will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. SDOC shall inform all eligible secondary students and their parents of dual enrollment as an educational option and mechanism for acceleration, including eligibility criteria, the option for taking dual enrollment courses beyond the regular school day and year, a statement of the potential for dual enrollment courses to articulate as an elective or a general education course in a postsecondary degree or certificate program, and the process by which students and parents exercise their option to participate in dual enrollment. This information shall be included annually in each high school's curriculum guide. Dual enrollment students may take any Valencia course that is articulated for high school credit in the Statewide Articulation Coordinating Committee *Dual*

Enrollment Course Equivalency List. Valencia will coordinate inquiries to Valencia from parents and students with high school guidance staff, and will communicate directly with parents and students about dual enrollment options as appropriate.

3. A delineation of course and programs available to students eligible to participate in dual enrollment.

The dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward a career certificate or an associate or baccalaureate degree. Dual enrollment, an articulated acceleration mechanism between SDOC and Valencia, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of an associate's degree, broaden the scope of curricular options available to students, and increase the depth of study available for a particular subject by offering co-sponsored college credit courses to eligible high school students. SDOC will annually review student eligibility and interest in dual enrollment and share that information with Valencia at the beginning of the next year's planning cycle so that courses can be planned to align with students' educational pathways.

Dual enrollment college credit courses shall be those courses in the Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*. All high schools shall accept these postsecondary courses toward meeting the requirements of section 1003.43, Florida Statutes. Students who wish to enroll in other Valencia courses for dual enrollment credit (not on the state list) must obtain approval from the Department of the Assistant Superintendent of Schools, and the high school course equivalency for the Valencia course must be determined by the Department of the Assistant Superintendent of Schools prior to enrollment.

All high schools shall accept these postsecondary courses toward meeting the requirements of section 1003.43, Florida Statutes. These courses may include art, music, humanities, communications, mathematics, science, social sciences, foreign languages, theatre/drama, and technical education courses. Physical education and developmental education courses (reading, math, and writing courses that are below college level) are excluded from this Agreement (Appendix B). Course content, requirements, and evaluation components for dual enrollment courses are identical courses to those of academic courses taught on Valencia's campuses.

Dual enrollment technical education courses shall not be offered in a SDOC high school without collaboration and agreement between SDOC and Valencia Career and Technical Education administrators.

In general, preference shall be given to dual enrollment opportunities offered at a Valencia campus. However, some dual enrollment courses will be made available in SDOC high schools in order to introduce college level courses and increase students' college going aspirations.

In order for eligible Osceola County high school dual enrollment students to fully participate in the Valencia Seneff Honors College, SDOC and Valencia agree to articulate the following courses:

Service Learning- SLS 2940 (one course credit hour) at Valencia College to Engaged Citizenship through Service Learning One- Florida Department of Education course number 2104350 (0.5 credit high school credit).

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Leadership Development- Honors- SLS2261H (three course credit hours) at Valencia College to *Leadership Skills Development*- Florida Department of Education course number 2400300 (1.0 high school credit).

Dual enrollment students from Florida public secondary schools enrolled in dual enrollment college courses are authorized users of the state-funded electronic library resources that are licensed for Florida College System institutions.

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

Students and their parents work directly with their SDOC high school Guidance Department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. Participation requires approval signatures of the High School Counselor and the parent/guardian and final written approval by the SDOC Superintendent and/or her designee. Students are required to complete a Valencia Dual Enrollment admissions application, as well as the registration process based on the deadlines outlined in the Valencia College Dual Enrollment web site <http://valenciacollege.edu/dual>

Applications and supporting documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at <http://valenciacollege.edu/dual>

Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours and after school hours.

Students register for approved dual enrollment courses through Valencia's Atlas (student portal) registration system or with the assistance of the Valencia Dual Enrollment Office for high school based courses. Students must speak to their High School Counselor before withdrawing from a course as doing so will affect their high school graduation and college transcript. After the published drop/add deadline for each term or part of term, students who withdraw from dual enrollment courses will receive a "W" grade or the grade assigned by the faculty according to Valencia's course withdrawal policy. First time dual enrollment students shall have one additional week after the published drop/add deadline to withdraw from dual enrollment courses without charge to SDOC.

Dual enrollment students may register for up to 12 college credit hours in the Fall and Spring terms as that is a full-time college course load. Dual enrollment students may also register for up to 6 college credit hours in the Summer term at no tuition cost to SDOC. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog <http://valenciacollege.edu/catalog/>

All high school dual enrollment students will be introduced to Valencia's automated advisement system (Atlas) and the State of Florida online advisement system (http://www.flvc.org/flvc/portal/Home_Page/), which provide the students with the opportunity to identify educational objectives and develop an educational plan to complete an associate degree and/or a bachelor's degree. Students will be strongly advised to select an educational pathway and only enroll in courses that meet a specific program of study that will complete a degree at

Valencia. For the Associate in Arts degree this should include the common pre-requisites and core requirements for a specific bachelor's degree. For the Associate of Science degree this includes the courses that meet the specific program of study for the degree.

Grades for dual enrollment courses will be assigned according to Valencia's grading policies. SDOC cannot change any grade, once assigned by Valencia, when posting it to the student's high school transcript.

SDOC will weight dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems that discriminate against dual enrollment courses are prohibited. (Section 1007.271(18), Florida Statutes)

Students obtain their dual enrollment grades by looking at their Valencia academic transcript in Atlas. <https://atlas.valenciacollege.edu/> Dual enrollment course grades are also listed on the student's high school transcript.

No fees shall be assessed to high school students enrolled in dual enrollment courses. Students and parents will be informed about dual enrollment course procedures as outlined in State Board of Education Rule 6A-14.064 4(c) 1-5 through the Valencia College Dual Enrollment web site <http://valenciacollege.edu/dual>

5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

Students who enroll in college courses through dual enrollment must have completed the 10th grade, and have a 3.0 unweighted grade point average ("GPA").

Students will be required to complete the PERT/ACT/SAT standardized assessment or approved alternative, and must place into College Level English (ENC 1101) and College Level Math (MAT1033C), and must meet the course pre-requisites for each college course in which they plan to enroll. Required assessment scores are outlined in Appendix C and are listed on the Valencia College Dual Enrollment <http://valenciacollege.edu/dual> and Assessment Services web sites <http://valenciacollege.edu/assessments/PlacementChart.cfm> Combinations of assessment tests may be used to establish dual enrollment eligibility in English and math.

Students may establish eligibility through the approved alternatives assessments as established by the Florida College System. (Most recently as specified in the February 8, 2012 Memorandum from Julie Alexander, Vice Chancellor for Academic and Student Affairs RE: Revision to State Board of Education Rule 6A-10.-315 Florida Administrative Code) This includes a score of 262 or higher on the Grade 10 Florida Comprehensive Assessment Test 2.0 (FCAT 2.0) for placement into ENC 1101 (Freshman Composition). All assessment scores must be within two years of initial college enrollment. Previous "FCAT Pilot" scores of FCAT 4 or 5 for ENC1101 placement and FCAT 5 for MAC1105 (College Algebra) placement are also eligible for dual enrollment eligibility if they are no more than two years old. End of Course exam (EOC) eligible scores will be adopted for college course placement when guidance for college course placement is received by Valencia from the Florida Department of Education.

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Students must maintain good academic standing at Valencia (2.0 GPA) in order to continue in dual enrollment courses and maintain a high school 3.0 GPA (unweighted). High school counselors will work with Valencia Coordinator of Dual Enrollment at the end of each college term to identify students who fall below these standards and to notify the student of course changes if the student is no longer eligible for enrollment in college courses. If students fall below these grade point criteria, they may be reinstated following the grading period that their overall unweighted GPA returns to the required minimums. However, if students fall below these criteria in two (2) academic terms, they will no longer be eligible to participate in dual enrollment courses.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students enrolled in dual enrollment classes will be subject to the student conduct codes, policies and procedures of both SDOC and Valencia as outlined in the SDOC and Valencia student handbooks. Should either institution's policies, procedures or penalties conflict with the other, then SDOC and Valencia will apply its respective policy, procedure or penalty, as it deems appropriate. SDOC and Valencia will notify each other of any behavioral infractions and/or violations of their respective student conduct codes, policies and procedures, and will work cooperatively to ensure resolution of any infractions and violations while providing due process to the students.

An online dual enrollment course satisfies the high school graduation requirement for students beginning in the 9th grade in 2011-12 to complete at least one course with the 24 credit required through online learning.

If a dual enrollment student completes the high school diploma under the provisions for early high school graduation in section 1003.4281, Florida Statutes, the student will be changed to degree seeking student at Valencia and will be required to pay for tuition, fees and instructional materials, and may apply for financial aid, including the Bright Futures Scholarship Award program under ss. 1009.53-1009.538. The Bright Futures Scholarship Award application must be submitted by August 31 of the student's graduation year.

If a dual enrollment student earns a grade of "W" in two dual enrollment courses, s/he will no longer be eligible to participate in dual enrollment courses. Exceptions may be granted in cases of extreme extenuating circumstances which must be requested in writing with supporting documentation and submitted through the high school counselor to Valencia's Dual Enrollment Coordinator.

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

Students who complete a three (3), four (4) or five (5) credit course at Valencia College with a grade of C or better will earn at least one-half ($\frac{1}{2}$) credit in the designated subject towards the high school graduation requirements unless high school credit is otherwise delineated in the Statewide Articulation Coordinating Committee *Dual Enrollment Course Equivalency List*.

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

Dual enrollment courses, including those offered on a high school campus, meet the curricular expectations and are at the same depth and rigor of college instruction. Students and parents should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than high school courses. In addition, as college courses, dual enrollment courses contain adult level curriculum, pedagogy, and expectations for student behavior. Dual enrollment courses become a part of the student's permanent college transcript and are calculated into the student's permanent college grade point average and completion ratios for federal financial aid eligibility purposes.

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

No exceptions will be made to the grade point average requirements on an individual basis.

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

Applications and support documentation must be submitted to Valencia College. Procedures and deadlines are specified in the Dual Enrollment Application which is available online at <http://valenciacollege.edu/dual>

Students register for approved dual enrollment courses through Valencia's Atlas (student portal) registration system.

Dual enrollment students may register for up to 12 college credit hours in the Fall and Spring terms and up to 6 college credit hours in the Summer term at no tuition cost to SDOC. New dual enrollment students will only be admitted for the Fall and Spring terms. All Valencia academic policies apply to dual enrollment students and are described in the Valencia college catalog <http://valenciacollege.edu/catalog/>

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

Valencia faculty who teach dual enrollment courses, either on Valencia campuses or at SDOC high schools, will follow the same professional rules, guidelines and expectations for all Valencia faculty or adjunct faculty, as applicable. SDOC faculty who teach dual enrollment courses, either on Valencia campuses or at SDOC high schools, will follow the same professional rules, guidelines and expectations for all Valencia adjunct faculty.

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

Dual enrollment courses are college courses both in content and outcomes. Faculty who teach dual enrollment courses must meet the college teaching credentials established by the Southern Association of Colleges and Schools (SACS). Standards of Performance as outlined in section 1007.271 (5)(a), Florida Statutes, will be followed.

Appropriate SDOC and Valencia staff shall meet and confer to recommend qualified faculty for dual enrollment classes taught on SDOC campuses. Both parties shall seek to identify SDOC faculty who can teach dual enrollment classes on SDOC campuses in order to expand dual enrollment opportunities at SDOC high schools. All faculty members must meet or exceed the academic and professional preparation requirements for teaching at Valencia. Faculty teaching general education courses must have completed at least eighteen (18) graduate semester hours in the teaching discipline and hold at least a master's degree; faculty teaching technical education courses typically has completed a baccalaureate degree with appropriate work experience. Valencia shall appoint all instructors. High school faculty who teach dual enrollment course(s) in the high school are expected to also teach the same college course(s) on a Valencia college campus within the previous year or concurrently.

If no high school teacher qualifies as an adjunct instructor, Valencia faculty will be used when possible. Valencia will evaluate instruction and monitor student performance in all dual enrollment classes using the same criteria for judging instructional quality as is in effect in all classes offered at the college. Dual enrollment faculty will be provided by the Academic Dean the same course final exam used in comparable Valencia courses.

Valencia will appoint an administrator who shall represent Valencia in all matters pertaining to the operation of dual enrollment classes and shall serve as liaison between SDOC and Valencia. SDOC shall appoint an administrator who shall represent SDOC in all matters pertaining to the operation of the dual enrollment classes and shall serve as liaison between SDOC and Valencia.

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.

Students and their parents work directly with their SDOC high school Guidance Department to determine eligibility for dual enrollment and options for participation on the high school campus or on a Valencia campus. High school counselors verify eligibility based on grade point average and entry-test assessment based on the criteria described in section # 5 above. Student participation requires approval signatures of the High School Counselor and the parent/guardian as part of the Valencia Dual Enrollment Application.

13. The responsibilities of the Florida College System institution regarding the transmission of student grades in dual enrollment courses to the school district.

Valencia will provide each high school with a Valencia transcript containing the course grade for each dual enrollment student at the end of each college term. The letter grade will be posted to the high school transcript and cannot be changed by the high school.

14. A funding provision that delineates the costs incurred by each entity. School districts should share funding to cover instructional and support costs incurred by the postsecondary institution.

Students enrolled in college courses through dual enrollment are exempt from the payment of registration, tuition and laboratory fees, in accordance with section 1007.271 (16), Florida Statutes.

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2013 Senate Bill 1514 has amended 1007.271 so that:

School Districts shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to the institution providing instruction when such instruction takes place on the postsecondary campus [either in face-to-face, hybrid, or online formats] to cover instructional and support costs incurred by the postsecondary institution.

When dual enrollment is provided on the high school site by postsecondary institution faculty, the school district shall reimburse the costs associated with the proportion of salary and benefits and other actual costs of the postsecondary institution to provide the instruction.

When dual enrollment is provided on the high school site by school district faculty, the school district shall be responsible only for the postsecondary institution's actual costs associated with offering the program.

Accordingly, Valencia will submit an invoice to SDOC at the end of each Fall and Spring term (SDOC students may attend Summer terms at no tuition cost to SDOC) that includes:

- the total number of students participating in dual enrollment courses and total enrolled credit hours past the drop deadline on a Valencia campus [in face-to-face, hybrid, or online formats] times the standard authorized tuition rate \$71.98
- salary for Valencia instructors who taught dual enrollment courses at the high schools, and
- \$25 per duplicated headcount program cost for courses taught on SDOC campuses.

Accompanying the invoice will be a full detailed report on each student enrollment that is designed in collaboration with staff from Valencia and the SDOC Department of the Assistant Superintendent to include at a minimum:

- the names of students participating in dual enrollment courses that term by high school
- student enrollment and completion status (i.e. fail, pass or withdraw)
- credit hours earned for each student

SDOC will have no obligation to pay tuition for Summer terms.

Valencia shall select textbooks used in dual enrollment courses. Payment for required textbooks or electronic access fees to instructional materials (if a required component of the textbook), for classes conducted on the high school campuses or on Valencia's campuses will be through the SDOC. The textbooks shall be the property of SDOC. Valencia will be the agent responsible for distribution of textbooks to the SDOC. Inventories of dual enrollment textbooks will be maintained by the SDOC.

Each Valencia course taught on an SDOC high school campus in the dual enrollment program must have enrolled a minimum of fifteen (15) students prior to the beginning of the term, and a maximum of twenty-five (25) students.

The parties will comply with all respectively applicable state and federal laws, rules, and regulations concerning accommodations for students with documented disabilities. The educational entity where the course is being taught will be responsible for the costs of providing the appropriate

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accommodations for students with documented disabilities. In the event that SDOC has provided a student with an accommodation that is transportable, then SDOC will ensure that the accommodation follows the student to Valencia while the student is participating in dual enrollment courses on Valencia's campuses. Such accommodations will follow the student and will remain the property of SDOC.

Both SDOC and Valencia shall be eligible for Full-Time Equivalency (FTE) funding in accordance with Florida law and rules. The cost per student for dual enrollment courses shall be subject to the Full-Time Equivalency (FTE) student membership value in accordance with Section 1011.61(4), Florida Statutes.

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

Students will be responsible for providing their own transportation to and from dual enrollment classes on Valencia's campuses.

16. The final section of this agreement is the execution which includes the appropriate signatures of school district and college representatives.


For Valencia College:


Dr. Sandy Shugart, President

For The School Board of Osceola County:


Jay Wheeler, Chairman

Attest:


Melba Luciano, Superintendent

Appendix A

Promotion of Career/Technical Preparation: The Orange-Osceola-Valencia Career Pathways Consortium shall produce Career Pathways annually. Career Pathways coordinates with Guidance Counselors and Teachers to make presentations to students as part of the guidance program to assist them in developing high school plans of study. The Career Pathways Consortium shall coordinate a tracking system for ongoing written communication with Career Pathways students and their parents to maintain and review student Career Pathways at regular intervals. Technical Center Agreements: Individual articulation agreements between Orange County Technical Centers, Technical Education Center of Osceola ("TECO") and Valencia are included in Appendix C located at <http://www.valenciacollege.edu/programs.asp>.

Career Pathways Articulation Agreement
Orange County Public Schools
Osceola District Schools
Valencia College

In a continuing effort for the Orange-Osceola-Valencia Career Pathways Consortium to provide career opportunities for students in Career Pathways programs to transition into postsecondary institutions. Technical Centers in Orange and Osceola Counties and Valencia College agree to extend vocational credit at the Technical Centers and college credit at Valencia College (Valencia) according to the following requirements.

I. Articulation with Valencia

To articulate technical core courses taken in secondary schools to Valencia, students must meet the following requirements to earn college credit:

1. Pass the specified high school course(s) identified on the Career Pathway within a technical program with a minimum grade of "C", pass the common assessment for the courses required, and meet the specified requirements as a Career Pathway student. If the student does not have a "C" or better in the Career Pathway course(s), he/she is not eligible to take the assessment.
2. Pay the college admission application fee.
3. Meet regular college entrance requirements.
4. Enroll in and attend Valencia after high school graduation in order to receive the credit earned by the assessment. Valencia will award the credit up to 24 months from the time of high school graduation until the student enters the college.
5. Comply with the appropriate placement and course prerequisite and requirements of the college.
6. Be identified as being enrolled in a Career Pathway program.

II. Articulation with Technical Centers

To articulate technical core courses taken in secondary schools to Orange County Technical Centers and the TECO, students must meet the following requirements to transfer high school credit toward postsecondary vocational program completion:

1. Achieve an Occupational Completion Point in a Program of Study.
2. Meet technical center entrance requirements.
3. Be admitted into the articulated program at the technical center for the credit earned in high school to be awarded at the postsecondary institution. The postsecondary institution will award the vocational credit up to 24 months from the time of high school graduation until the student enters the postsecondary institution.
4. Be identified as being enrolled in a Career Pathway program.

Assessment and Course Equivalency:

1. The common assessment for each program area will be developed jointly by high school, technical centers, and Valencia faculty. The assessment may be written, portfolio, performance-based, and Industry Certification, or a combination of all.
2. Faculty and staff on the technical discipline subcommittees will examine and compare the competencies within the technical courses to be articulated from the high school curriculum to the postsecondary institutions to determine the equivalency of the content.
3. The student must take sequential courses in a Career Pathway program.
4. The courses articulated with the high schools will be foundation level technical courses at the postsecondary institution.
5. Career Pathways students will earn college credit in accordance with the provisions of the Statewide Articulations for Approved Industry Certifications.

Maximum Award of Credit:

This agreement makes it possible for a student to receive the maximum number of college or vocational credits identified in each of the Career Pathways toward an articulated program at Valencia College and/or Orange County Technical Centers and/or TECO.

Terms of Agreement: Revisions to the Career Pathways may be made with the approval of the Orange-Osceola-Valencia Career Pathways Consortium Co-Directors.

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Appendix B

Developmental Courses Excluded from Dual Enrollment

REA 0007C	Developmental Reading I
REA0017C	Developmental Reading II
ENC0015C	Developmental Writing I
ENC0025C	Developmental Writing II
MAT0018C	Developmental Math I
MAT0022C	Developmental Math Combined
MAT0028C	Developmental Math II

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Appendix C

Valencia Course Placement Scores

Reading Placement Scores				
Placement	PERT	CPT	SAT	ACT
Dev. Reading 1 <u>REA 0007C</u>	50-83	<60	N/A	N/A
Dev. Reading 2 <u>REA 0017C</u>	84-103	60-82	N/A	N/A
*Freshman Composition <u>ENC 1101</u>	104-150	83 or >	480 or >	20 or >

Writing Placement Scores				
Placement	PERT	CPT	SAT	ACT
Dev. Writing 1 <u>ENC 0015C</u>	50-89	<54	N/A	N/A
Dev. Writing 2 <u>ENC 0025C</u>	90-98	54-82	N/A	N/A
*Freshman Composition <u>ENC 1101</u>	99-150	83 or >	480 or >	17 or >

*Enrollment in ENC 1101 Freshman Composition I (the first college-level English course) requires college-level placement in both English and reading.

Math Placement Scores				
Placement	PERT	CPT	SAT	ACT
Pre-Algebra <u>MAT 0018C</u>	50-95	<42	N/A	N/A
	CPTM testing required			
Beginning Algebra <u>MAT 0028C</u>	96-112	42-71	N/A	N/A
Intermediate Algebra <u>MAT 1033C</u>	113-122	72-89	440-499	19 or 20
College Level Math	123-150	90 or >	500 or >	21 or >
Optional CPTI testing				

College Level Math Courses	
MAC 1105: College Algebra	
MGF 1106: College Math	
MGF 1107: Math for Liberal Arts	
MTG 2204: Informal Geometry	

CTPM Placement	
71 or less	MAT 0018C: Pre-Algebra and Lab
72 or more	MAT 0022C: Preparatory Math Intensive and lab

CTPI Placement	
64 or less	MAC 1105: College Algebra MGF 1106: College Math MGF 1107: Math for Liberal Arts MTG 2204: Informal Geometry
65 or more	MAC 1114: College Trigonometry MAC 1140: Pre-Calculus Algebra MAC 2233: Calculus for Business and Social Science MAE 2801: Elementary School Math MAT 2930: Selected Topics in Math MHF 2300: Logic and Proof in Math STA 2023: Statistical Methods
77 or more	MAC 1147: Pre-Calculus
89 or more	MAC 2311: Calculus with Analytical Geometry