

**2023-2024 Early College Program Agreement Between  
Monroe County School District and The College of the Florida Keys**

**WHEREAS**, Florida Statutes (F.S.) 1007.273, specifies the development of early college program(s) agreements between the School Board of Monroe County, Florida and the District Board of Trustees of The College of the Florida Keys for the purpose of providing a primary framework within which all future inter-institutional objectives and activities shall be described, and

**WHEREAS**, the School Board of Monroe County, Florida hereinafter referred to as “MCSD”, and the District Board of Trustees of The College of the Florida Keys, hereinafter referred to as “CFK” desire to implement the above statute, an articulation committee with representation from MCSD and CFK shall be established. A committee shall be formed by MCSD and CFK and shall consist of at least one member appointed by the Superintendent of MCSD and one member appointed by the President of CFK. The committee will vet the agreement with pertinent members of each institution and recommend the agreement to each Board.

For the 2023-2024 Early College Program agreement, the articulation committee consisted of the Executive Director of Teaching and Learning (MCSD) and the Vice President of Academic Affairs (CFK). Each member of the committee worked with internal constituents of their institution to come up with proposed modifications to the agreement. The committee negotiated and drafted the Early College Program Agreement. The Early College Program Agreement shall be reviewed and approved by the MCSD Superintendent, the CFK President and the respective Boards.

The term of this agreement shall commence August 1, 2023, and end July 31, 2024. This agreement shall continue for annual terms beginning August 1, 2023 unless terminated as hereinafter provided.

- A. MCSD and CFK shall review jointly this Agreement and performances of parties hereunder each year in order to assure both parties that it continues to serve their mutual interest.
- B. Either party shall have the right to terminate this Agreement by delivery of written notice to the other party not less than ninety (90) days prior to the effective date of said termination.

**NOW, THEREFORE**, MCSD and CFK for the consideration hereinafter described, agree as follows:

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

The signing of this agreement shall attest to the ratification of the Early College Program Agreement between MCSD and CFK.

**2. A description of the process by which students and their parents are informed about opportunities for student participation in the Early College Program.**

CFK and MCSD will engage in a joint public relations campaign. Each year, prior to the beginning of the joint Early College Program publicity campaign, MCSD administration will ascertain that principals and school counselors understand that facilitating the Early College Program participation is a priority of the District and CFK; CFK shall do likewise with its faculty and staff. In addition, MCSD will host school curriculum nights which present Early College Program opportunities. Curriculum Guides will be distributed by MCSD which will outline Early College Program offerings. Information from these sessions will be shared with CFK.

CFK representatives will meet with each high school principal or designee to determine dates of school events at which the Early College Program can be promoted. At the events agreed upon by both parties, CFK representatives will notify students and parents of the option to participate and the student guidelines for the application process. The school principal or school counselors may ask CFK staff to be available to speak to 11<sup>th</sup> grade students regarding Early College Program opportunities. Included in the orientation will be a discussion of the purpose of the Early College Program, types of college degrees, career planning, and the implications of establishing a college transcript while still in high school. As freshman, students will be informed of eligibility criteria and options for participating in the Early College Program.

### **3. A delineation of courses and programs available to students eligible to participate in the Early College Program.**

The Early College Program is the enrollment of an eligible secondary student in post-secondary courses creditable toward high school completion, a career certificate, or an associate degree. The Early College Program, an articulated acceleration mechanism between MCSD and CFK, shall serve to shorten the time necessary for students to complete the requirements associated with the conference of a 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 as provided in the dual enrollment agreement. Students enrolled are exempt from the payment of registration, tuition, and laboratory fees.

The Early College Program is a form of Dual Enrollment permitting high school students to enroll in college courses on a full-time basis at CFK's main campus or one of its centers. Early College Program students must be enrolled in their local high school and obtain advance approval from their high school principal to participate in the program ensuring that their college credits apply toward high school graduation. Participation in the Early College Program shall be limited to students in grades 11 and 12. A student must enroll full-time, with at least 12 college credit hours, each semester to participate in the Early College Program.

CFK and MCSD do hereby agree with each other as follows:

**Course Offerings** – The Early College Program course offerings will be determined annually by the Articulation Committee. The program will only include college-level credit courses and will be in accordance with the dual enrollment agreement.

Approval to enroll in a dual enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for the Early College Program.

Appendix A provides detailed information regarding the Early College Program courses for academic year 2023-24.

**4. A description of the process by which students and their parents exercise options to participate in the Early College Program.**

Students and parents who wish to exercise their option to participate in the Early College Program must follow the enrollment process below. Early College Program students may sign up for courses during the same time frame as traditional students.

- A. Think about your education and career goals. The website [www.floridashines.org](http://www.floridashines.org) is an excellent educational planning website.
- B. Browse through the CFK catalog to identify the degree programs and courses that interest you.
- C. Meet with your school counselor to discuss your goals and the CFK accelerated education options that can help you reach them.
- D. Arrange for free college placement testing (PERT) or to have college placement test scores (ACT or SAT) sent to CFK if the student plans to enroll in college credit classes and has not taken an appropriate college placement test.
  - 1) Students must make an appointment to take the PERT test.
  - 2) To make an appointment, students must complete the PERT Authorization Form with their high school counselor and return it to CFK after completing the CFK Dual Enrollment Admission Application.
  - 3) Alternatively, the counselor can call the testing coordinator at the appropriate campus to schedule an appointment and the student must show up 30 minutes prior to testing with all completed forms.
  - 4) Once the student has been assigned a student ID by CFK, they may take the PERT test.
  - 5) Students are responsible for returning test scores to their high school counselor.
- E. Complete all sections of the CFK Dual Enrollment Admission Application and Dual Enrollment Authorization Form and secure all the required signatures.
- F. Submit completed CFK Dual Enrollment Admission Application to the CFK Admissions/Enrollment Office for processing.
- G. Meet with a CFK Academic Advisor to review and approve suggested classes.
- H. Submit Dual Enrollment Authorization Form with high school counselor approval to the CFK Admissions/Enrollment Office for processing.
- I. Parents and students should familiarize themselves with CFK's course drop and withdraw policies.
  - 1) Students may drop from a course only during the published drop period. This effectively removes the course from the student's transcript.
  - 2) After the CFK drop period has passed, students may withdraw from the course up to the 70% point of the course. Students must follow the approved CFK drop and

withdraw procedure. Courses from which students withdraw from will appear on the student's transcript with a grade of a "W".

- 3) For specific dates, please consult the academic calendar on the CFK website.

## **5. Initial student eligibility requirements for participation in the Early College Program.**

MCSD and CFK have developed enrollment criteria and a screening process to identify and select students for enrollment in the Early College Program as to assure that students selected are appropriately prepared to benefit from college-level courses. The enrollment criteria are:

- Student must be an eligible secondary student as defined in Florida Statute 1007.271 with an unweighted high school GPA of 3.0 and demonstrated readiness for college course work and a demonstrated level of achievement of college-level communication and computation skills as provided under s.1008.30(1) or (2).. For students who do not meet the GPA requirements, the high school principal may make a recommendation to the Vice President of Academic Affairs to grant an exception. The high school principal will draft a letter providing evidence as to why an exception should be made for the individual student. The Vice President of Academic Affairs will decide based upon evidence presented by the principal which would indicate that the student is capable of academic success in a college level setting.
- Recommendation from the school counselor, assistant principal, or the principal.
- Expressed intent by the student to pursue a postsecondary degree.
- In addition to prerequisites listed in the current CFK catalog, if a course has no placement prerequisite, the students must score at college level reading on the PERT, ACT, or SAT.
- Students must satisfy the college preparatory testing requirements of Section 1008.30(4)(a), F.S. and Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing or mathematics, as determined by scores on a postsecondary readiness assessment identified in Rule 6A-10.0315, F.A.C., shall not be permitted to enroll in the Early College Program.
- In order to remain eligible for enrollment in the Early College Program, students must maintain the high school grade point average required for initial enrollment.
- Students whose CFK cumulative grade point average falls below 2.0 will not be eligible to continue participation in the Early College Program.
- In order to be considered an Early College Program student, the student must enroll full-time, with at least 12 college credit hours, each semester.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in the Early College Program if the student is disruptive to the learning process such that the progress of other students or the efficient administration of any course is hindered.

MCSD school counselors or a designee will monitor student performance and eligibility for the Early College Program.

## **6. A delineation of the high school credit earned for the passage of each Early College Program course.**

High school credit will be awarded by MCSD as mandated by the current *Dual Enrollment Equivalency List* found here: [Dual Enrollment Equivalency List](#). Any course in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, may be offered as Dual Enrollment. Three-credit (or equivalent) postsecondary courses taken through Dual Enrollment that are not listed in the *Dual Enrollment Equivalency List* shall be awarded at least 0.5 high school credits (postsecondary courses offered for fewer than three (3) credits may earn less than 0.5 high school credit), either as an elective or subject area credit as designated in this dual enrollment agreement.

**7. A description of the process for informing students and their parents of Early College Program expectations.**

CFK and MCSD will make use of jointly agreed-upon advising documents designed to inform students about college level expectations and to assist students with program planning and course decisions. This information is also covered in orientation sessions.

A formalized process has been designed between the high school counselor and CFK. The information listed below has been added to the CFK Dual Enrollment Authorization Form and the CFK Dual Enrollment Admission Application.

- a) Any letter grade below a “C” will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student’s GPA and will appear on their CFK transcript.
- b) All grades, including “W” for withdrawal, become a part of the student’s permanent CFK transcript and may affect subsequent postsecondary admission.
- c) While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
- d) In order to continue participation in the Early College Program, students must maintain the high school grade point average required for initial enrollment.

**Curriculum Standards** – In compliance with CFK’s academic policies and Florida Rule 6A 14.064, F.A.C., the following curriculum standards shall be adhered to:

Evaluation:

- (a) CFK shall analyze student performance in the Early College Program to ensure that the level of preparation and future success is comparable with non-Early College Program postsecondary students. CFK shall conduct analysis on grades of Early College Program students enrolled in CFK college courses to ensure that level of preparation and future success is comparable with non-Early College Program postsecondary students. Analyses and recommendations shall be shared and reviewed with the principal and local school district.

- (b) MCSD shall use information provided by CFK to analyze course and instructor evaluations for Early College Program courses on the high school campus. Analyses and recommendations shall be shared and reviewed by both CFK and the high school.
- (c) Any course-, discipline-, college-, or system-wide assessments that CFK requires in non-Early College Program sections of a course shall also be used in all Early College Program sections of the course.
- (d) CFK shall compare student performance, to include final grade and exam, of the Early College Program course offerings on high school campuses to identical offerings on CFK campuses to ensure that results are comparable. Results will be made available to the principal, MCSD, the CFK president, and the Florida Department of Education.

**12. The responsibilities of the school district regarding the determination of student eligibility before participating in the Early College Program and the monitoring of student performance while participating in the Early College Program.**

**Student Advising** – High school counselors are responsible for advising students relative to their Early College Program curricular choices and ensuring that they meet the requirements for high school graduation. CFK communicates as needed with high school counselors regarding degree/course requirements.

All students are strongly encouraged to meet with their high school counselor to determine the appropriate courses to meet their high school graduation requirements and count toward postsecondary academic goals. This step applies to students taking classes at the high school location as well as to those enrolled at a CFK campus.

CFK will provide academic advising services for students participating in the Early College Program that will consist of the following components:

At or near the start of the student’s first semester of enrollment, he/she will be contacted by CFK and provided the opportunity for an in-person advising session. Advising sessions will be provided at the high school or CFK site. As part of the advising session, the following topics will be covered:

- CFK program options
- Program planning
- Common pre-requisite planning
- Methods for coordinating high school and CFK course planning

Early College Program students will have the same access to advising and program planning tools and resources that traditional CFK students have. In addition, students with disabilities will have access to high school counselors in coordination with the Office of Student Success. Students with accessibility service needs will address transition activities through the development of postsecondary goals on their Individual Education Plans.

Students will be provided access to a qualified CFK advisor on an appointment basis throughout the year. Before registering for Early College Program courses, all students must meet with their high school counselor for advising and approval of course selection.

**Student Monitoring** – High school counselors will monitor students' eligibility to continue to participate in the Early College Program and will verify eligibility on the CFK Dual Enrollment Authorization Form.

To monitor student progress, a CFK representative will contact the high school counselor and CFK advising staff if a student is not mastering the class and is in danger of receiving a D or F. The high school counselor will contact the student and discuss the situation and options for success.

**PERT Testing** – The PERT may be administered to high school students by CFK upon request by the MCSD high school principal or counselor at times and places based on mutual agreement. This test date will vary by campus. The 45-day waiting period can be waived by request of the principal or counselor.

To be permitted to take the PERT for Early College Program purposes, all students must complete the CFK Dual Enrollment Admission Application and PERT Authorization Form. The student must bring the completed PERT Authorization Form to the CFK assessment staff member on the date the test has been scheduled. This form will be provided to each high school. Students who wish to take the PERT who qualify under 1008.30 F.S. will not be required to complete an application for admission. However, MCSD will provide CFK with all required biographical data of students who wish to take the PERT under 1008.30 F.S. This information will be provided to CFK in an electronic format.

Students seeking to take the PERT for Early College Program purposes and those seeking to take the PERT under 1008.30 F.S. will not be tested in the same cohort. Every effort will be made to ensure all Early College Program testing and 1008.30 F.S. testing will be completed in a timely manner to meet DOE deadlines. All retesting will take place at CFK.

The PERT may be administered at a testing center at CFK or on the high school campus as arranged by mutual consent. Reasonable accommodations will be provided at the test site for the administration of the PERT to students with accessibility service needs.

Should CFK administer the test, CFK will be responsible for providing test security, procedures, and instructions at all testing sites. In this event, a CFK staff member will provide test materials and test administration at all testing sessions.

The PERT may be administered to students in high school as determined by each participating high school principal. Each high school will be responsible for notifying students about the test. CFK will provide the PERT test materials at no charge to MCSD students to qualify for the Early College Program for the administration of the first two testing attempts. Additional requests for PERT test administration will be charged to the student at a rate of \$10 per re-test. Students who are testing under 1008.30 F.S. requirements will not be charged for PERT testing.

CFK will provide test results for individual students immediately following the test. Aggregate electronic results files will be provided to each high school and the MCSD district office at the end of each semester or as requested.

**13. The responsibilities of the Florida College System institution regarding the transmission of student grades in Early College Program courses to the school district.**

Student grades will be reported in accordance with the dual enrollment agreement.

**14. A funding provision that delineates costs incurred by each entity.**

**Tuition and Fees** – Early College Program students shall be exempt from the payment of registration, tuition, laboratory, and book fees (1007.271(10) F.S.)

**Textbooks/Instructional Materials** – Textbooks/instructional materials used in Early College Program classes must be the same or comparable with those used in other postsecondary courses at CFK with the same course prefix and number. CFK instructional staff will advise the school district of instructional material requirements as soon as that information becomes available, but no later than 45 days prior to a course being offered. Textbooks/instructional materials shall be provided to the student at no cost. Textbooks/instructional materials required for fall and spring semester courses must be purchased by MCSD, will remain the property of the school district, and must be returned by students at the end of each semester. Textbooks/instructional materials required for summer semester courses that are purchased by CFK, will remain the property of the College, and must be returned by students at the end of the semester. Students should contact their school counselor for the current textbook procedure.

**Financial Arrangements (Responsibility for Cost)** – In accordance with state law, MCSD shall pay the standard tuition rate per credit hour from funds provided in the Florida Education Finance Program to CFK 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 CFK, the school district shall reimburse the costs associated with the proportion of salary and benefits and other costs as defined in statute.

When Dual Enrollment is provided on the high school site by school district faculty, the school district shall be responsible for any costs as defined in statute.

Accordingly, CFK will submit an invoice to MCSD at the end of the drop period of each fall and spring semester that reflects the costs of enrollment (credit hours of dual enrollment students enrolled in courses in face-to-face, hybrid, hybrid-flex, or online formats) as of end of the drop deadline on campus times the standard tuition rate \$71.98 and, for classes held at the high school, salary, and travel reimbursement for CFK instructors who taught dual enrollment courses at the high schools. CFK will incur the cost of textbooks/instructional materials required for summer semester courses.



As part of the cooperative efforts between MCSD and CFK, each agency shall be responsible for its own cost of instructors hired to teach dual enrollment courses. Instructional materials used in Dual Enrollment must have a life of at least three (3) years or if changed before then, must be approved by the Articulation Committee.

Students may apply for accommodations through Student Success Services. The following services available to students through Student Success Services include, but are not limited to:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodations
- liaison to faculty, provide assistance to faculty on effectively working with students with accessibility needs
- instructor notification of students with accessibility needs
- equipment loan
- modified or extended test-taking
- course substitutions

When classes are taught on a high school campus, MCSD will assume the cost of required accommodations to meet the expectations of the Individual Educational Plans.

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

**Transportation** – Transportation for any student receiving Early College Program instruction at any facility other than an MCSD school campus shall be provided by the student and/or the parent/guardian of such students.

## Appendix A

*The courses and instructors listed below are subject to change based on instructor availability.*

### **Early College Program available at CFK's Main Campus, Key West, FL, or Virtual Campus**

#### *Fall Semester:*

ENC 1101	English Composition	3 college credits	Dr. Emily Weekley
MAC 1105	College Algebra	3 college credits	Amber Severson
SLS 1101	Preparing for Student Success	3 college credits	Nina Medyk
MUL 1010	Music Appreciation*	3 college credits	Jaime Yamaguchi
PSY 2012	General Psychology	3 college credits	TBA

#### *Spring Semester:*

ENC 1102	English Composition II	3 college credits	April Allen
CGS 1100	Intro to Computer Applications	3 college credits	Antonio Davila
MAC 1147	Precalculus Algebra/Trigonometry	4 college credits	Daniel Seaton
AMH 2020	History of the US 1876-1945	3 college credits	Charles Goulding
ARH 1000	Art Appreciation	3 college credits	TBA

### **Total Credit Hours: at least 24 (minimum 12 per semester)**

\* Courses are delivered 100% online using CFK's learning management system. All other courses are offered in a technology enhanced format, which includes course resources and components available via CFK's learning management system.

**Early College Program available at the CFK Middle Keys Center - Marathon, FL, the CFK Upper Keys Center – Key Largo, FL, or Virtual Campus**

*Fall Semester:*

ENC 1101	English Composition	3 college credits	Dr. Alex Ledgerwood
MAC 1105	College Algebra	3 college credits	Dr. Marcial Echenique
SLS 1101	Preparing for Student Success	3 college credits	Dr. Alex Ledgerwood
HFT 1002	Intro to Hospitality and Tourism*	3 college credits	TBA
PGY 1800C	Digital Camerawork*	3 college credits	Shannon Perkins

*Spring Semester:*

ENC 1102	English Composition II	3 college credits	Dr. Alex Ledgerwood
ECO 2013	Macroeconomics*	3 college credits	Priscilla Block
MAC 1147	Precalculus Algebra/Trigonometry	4 college credits	Dr. Marcial Echenique
OCE 1001 SzpakAlbert	Intro. to Oceanography*	3 college credits	Dr. Kristen
AMH 2020	History of US, 1876-1945*	3 college credits	Charles Goulding

**Total Credit Hours: at least 24 (minimum 12 per semester)**

\* Courses are delivered 100% online using CFK’s learning management system. All other courses are offered in a technology enhanced format, which includes course resources and components available via CFK’s learning management system.

**The Early College Program Agreement is completed annually and submitted to the Department of Education by the Florida College System institution by August 1<sup>st</sup> of each year.**

Pursuant to s. 1007.271(22), F.S., the Department of Education will maintain an electronic submission system for early college program agreements and shall review these agreements for compliance with statute and report back to districts and Florida Colleges, if necessary.

IN TESTIMONY WHEREOF, THE DISTRICT SCHOOL BOARD OF MONROE COUNTY,  
FLORIDA, AND THE DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF THE  
FLORIDA KEYS

Hereto have caused this contract to be executed by the undersigned officials as duly authorized on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA

BY: \_\_\_\_\_  
Chairperson, Date \_\_\_\_\_

BY: \_\_\_\_\_  
Superintendent, Mrs. Theresa Axford Date \_\_\_\_\_

THE DISTRICT BOARD OF TRUSTEES OF THE COLLEGE OF THE FLORIDA KEYS

BY: \_\_\_\_\_  
Chairperson, Mr. Kevin Madok Date \_\_\_\_\_

BY: \_\_\_\_\_  
President, Dr. Jonathan Gueverra Date \_\_\_\_\_