

**2021-2022 Dual Enrollment Articulation Agreement Between  
Monroe County School District and The College of the Florida Keys**

**WHEREAS**, Florida Statute 1007.271 specifies the development of district dual enrollment 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 interinstitutional 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 review the dual enrollment articulation agreement. The dual enrollment articulation committee 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 2020-2021 dual enrollment articulation agreement, the dual enrollment articulation committee consisted of the Executive Director of Assessment and Accountability (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 dual enrollment articulation agreement. The dual enrollment articulation 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, 2021, and end July 31, 2022. This agreement shall continue for annual terms beginning August 1, 2020 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 dual enrollment agreement between MCSD and CFK.

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

CFK and MCSD will engage in an extensive joint public relations campaign. Each year, prior to the beginning of the joint dual enrollment publicity campaign, MCSD administration will ascertain that principals and guidance counselors understand that facilitating dual enrollment 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 dual enrollment opportunities. Curriculum guides will be distributed by MCSD which will outline dual enrollment 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 Dual Enrollment can be promoted. At the events agreed upon by both parties, CFK representatives will notify students and parents of the option to participate in Dual Enrollment and the dual enrollment application process. The school principal or guidance counselors may ask CFK staff to be available to speak to students regarding dual enrollment opportunities. Included in these events will be a discussion of the purpose of Dual Enrollment, 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 taking dual enrollment courses beyond the regular school year, including taking classes during school hours, after school hours, and during the summer semester.

## **3. A delineation of courses and programs available to students eligible to participate in Dual Enrollment.**

Dual Enrollment is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a college credit certificate, an associate degree or baccalaureate degree. Dual Enrollment, 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 college credit courses to eligible high school students as provided in the dual enrollment agreement. Students enrolled are exempt from the payment of tuition and laboratory fees.

Early Admission is a form of Dual Enrollment permitting high school students to enroll in college or career and technical education courses on a full-time basis on a CFK campus. Early Admission 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 Early Admission shall be limited to students in grades eleven (11) and twelve (12). A student must enroll in a minimum of twelve (12) college credit hours per semester or the equivalent to twelve (12) college credit semester hours to participate in Early Admission; however, a student may not be required to enroll in more than fifteen (15) college credit hours per semester or the equivalent.

Career Early Admission is a form of Career Dual Enrollment through which eligible secondary students enroll full-time in a career center or a Florida College System institution in postsecondary

programs leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to f.s. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree. Participation in Career Early Admission is limited to students who have completed a minimum of four semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. Students enrolled pursuant to this section are exempt from the payment of tuition and laboratory fees.

The Monroe County School District (MCSD), Key West High School (KWHs) exceptional student education (ESE) program and Transition to Independence, Employment and Success (TIES) program qualifying students may be eligible to enroll in specific Student Life Skills (SLS) courses taught through CFK's Project ACCESS program as a dual enrollment student. Qualifying students must complete the same required documentation as all students participating in dual enrollment courses. The qualifying student's dual enrollment application must include documentation of the student's disability. This documentation will be used to verify that the student qualifies for the specific SLS courses taught through CFK's Project ACCESS program and will be submitted to CFK's Office of Student Accessibility Services for reasonable accommodations.

For special programs, a letter of understanding will be submitted to MCSD and CFK to approve parameters of the program before being advertised to the public.

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

**Course Offerings** – College-level courses, including college credit and career and technical education credit, may be offered by CFK for high school students participating in Dual Enrollment. Students who meet the dual enrollment eligibility requirements shall be allowed to enroll in courses on the *Dual Enrollment Equivalency List* found at <http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.stml>. Courses on this list are guaranteed to satisfy high school graduation subject area requirements. Students may also enroll in other approved courses offered by CFK that are listed in the Statewide Course Numbering System. These courses will count as elective credit toward high school graduation unless otherwise listed below.

Courses of less than three (3) college credits, with the exception of courses designated as lab courses, shall not be eligible for Dual Enrollment. Courses with lab fees over \$225 shall be excluded from eligibility for Dual Enrollment.

Approved courses shall be credit-bearing courses leading to the completion of a college credit certificate, an associate degree, or a baccalaureate degree and shall not include remedial or physical education skills courses.

Approval to enroll in a dual enrollment course does not guarantee applicability toward satisfaction of requirements for eligibility for Bright Futures scholarships.

**4. A description of the process by which students and their parents exercise options to participate in Dual Enrollment.**

Students and parents who wish to exercise their option to participate in Dual Enrollment must follow the enrollment process below. This procedure will appear on the CFK Dual Enrollment website. Dual enrollment students may sign up for courses during the same time frame as traditional students.

- A. Parents and students should evaluate and research the student's 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 the student.
- C. Meet with the high school counselor to discuss the student's goals and the CFK accelerated education options that can help the student 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 courses 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 high school counselor can call the testing coordinator at the appropriate campus to schedule an appointment and the student must show up thirty (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.

For students taking dual enrollment courses on the high school campus, a student must meet with their high school counselor prior to completing the CFK Dual Enrollment Admission Application. The CFK Dual Enrollment Admission Application includes certification of a student's eligibility in regard to grade point average and assessment scores. A student must be fully registered at CFK to enroll in a dual enrollment course taught on the high school campus. Therefore, high schools

may not list a dual enrollment course on a student's high school schedule until CFK approves course rosters.

The CFK Dual Enrollment Admission Application should be completed by June 30th for the following academic year. Exceptions may be made for transfer students and course schedule adjustments on a case-by-case basis.

For students taking dual enrollment courses on the CFK campus, a student must meet with their high school counselor prior to completing the CFK Dual Enrollment Admission Application and submit the CFK Dual Enrollment Authorization Form to CFK.

MCSD will provide rosters for dual enrollment courses offered on their campus to the Office of Enrollment Services no later than two weeks from the start of their term.

MCSD instructors will enter their final grades via the CFK online services no later than three days from the end of their term.

**Grades, Credits and Withdrawals** – (1007.271(18) F.S.) requires districts to “weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated.”

MCSD will accept dual enrollment course grades from CFK's official college transcript or other official notification from CFK and will enter the SCNS course prefix/number and grade, including a “W” code to the high school transcript.

- If the high school student withdraws from a college course by the end of CFK's drop period and the CFK transcript does not reflect a course or grade, the high school can omit the entry of the postsecondary course to the high school transcript.
- If a student withdraws from a dual enrollment course and CFK coded the withdrawal with a “W” code, the high school must enter a “W” code for the dual enrollment course to the high school transcript.

## **5. Initial student eligibility requirements for participation in Dual Enrollment.**

MCSD and CFK have developed enrollment criteria and a screening process to identify and select students for enrollment in Dual Enrollment 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 through scores on the Postsecondary Educational Readiness Test (PERT), ACT, and/or SAT. 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

make a decision 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 guidance counselor, assistant principal or the principal.
- Expressed intent by the student to pursue a postsecondary degree or college certificate.
- 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(3)(c), 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 college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by CFK provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student that has accumulated twelve (12) college credit hours and has not yet demonstrated proficiency in the basic competency areas of reading, writing and mathematics must be advised in writing by MCSD of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
- In order to remain eligible for college credit coursework, students must maintain the high school grade point average required for initial enrollment.
- Students whose CFK grade point average falls below 2.0 will be placed on academic probation.
- Students whose CFK cumulative grade point average falls below 1.0 will not be eligible for Dual Enrollment.
- Participation of exceptional student education (ESE) students must be in accordance with statutory eligibility requirements and with the procedural guidelines and district-college responsibilities delineated in this dual enrollment agreement.
- In order to be considered a full-time Dual Enrollment Early Admission student, the student must enroll in a minimum of twelve (12) college credit hours each semester.
- Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered.

MCSD guidance counselors or designee will monitor student performance and eligibility for Dual Enrollment.

According to f.s. 1007.271, school districts may not deny dual enrollment participation to students who meet statutory requirements and any additional eligibility requirements established in the dual enrollment articulation agreement.

**6. A delineation of the high school credit earned for the passage of each Dual Enrollment course.**

High School credit will be awarded by MCSD as mandated by the current *Dual Enrollment Equivalency List* found at <http://www.fldoe.org/schools/higher-ed/fl-college-system/academic-student-affairs/dual-enrollment.shtml>. 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 articulation agreement.

**7. A description of the process for informing students and their parents of college-level course 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 advising 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. Students should carefully select courses to meet degree requirements, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.
- E. In order to continue participation in Dual Enrollment, students must maintain the high school grade point average required for initial enrollment.
- F. Dual enrollment students should utilize the Degree Program Requirement resources provided on the Florida Shines web site ([www.floridashines.org](http://www.floridashines.org)) to minimize enrollment in a random selection of CFK courses.

**Faculty Standards** – CFK shall assume responsibility for the maintenance of the instructional quality (1007.235(2)(b)8 F.S.). Dual enrollment instructors teaching courses that are part of the high school schedule shall be MCSD instructors selected through mutual agreement between CFK

and the respective high school principal or regularly employed faculty of CFK. Any instructor selected to teach Dual Enrollment will be designated as a faculty member of CFK and must adhere to the following standards:

- (a) All full-time or adjunct faculty teaching dual enrollment courses must meet CFK's faculty credentialing requirements that are in compliance with the Southern Association of Colleges and Schools Commission on Colleges' Principles of Accreditation: Foundations for Quality Enhancement, 2018 Edition, section 6.2-A, for postsecondary instructors in the course and discipline in which they are teaching. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. CFK shall ensure faculty teaching dual enrollment courses meet these qualifications.
- (b) Postsecondary transcripts of all full-time or adjunct faculty teaching dual enrollment courses must be filed with CFK, regardless of who employs or pays the faculty member's salary. For dual enrollment courses taught on high school campuses, the faculty transcripts must be submitted to CFK for filing.
- (c) CFK shall provide all full-time and adjunct faculty teaching dual enrollment courses with an electronic copy of the CFK Faculty Manual. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Any exceptions to such requirements must be noted in this dual enrollment agreement.
- (d) CFK shall provide all full-time and adjunct faculty teaching dual enrollment courses with a current electronic CFK Student Handbook detailing information that includes, but is not limited to, drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Faculty shall adhere to the guidelines, rules, and expectations therein that apply to faculty. Any exceptions to such requirements must be noted in the dual enrollment agreement.
- (e) CFK shall provide all adjunct faculty teaching dual enrollment courses with a full-time faculty contact or liaison in the same discipline.
- (f) All full-time and adjunct faculty teaching dual enrollment courses, regardless of location of instruction, shall be observed by a designee of the college president and evaluated based on the same criteria used for all other full-time or adjunct faculty delivering college courses at CFK.
- (g) CFK shall provide all full-time and adjunct faculty teaching dual enrollment courses with a copy of course plans and objectives for the college course they are teaching at least two weeks before the beginning of each semester. In addition, faculty shall be provided with information on additional requirements related to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the semester.
- (h) All full-time and adjunct faculty teaching dual enrollment courses shall file a copy of their current course syllabus with CFK's department chair prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered at that institution.

Where applicable, each party shall ensure all instructors having contact with minors are in compliance with sections 1012.32, 1012.315, 1012.465 and, Florida Statutes (2021) as well as with the requirements of House Bill 1877, The Jessica Lunsford Act (2005).



**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:

All courses taught as part of Dual Enrollment must meet the postsecondary course content requirement as specified in the Statewide Course Numbering System.

- a) Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, CFK shall be responsible for providing a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes. Assessments shall be provided to the high school campus dual enrollment course instructor by CFK at least two weeks before the beginning of the semester to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to CFK and held on file for a period of one (1) year.
- b) Textbooks and instructional materials used in dual enrollment courses must be the same or comparable with those used with other courses at CFK with the same course prefix and number. CFK will advise the school district of instructional material requirements as soon as that information becomes available, but no later than forty-five (45) days prior to a course being offered.
- c) Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for all non-Dual Enrollment postsecondary students. All full-time and adjunct faculty teaching Dual Enrollment courses must observe CFK’s procedures and deadlines for submission of grades in the appropriate format. All faculty will be advised of postsecondary institution-wide grading guidelines prior to teaching a dual enrollment course.
- d) Dual enrollment courses taught on a high school campus shall ensure minimal interruptions of instructional time. A student shall lose eligibility to participate in Dual Enrollment if the secondary institution where a course is being offered determines that a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered.
- e) Dual enrollment courses may not be combined with other high school courses.

Evaluation:

- (a) CFK shall analyze student performance in Dual Enrollment to ensure that the level of preparation and future success is comparable with non-dual enrollment postsecondary students. CFK shall conduct follow-up analysis on grades of dual enrollment students in subsequent college courses taken at CFK to ensure that level of preparation and future success is comparable with non-dual enrollment 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 dual enrollment 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 a postsecondary institution requires in non-dual enrollment sections of a course shall also be used in all dual enrollment sections of the course.

- (d) CFK shall compare student performance, to include final grade and exam, of dual enrollment course offerings on high school campuses and the CFK campuses to ensure that results are comparable to non-dual enrollment sections. 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 Dual Enrollment and the monitoring of student performance while participating in Dual Enrollment.**

**Student Advising** – High school counselors are responsible for advising students relative to their dual enrollment 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 guidance 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 Dual Enrollment that will consist of the following components:

At or near the start of the student's first term 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

Dual enrollment 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 guidance counselors in coordination with the Coordinator for the Office for Students with Disabilities. Students with disabilities 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 dual enrollment 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 Dual Enrollment 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 dual enrollment 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 dual enrollment 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 dual enrollment 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 disabilities.

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 who qualify for Dual Enrollment 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 dual enrollment courses to the school district.**

**CFK Transcripts and Grade Reporting** – At the end of each term, CFK will provide the MCSD Dual Enrollment Coordinator with final grades for all students enrolled under the provisions of this agreement.

All full-time and adjunct faculty teaching dual enrollment classes must observe college procedures/deadlines for submission of grades in the appropriate format. Dual enrollment instructors will use CFK’s online services to submit grades.

MCSD will accept dual enrollment course grades from CFK’s official college transcript or other official notification from CFK and will enter the SCNS course prefix/number and grade, including a “W” code, to the high school transcript.

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

**Tuition and Fees** – Dual enrollment students shall be exempt from the payment of tuition, laboratory, and textbook fees (1007.271(13) F.S.).

**Textbooks** – Textbooks/instructional materials used in dual enrollment 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 not later than 45 days prior to a course being offered. Textbooks shall be provided to the student at no cost. Textbooks purchased by MCSD remain the property of the school district and must be returned by students at the end of each term. Students should contact their guidance 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 term (fall, spring) that reflects the costs of enrollment (credit hours of dual enrollment students enrolled in courses in face-to-face, hybrid, 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.

MCSD shall also pay for instructional materials used for the instruction of public high school students who are earning credit toward high school graduation under Dual Enrollment as provided in s. 1011.62(1)(i), F.S.

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. MCSD will pay for the cost of student textbooks. When given 30 days' notice of disabilities, CFK will provide and pay for the accommodations listed below:

- assistance in admission and course registration
- information and referrals to campus and community services
- advice on classroom accommodation
- liaison to faculty, provides assistance to faculty on effectively working with students with disabilities
- instructor notification of student with disability (only with student's permission)
- readers, note takers, interpreters
- equipment loan
- modified or extended test taking
- course substitutions
- accessible building and classrooms
- tutors

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 dual enrollment instruction at any facility other than an MCSD school campus shall be provided by the student and/or the parent/guardian of such students.

**The Dual Enrollment Articulation 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 dual enrollment 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 \_\_\_\_\_, 2021.

THE SCHOOL BOARD OF MONROE COUNTY, FLORIDA

BY: \_\_\_\_\_  
Chairperson, Mr. John Dick Date

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

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

BY: \_\_\_\_\_  
Chairperson, Ms. Stephanie Scuderi Date

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