

**ACCELERATION  
AND  
ENRICHMENT  
PROGRAM  
MANUAL &  
ARTICULATION AGREEMENT**

**SARASOTA COUNTY SCHOOL BOARD  
&  
MANATEE COMMUNITY COLLEGE  
2006-2007**

**MANATEE COMMUNITY COLLEGE  
ACCELERATION AND ENRICHMENT PROGRAM MANUAL**

Table of Contents

I.	Introduction.....	4
II.	Eligibility.....	5
	□ Qualifying Test Scores (SAT, ACT, FPT)	
III.	Enrollment and Registration Procedures of Dual Enrollment Students.....	7
	□ Courses taken at MCC	
	□ Courses at the High School Site	
IV.	Student Information.....	10
	□ Instructional Materials (Books and Supplies)	
	□ Campus Resources	
	□ Parking Decals	
	□ MCC Student ID	
	□ Academic Policy	
	□ Maximum Course Load Policy	
	□ Maximum Enrollment Policy	
	□ Withdrawal Policy	
	□ Repeat Policy	
	□ Grading Policy	
	□ Transcripts	
V.	Articulated Programs in the Agreement.....	13
	□ Dual Enrollment	
	□ College Enrichment	
	□ Early Admissions	
VI.	Dual Enrollment Faculty Certification.....	14
	□ Classroom Management	
	• Syllabi, Handouts, Exams	
	• Attendance Policy	
	• Academic Misconduct	
	• Copyright Law	
	• Student Rights	

- Final Exams
- Instructor Evaluation
- Grading Policy
- Final Grades
- Instructional Materials

□ Requests for Dual Enrollment Courses on the High School Site.....17

  

VII. Administrative Policies and Procedures.....18

- Assurance of Transfer and Credit Policies
- Excess Hours and Acceleration Mechanisms
- Procedure to Inform Students and Parents
- Relationship of Responsibilities

VIII. Remediation Reduction.....19

IX. Teacher Prep Plan.....20

XII. Articulation Agreement 2006-2007.....21

XIII. Appendix 1—Dual Enrollment Approval Form  
Appendix 2—Acceleration and Enrichment Application  
Appendix 3—Instructional Materials Request Form

## INTRODUCTION

The Florida Legislature has defined a variety of mechanisms intended to shorten the time necessary to complete the requirements of a college degree program and broaden the scope of curricular options available for secondary students.

The purpose of this manual is to define the acceleration mechanisms available between Sarasota County School Board and Manatee Community College and to specify the details of the day-to-day operations of the collegiate acceleration and enrichment program, Dual Enrollment.

The Dual Enrollment [DE] Program provides an opportunity, for eligible students presently attending an accredited secondary school in Manatee and Sarasota Counties, to enroll concurrently in courses offered through MCC and simultaneously earn high school and college credits. The school principal or designee approves eligible students to enroll in the program and credits earned in the college courses shall be used for credit toward the high school diploma [with school approval]. After high school graduation, these credits will be used for degree programs at MCC and other regionally accredited colleges and universities. Most costs associated with tuition and fees for Dual Enrollment courses are waived. The County School Boards are responsible for purchasing or providing required textbooks for students enrolled in DE courses. Students enrolled in coursework through the Acceleration and Enrichment Programs can participate in both the academic and extracurricular student functions of the college and have full library privileges in addition to access of many cultural and social college events.

The Dual Enrollment Program is authorized under Florida Statutes 1007.235 and 1007.271. This program is a cooperative effort between the Sarasota County School Board and Manatee Community College to provide accelerated learning mechanisms for qualified high school students on an individual basis.

## **Eligibility for Acceleration and Enrichment Programs**

### **Dual Enrollment Program**

To participate in the MCC Dual Enrollment Program, high school students must meet the following **minimum requirements**:

1. Completed his/her second or sophomore year in high school (dual enrollment at MCC).
2. Enrolled in at least 1 course at the high school.
3. Achieved a minimum 3.0 unweighted GPA.
4. Received approval from the High School Principal or Designee, and parent or guardian.  
(See appendix 2—Dual Enrollment Approval Form)
5. Provided qualifying test scores—SAT, ACT, or FPT. Test scores are valid for 2 years from the date of testing.
6. Satisfy any course prerequisites as required by the current MCC catalog.

### **Early Admission Program**

**Early Admission students are required to take a minimum of 12 semester hours at MCC and should not be taking classes at their high school.**

To qualify for early admission, students must have:

1. Completed a minimum of 6 semesters at the high school level in grades 9-11.
2. Achieved a minimum 3.0 unweighted GPA.
3. Received approval from the High School Principal or Designee, and parent.  
(See appendix 2—Dual Enrollment Approval Form)
4. Provided qualifying test scores—SAT, ACT, or FPT. Test scores are valid for 2 years from the date of testing.
5. Satisfy any course prerequisites as required by the current MCC catalog.

### **Application / Dual Enrollment Approval Form Deadline at MCC:**

Completed MCC Acceleration and Enrichment Application and submitted dual enrollment approval form (complete with signatures) by published deadline.

- a. Fall 2006 semester—June 15, 2006
- b. Spring 2007 semester—December 15, 2006

# Acceleration and Enrichment Programs

## Qualifying Placement Test Scores

### College Level English

- ACT: 17+
- FPT: 83+
- SAT: 440+ on Verbal/Critical Reading

### College Level Math\*

- ACT: 20+
- FPT: 29+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, they may be eligible to take advanced math courses*

### College Level Reading

Necessary to determine if a student is reading at or above college level.  
(Required for all courses excluding English and Math)

- ACT: 18+
- FPT: 83+
- SAT: 440+ on Verbal/Critical Reading

**\*Please note:** Students who do not have qualifying SAT or ACT scores will be required to take the complete Florida Placement Test (FPT). Students should contact the Manatee Community College Assessment and Testing Center to schedule a testing appointment. A practice CPT website is available for student use prior to testing at: <http://www.mccfl.edu/pages/120.asp>

Also note, MCC will accept the highest qualifying test score for dual enrollment approval. Students may qualify by using sub scores from any of the three tests previously mentioned (i.e. a student can qualify with a 440 Verbal/Critical Reading on SAT, but take the FPT or ACT to qualify for the College Level Math if their SAT Math score did not qualify them).

# **Enrollment and Registration Procedures**

## **Dual Enrollment and Early Admissions**

### **Courses taken at MCC**

Students entering MCC’s Dual Enrollment or Early Admission Programs should meet with their high school guidance counselor to review eligibility requirements (see Eligibility Section—pg. 5) and to determine which classes count for dual enrollment. The following outlines the necessary steps for students and guidance counselors and/or dual enrollment liaisons:

#### **Guidance Counselors and/or Dual Enrollment Liaisons Should:**

- Verify that interested students are qualified for acceleration and enrichment programs (see Eligibility Section—pg. 5).
- Complete and sign Dual Enrollment Approval Form with student. Inform student that parent signature is also required on the form.
- Inform student to complete and submit Acceleration and Enrichment application and schedule testing appointment for FPT with the MCC Assessment and Testing Center.
- Facilitate instructional materials request process for approved dual enrollment students.

**Note: All dual enrollment applications and approval forms must be submitted to MCC by published deadlines (see Eligibility Section—page 5)**

#### **Students Should:**

- Obtain a completed, signed Dual Enrollment Approval Form from guidance counselor or dual enrollment liaison. A parent signature of approval must accompany the Approval Form.
- Schedule the Florida Placement Test (FPT) with MCC Assessment and Testing Center if student has not taken the SAT/ACT. Student must complete the Acceleration and Enrichment Application and submit to Registrar’s Office prior to testing.
- Register for pre-approved, selected courses on line at [www.mccfl.edu](http://www.mccfl.edu)—Student must have “G00” I.D. number and “PIN” number.
- Once web registration is complete, contact MCC with course selection in order to have course tuition and fees waived.

**Special Notes on Dual Enrollment Registration Procedures:**

- High school students will be permitted to enroll in dual enrollment courses for a maximum of six (6) semesters including two (2) summer terms.
- Students who fail to notify MCC Advisor of course registration will be voided from classes for non-payment. In addition, any schedule changes must be approved by the high school guidance counselor and/or dual enrollment liaison and reported to an MCC Advisor in order to avoid being voided from selected courses.

NOTE: In some cases, students who are voided for non-payment may be assessed special fees for re-instatement.

- Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. Students who earn less than a “C” in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval. This academic policy applies to all dual enrollment courses; both at the high school and MCC.

Note: Students may take courses for College Enrichment during this time.

- Students are required to complete a new dual enrollment approval form each semester they wish to take courses.
- Students are permitted to enroll in dual enrollment courses offered before, during or after school hours and during summer terms.
- Students may be classified as both Dual Enrollment and College Enrichment in the same semester.
- Not all college courses offered by Manatee Community College are available through dual enrollment.  
Restrictions include, but are not limited to:
  - Courses must count for high school credit and appear on the high school transcript.
  - Not all college courses are available at all high school or college locations.
  - Remedial, Physical Education Skills and Applied Skills (art, music, voice, photography, etc) are not available for dual enrollment.



# **Enrollment and Registration Procedures**

## **Dual Enrollment**

### **Courses at the High School Site**

Each High School will identify a Dual Enrollment Contact to coordinate all dual enrollment activities and efforts. MCC will work with the high school Dual Enrollment Contact(s) to complete the registration of Dual Enrollment students at the high school site.

#### **High School Dual Enrollment Contact Should:**

- Identify eligible students for the dual enrollment program.
- Collaborate with dual enrollment instructors to facilitate registration process at the high school.
- Inform potential dual enrollment students of MCC testing policies, procedures, and test dates.
- Ensure that students registered in the dual enrollment courses are qualified for the selected course.
- Identify dual enrollment course offerings at the high school and submit to MCC for approval and processing—instructor name must be included.

#### **MCC Should:**

- Mail registration packets to high school dual enrollment instructors each term.
- Provide Dual Enrollment Instructors/Liaisons with MCC testing policies, procedures, and test dates.
- Ensure that all registration materials for qualified dual enrollment students are submitted.
- Provide the Dual Enrollment instructors with a class roster of students registered for dual enrollment. Dual Enrollment instructors must verify this roster for accuracy, sign, and return to MCC by the appropriate date as indicated.
- Inform Dual Enrollment instructors and liaisons of withdraw deadlines for their courses.

#### **High School Students Should:**

- Schedule an appointment to take the CPT at MCC if they do not have qualifying SAT or ACT scores.
- When applicable, submit a copy of qualifying CPT scores to their high school guidance office/dual enrollment contact.

# **Student Information**

## **Instruction Materials for Acceleration and Enrichment Students**

Materials from dual enrollment courses will be available from either the MCC Bradenton or MCC Venice Bookstore. The School Board of Sarasota County, Florida is responsible for costs associated with required textbooks.

**All instructional materials are the property of the School Board of Sarasota County, Florida and will be retrieved and accounted for at the year's end.** Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

## **Campus Resources**

Acceleration and Enrichment students are entitled and encouraged to use college resources including libraries, computer labs, and tutorial labs.

## **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. College Enrichment students pay an application fee which covers the cost of their parking decal. All students must go to the Security Office with a schedule bill in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

## **MCC Student I.D.**

All Acceleration and Enrichment students may obtain an MCC Student I.D. with a paid receipt and another form of photo identification at the Security Office. This MCC Student I.D. will also act as a library card for the student.

## **Acceleration Academic Policy**

Students must earn a "C" or better in each college course taken in the Dual Enrollment Program. Students who earn less than a "C" in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval. This academic policy applies to all dual enrollment courses; both at the high school and MCC.

Note: Students may take courses for College Enrichment during this time.

## **Maximum Course Load and Enrollment Policy**

Dual enrollment students will be permitted to take courses counting for high school credit as part of the dual enrollment program. Courses should not exceed the number of credits allowable per each high school district. The maximum course load for dual enrollment students will be limited to two (2) MCC Campus-based courses per term (courses with accompanying labs are counted as one course) per semester or less as part of the Dual Enrollment Program in each full fall and spring term, and not to exceed 2 courses in the summer term.

Students will be permitted to enroll in dual enrollment through MCC Campus-based courses for a maximum of six (6) terms; including two summer terms. Students may take additional courses each semester through the College Enrichment Program. Early Admissions students are advised to not enroll for more than 15 credit hours per semester.

## **Withdraw Policy**

A student may withdraw from any course without the academic penalty of a “WF” grade by the withdraw deadline as listed in the Manatee Community College Academic Calendar. A student in a short-term course may withdraw without the academic penalty of a “WF” grade anytime before the withdrawal deadline specific for the course. When a “WF” is entered, it is recorded in the student’s permanent record and calculated as an “F” in the grade point average [GPA]. MCC encourages students to discuss withdrawal with the instructor or MCC Enrollment Advisor prior to withdrawing.

Withdraws after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student’s control. All such requests must be made directly to the Deans of Instruction, who have the final approval/disapproval authority. In such approved cases, the “WF” would be changed to a “W” grade, with no GPA consequences.

It is the responsibility of the student to initiate the withdrawal procedure, complete the form and survey, and return it to the Enrollment Services Office. A Petition for Withdrawal Form is available in the Enrollment Services Office. Failure to follow this procedure could result in a grade of “WF” being recorded for the student and “F” calculated in the grade point average [GPA]. This policy applies to all part- and full-time degree credit and college preparatory credit students.

MCC will request a report of all dual enrollment students that have withdrawn from MCC Campus-based courses and submit the report to the dual enrollment liaison at the high school. This report will be generated after the midpoint and withdraw deadline of each semester.

## **Repeat Policy**

In accordance with the MCC forgiveness policy, students may repeat a course, up to a maximum of two repeat attempts per course, in which the student earned a grade of “D” or “F,” provided an associate in arts degree has not yet been awarded. The grade point average will be adjusted on the MCC transcript so that only the last attempt at the repeated course will be included in the grade point average. However, if a student transfers to another institution, public or private, it is the responsibility of the student to learn what the receiving institution’s policy is regarding acceptance of “forgiven” courses in the computation of the student’s grade point average.

**Students will be responsible for fees for the third attempt.**

**NOTE:** Students who receive a “C” in a Dual Enrollment course are not permitted to retake the course. An appeal to repeat a course in which a grade of C or higher has been earned may be considered when documented extenuating conditions beyond the students control prevail [e.g., illness, death in family, accident]. This appeal is initiated with the School Administrator and forwarded to the college’s Vice-President for Academic Affairs.

## **Grading Policy**

Grades earned while a student is in Acceleration and Enrichment program will become part of the student's permanent college and high school transcript, GPA, and class rank. Weighting will be determined by the high school. Students must maintain a 3.0 unweighted GPA in order to remain eligible for the Dual Enrollment / Early Admissions Programs. MCC does not send grade reports to students or high schools. **Students are responsible for submitting their grades to their high schools.**

## **Transcripts**

Students may request an official transcript from the MCC Registrar's Office for a \$5.00 fee. Students may print out their unofficial transcript from the MCC website. Students are responsible for sending their grades and transcripts to their schools

## **Important Notice**

- Students taking dual enrollment courses are subject to the rules and regulations of Manatee Community College as established in the MCC Catalog.
- While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

# **Articulated Acceleration and Enrichment Programs 2006-2007**

The District Board of Trustees of Manatee Community College and Sarasota County School Board enter into the following articulation agreement. This agreement will be in effect for the 2006-2007 academic year, and reviewed annually thereafter.

The Dual Enrollment Program is authorized under Florida Statute 1007.27. This program is a cooperative effort between the Sarasota County School Board and Manatee Community College to provide accelerated learning mechanisms for qualified high school students on an individual basis.

The following provisions are agreed to:

## **Dual Enrollment Program 1007.271 F.S.**

The Dual Enrollment [DE] Program provides an opportunity, for selected students presently attending an accredited, eligible secondary school in Manatee and Sarasota Counties, to enroll in courses offered at MCC and simultaneously earn high school and college credits. Eligible students are approved by the high school principal or designee to enroll in the program and credits earned in the college courses shall be used for credit toward the high school diploma and towards the associate's degree. After high school graduation, these credits will be used for degree programs at MCC and other regionally accredited colleges and universities. Costs associated with tuition and fees for DE courses are waived. The County School Boards are responsible for purchasing or providing required textbooks for students enrolled in DE courses.

## **Early Admissions Program 1007.27 (5) F.S.**

The Early Admission Program is a form of dual enrollment through which eligible secondary students enroll at MCC on a full-time basis. These students must have completed six semesters of high school credit, including studies undertaken in the ninth grade, and enroll in courses that meet both high school graduation requirements and associate degree requirements. The high school principal or designee must provide written authorization for eligibility into this program. Early Admission students will be advised not to enroll for more than 15 credit hours and some courses may not be eligible for dual enrollment. Costs associated with tuition and fees for courses are waived. The County School Boards are responsible for purchasing or providing required textbooks for students enrolled in DE courses.

## **College Enrichment Program**

The College Enrichment Program is designed to provide an opportunity for qualified high school students to enroll in approved degree credit courses that are selected to add depth to their high school academic program. Credits earned will be applicable to an associate degree, but they will not be creditable toward a high school diploma. Students are responsible for all college-related costs, which include tuition, fees, and textbooks.

## FACULTY CERTIFICATION

Manatee Community College Board of Trustees Rule number 2.09.01 states that to be certified, faculty must satisfy minimum certification requirements as specified by SACS. Verification that those requirements have been met shall be through the faculty member's transcripts of graduate and undergraduate credits. The appropriate Department Chair will complete the Manatee Community College "Faculty Certification" form and submit it to the Associate Dean for approval. Subsequent to approval by the Vice President of Academic Affairs, the certification document is submitted to the MCC Office of Human Resources for placement in the faculty member's personnel file. Additional information on the faculty certification is available on the MCC website at [www.mccfl.edu](http://www.mccfl.edu).

Manatee Community College employs competent faculty members qualified to accomplish the mission and goals of the institution. When considering acceptable qualifications of its faculty, Manatee Community College gives primary consideration to the highest degree earned according to the guidelines listed below:

- a. Faculty teaching general education courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree (these are designated A.A. courses at MCC): a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree (these are designated A.A.S. or A.S. courses at MCC): a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Manatee Community College also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the fields, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievement that contribute to effective teaching and student learning outcomes.

The College maintains its most current listing of appropriate credentials for each specific discipline at the following website:

<http://faculty.mccfl.edu/FacultyCredentialing/FacCred.htm>

## CLASSROOM MANAGEMENT

In all matters of classroom management, Dual Enrollment Faculty should direct questions and concerns to the Department Chair of Manatee Community College. The two academic divisions are Arts and Letters & Social and Behavioral Sciences; and Mathematics, Science, Technology, Business and Health and Physical Education. In addition, detailed information on policies and practices may be found on the on-line Adjunct Faculty Handbook at <http://faculty.mccfl.edu/AdjunctNotebook/AdjunctNotebook.htm>

### Syllabi, Handouts and Exams

All Dual Enrollment instructors are required to provide their students with a course syllabus. At a minimum, this syllabus should follow the requirements of the approved syllabus template. The approved syllabus template is included in the Adjunct Faculty Handbook and more specifically at <http://mcc1.mccfl.edu/Academ/EnReLa/Handbook/SyllabusTemplate.htm>

The MCC Department Chair will furnish specifics regarding the above requirements. A copy of the syllabus must be submitted to the MCC Department Chair during the first two weeks of class. Upon request, instructors are required to submit representative handouts and all exams to the MCC Department Chair throughout the term.

### Attendance Policy

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. Dual Enrollment students are subject to all state and public school rules and regulations regarding attendance.

### Academic Misconduct

Should any instance of academic misconduct arise, it is strongly suggested that the instructor confer with the Department Chair on the proper manner in which to proceed. Additional information on the student code of conduct can be found in the current MCC Catalog at <http://www.mccfl.edu>

### **MCC's plagiarism policy is as follows:**

Plagiarism is defined as the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. If a student is found guilty of plagiarism, he/she will receive a zero ("0") for the assignment and an "F" for the course.

### Copyright Law

Faculties are expected to abide by the copyright laws. Guidelines regarding the current laws, especially as they relate to photocopying, videotaping and computer software are available in the Adjunct Faculty Handbook at <http://faculty.mccfl.edu/AdjunctNotebook/AdjunctNotebook.htm>

### **Student Rights**

A student may file a grievance through due process. Procedures for such due process are on file in the Division Office. These procedures provide all students of MCC with an orderly process for resolving complaints arising from the interpretation and applications of policies and practice involving academic and student affairs.

### **Final Exams**

Faculty are required to retain final exams for one (1) full academic semester in order to address any student concerns, which may arise over the final grade awarded. Any faculty member permanently leaving the immediate vicinity prior to the expiration of this six-month period must make arrangements to deliver the final exams to the Department Chair.

### **Instructor Evaluation**

The MCC Department Chair or designee will evaluate all Dual Enrollment faculties. This evaluation will involve a classroom visitation. In addition, all Dual Enrollment faculties will be asked to have their students complete an evaluation form during the latter part of the semester. Complete instructions will be given at that time. Examples of the Student Evaluation form and the Instructor Observation form are in Appendix C.

### **Grading Policy**

A student completing a Dual Enrollment class receives two grades, one for the high school credits earned and a second for the college credits. Grades assigned for the high school credits will be awarded according to the Sarasota County School Board grading policy. The grade earned for the college credits will be awarded according to the MCC grading system. Additional grading policy information can be found in the current MCC Catalog located on the MCC website at <http://www.mccfl.edu>

### **Final Grades**

- Final grades will be submitted electronically to MCC in accordance with the MCC Academic Calendar. The on-line Faculty handbook provides additional information on electronic grade entry.
- Students taking dual enrollment courses on the MCC campus must request a transcript from the MCC registrar and pay the appropriate fee. The student is responsible for insuring that the high school registrar has a certified copy of the transcript or MCC grade report. Otherwise, the high school student will not receive credit for the MCC course at the high school.
- Manatee Community College conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by receiving grade reports from the MCC Registrar's Office.
- Final grades for high school credit will be awarded on high school progress reports.

### **Dual Enrollment Course Recommendations**

The MCC Dual Enrollment Advisor will confer with the identified Sarasota District high school contacts and the Director of Curriculum and Instruction to identify Dual Enrollment courses to be offered on Sarasota District high school campuses. A dual enrollment course equivalency listing can be found at [www.facts.org](http://www.facts.org).



### **Instructional Materials**

According to the Dual Enrollment Articulation Agreement, the selection of texts and associated instructional materials (e.g., graphing calculators and software) is approved by the MCC Department Chair with input from the faculty members teaching the course. Every effort will be made to continue the use of instructional materials in inventory. All personnel will work to meet calendar needs requested by the Instructional Materials Services Manager.

### **Instructional Procedures for Students Taking Dual Enrollment Courses at the High School site**

Instructional materials will be provided by the high school. All instructional materials are the property of the School Board of Sarasota County and will be retrieved and accounted for at the year's end. Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

### **Requests for Dual Enrollment Courses on the High School Site**

All dual enrollment courses to be offered at the high school site must be approved by the appropriate department chair. Dual enrollment courses at the high school site are selected on the basis of the following criteria:

- Appropriateness of the course for transfer credit or degree programs.
- General education subjects which serve in the best interest of the student.

Requests for dual enrollment courses to be offered at the high school site must be submitted from the principal or instructor to the appropriate Department Chair.

Dates of initiation and length of courses offered through the Inter-institutional Articulation Agreement shall conform to the calendar of MCC and the high school must contain the minimum number of contact hours required for college credit in specific courses.

## **Administrative Policies and Procedures**

### **Assurance of Transfer and Credit Policies**

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts.] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

### **Tech Prep**

Tech Prep is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Consortium consists of Manatee Community College, Manatee County Schools, and Sarasota County Schools. This organization, supported by the Tech Prep—Carl D. Perkins grant carries on the activities of Tech Prep. These activities include yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the cause of Tech Prep.

Students who COMPLETE a Tech Prep Pathway have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the post-secondary level in order to receive credit through articulation agreements with partner post-secondary schools. All Tech Prep Pathways are based on the course progression given by DOE, the articulation agreements support more than 150 programs of study in the consortium. Pathways consist of at least three consecutive classes in a program area that connect to related post-secondary program.

### **Assurance of High School Credit**

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on high school transcript as well as official MCC transcript.

### **Procedure To Inform Students And Parents**

Sarasota County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Acceleration and Enrichment programs. In a cooperative effort, MCC Enrollment Services Advisors will be available to assist in providing information and answering specific questions and provide Acceleration and Enrichment orientations during registration periods.

### **Excess Hours and Acceleration Mechanisms**

All eleven of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

### **Relationship of Responsibilities**

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between SCSB and MCC. Students must adhere to registration, attendance, and withdrawal policies as determined by SCSB and Manatee Community College.

## **Remediation Reduction 2006-2007**

The Remediation Reduction Team, which was formed in 2000-2001, has joint membership from Manatee Community College and the Sarasota and Manatee County School Boards. Previously, the Team completed an analysis of the correlation between the Florida Comprehensive Achievement Test and the College Placement Test (CPT). Through this analysis, it was determined that little correlation existed.

This past year the Team endorsed the creation of a website to help prepare students for the CPT (<http://mccfl.edu>). Students can complete practice tests in Arithmetic, Algebra, English (sentence skills), and Reading. The practice site provides instant feedback and diagnostic information.

The feedback system designed to provide information about CPT performance of recent graduates was implemented and successfully executed. Each County School Board received a report that identified student, CPT score, and graduating high school.

### Focus for 2006-2007

- Create a marketing plan to maximize student use of the website.
- Continue the Math Summit. Use the discipline-specific activities generated from the event to enhance students' preparation for college.
- Plan and host a Language Arts Summit. Use the discipline-specific activities generated from the event to enhance students' preparation for college.

**Manatee Community College and Sarasota County School Board  
Interinstitutional Articulation Agreement 2006-2007**

**Teacher Preparation**

Manatee Community College and the Sarasota County School Board will address the teacher critical shortage and improve the preparation of elementary, middle, and high school teachers by jointly administering the following pre-service and in-service Teacher Preparation Program activities:

- Expansion of the Para-to-Teacher Program (PTP), a pre-service teacher preparation program started in Fall 2001 that provides scholarship funds for teacher aides in Sarasota County to complete teaching degrees, to receive specialized advisement throughout the program, and, for selected teacher aides, to be guaranteed a job upon graduation. This program is a partnership program between Sarasota County, Manatee Community College, and the University of South Florida Sarasota/Manatee.
- Expansion of Florida Future Teachers (FFT), a pre-service initiative to recruit high school students and to prepare them for a teaching career. This includes 1.) Designing and disseminating of recruitment/informational materials for counselors and high school students 2.) Offering dual enrollment education classes in the high school; 3.) Providing specialized advisement throughout the program; and 4.) Initiating extracurricular teacher preparation activities, such as community college/high school FEA partnerships.
- Continuation of the Title I Teacher Aide Certification Program (T1) to provide training for Title I Teacher Aides in Sarasota County.
- Continuation of the Teacher Preparation Team (TPT), a partnership between Manatee and Sarasota Counties, USF Sarasota/Manatee, and Manatee Community College designed to provide networking, planning and implementation of pre-service and in-service Teacher Preparation activities.
- Expansion of the MCC Educator Preparation Institute (EPI) to provide the following: 1.) professional development opportunities to assist teachers and alternative certification candidates in improving classroom instruction and in meeting certification requirements, 2.) instruction to assist potential and existing substitute teachers in performing their duties, 3.) instruction to assist paraprofessionals in meeting education and training requirements, and 4.) instruction and field experiences for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

**MANATEE COMMUNITY COLLEGE AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2006-2007**

The purpose of this agreement is to define the acceleration mechanisms available between **Sarasota County School Board** and **Manatee Community College** and to specify the details of the day-to-day operations of the largest acceleration and enrichment program, Dual Enrollment.

This agreement is pursuant to and in furtherance of the provisions of F.S. 1007.235.

The term of this agreement shall remain in effect for a period of one year. An executed and signed letter of intent will constitute annual renewal.

**SARASOTA COUNTY SCHOOL BOARD APPROVAL:**

\_\_\_\_\_  
Administrator/President of Board  
Sarasota County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor or Designee  
Sarasota County School Board

\_\_\_\_\_  
Date

**MANATEE COMMUNITY COLLEGE APPROVAL:**

\_\_\_\_\_  
President  
Manatee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Administrator, District Board of Trustees  
Manatee Community College

\_\_\_\_\_  
Date

**The MCC Acceleration and Enrichment Program Manual was developed to clearly outline policies and procedures, and to serve as a resource for counselors, faculty, and administrators.**

**[www.mccfl.edu](http://www.mccfl.edu)**

**Sarasota County School Board Contact Information**

Ms. Jennifer Smith  
1960 Landings Boulevard  
Sarasota, FL 34231  
927-9000  
[jennifer\\_smith@sarasota.k12.fl.us](mailto:jennifer_smith@sarasota.k12.fl.us)

---

Manatee Community College is a member of the Florida Association of Community Colleges, the Florida Association of Colleges and Universities, the American Association of Community and Junior Colleges and the Southern Association of Colleges and Schools.

Manatee Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate in arts, associate in science, and associate in applied science degrees.

Manatee Community College is an equal opportunity and access institution and does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, marital or veteran status in any of its educational programs, services or activities, including admission and employment.

This publication can be made available to persons with disabilities in a variety of formats. Requests should be made to the Equity Coordinator, MCC, P.O. Box 1849, Bradenton, FL, 34206, or call MCC Bradenton 941-752-5000 or MCC Venice 941-408-1300, at least two weeks prior to the time the publication is needed.

Disabled individuals requiring accommodation, modifications or encountering physical barriers in the limited number of older inaccessible facilities, should contact the Disability Resource Center (DRC) at 941-752-5295 or 941-408-1300, ext. 65295, for information, assistance or services. Provision of certain auxiliary aids and services to College events or activities require a specific request at least two business days prior to the function.

Manatee Community College has three locations: MCC Bradenton, 5840 26<sup>th</sup> Street West, Bradenton, FL 941-752-5000, MCC Venice, 8000 South Tamiami Trail, Venice, FL 941-408-1300 and the Center for Innovation and Technology at MCC Lakewood Ranch, 7131 Professional Parkway E., Sarasota, FL 941-363-7000.