

Post-Secondary Dual Enrollment Participation Agreement Form FY23

Preview

The Vermont Agency of Education and Vermont's higher education partners continue their collaborative effort to create a system in which students may enroll in college courses offered on a college campus, at their high school, and/or online. This program serves to introduce students to college-level coursework before they immerse themselves fully in college life; allows college coursework to be applied for progress toward secondary school completion; and can provide high school graduates with a jumpstart on college credits.

Upon submitting this completed form, the **Post-Secondary Academic Officer** will be sent a link to sign a document using **DocuSign**, our official e-signature tool. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.

Post-Secondary Institution Responsibilities:

The following section pertains to the responsibilities post-secondary institutions are expected to fulfill as partners in the Vermont Dual Enrollment Program.

* Required

1. Partnering post-secondary institutions must be a NECHE (formerly NEASC) accredited school or a school accredited by another regional accrediting agency recognized by the US DoE.
 - Agree
 - Do Not Agree
2. Courses offered through the program (on campus, on-line, or at the high school) must offer a college experience. The content and student expectations should not be altered from courses offered to matriculated college students. Courses offered through the program must be included in the college's course catalog.
 - Agree
 - Do Not Agree

Contact Information:

If you have questions about this document or would like additional information please contact:
Ryan Parkman, Student Pathways Division, at Ryan.Parkman@vermont.gov

3. Colleges will establish admissions processes and readiness measures for high school students prior to participation in dual enrollment courses. These processes and measures will be made available to high schools for use, and will include the requirement that the dual enrollment courses appear in the student's Personalized Learning Plan.
 - Agree
 - Do Not Agree

4. As a condition of reimbursement for tuition per semester, all course information, course changes, and final grades must be submitted by upload to the AOE SFTP folders using the Data Exchange Specifications within the established Dual Enrollment FY23 Timeline before a voucher is finalized within the DE System as a condition of reimbursement for tuition per semester. Colleges can manually enter registration and grade information directly into the system as well.
 - Agree
 - Do Not Agree

5. Colleges allowing a student to participate in a Dual Enrollment course without an approved voucher from the high school will be responsible for the course tuition (not the high school or the student/parent/guardian).
 - Agree
 - Do Not Agree

6. Colleges allowing a Dual Enrollment student to register and complete a college course that begins prior to the student completing 10th grade or ends after a student has graduated from high school will be responsible for the course tuition (not the high school or the student/parent/guardian).
 - Agree
 - Do Not Agree

7. Colleges will report semester registration information immediately in the Dual Enrollment System in order to ensure accurate accounting and to verify that revenue is available to cover the voucher request. Registration information includes: college ID, registration status, registration date, add/drop status, course title, and, when necessary, final grades.
 - Agree
 - Do Not Agree

8. Colleges will notify the respective high school of any changes in course or enrollment status for a student (e.g., "dropped" courses).
 - Agree
 - Do Not Agree

9. Colleges will be required to update semester data (this includes resolving any "Course Not Listed" courses) in the Dual Enrollment Voucher site via the SFTP folder using the Data Exchange file/specifications by the date semester invoices are due.
 - Agree
 - Do Not Agree

10. Colleges will meet the following deadlines for invoicing: September 15, November 15 and April 15 by the close of business day (if the date falls on a weekend, invoices are due the last business day before that date). Invoices and Invoicing Back-Up documentation received after the close of business day will not be reimbursed from the AOE and any costs incurred will be covered by the institution (not the student or parent/guardian).
 - Agree
 - Do Not Agree

11. Colleges will report semester grades for students in dual enrollment courses to both the high school and the Agency of Education via the Dual Enrollment system per the established timeline.
 - Agree
 - Do Not Agree

12. Colleges will accept as full payment the tuition set forth, which is equal to the in-state tuition rate of the Community College of Vermont at the time of enrollment.

- Agree
- Do Not Agree

13. The post-secondary institution will ensure that any credits earned through Dual Enrollment or Early College programs at another participating institution will be accepted.

- Agree
- Do Not Agree

14. If any of the above requirements are not met, individual post-secondary institutions run the risk of losing their status as a dual enrollment program partner.

- Agree
- Do Not Agree

15. Institution of Higher Education Name *

- Bennington College
- Castleton University
- Champlain College
- Community College of Vermont
- Goddard College
- Landmark College
- NVU – Johnson
- NVU - Lyndon
- Norwich University
- Saint Michael's College
- SIT Graduate Institute
- Sterling College
- University of Vermont
- Vermont Technical College

16. General Contact Information:

This contact information will appear on the AOE website and will be point person for public contact.

Name (last, first)

17. General Contact Information:

Email Address

18. General Contact Information:

Phone Number

19. General Contact Information:

Link to Institution's Dual Enrollment Information:

20. Dual Enrollment Voucher Coordinator Contact Information:

This person(s) will claim/update and monitor the status of approved vouchers and have access to the dual enrollment system.

Name (last, first)

21. Dual Enrollment Voucher Coordinator Contact Information:

Email Address

22. Dual Enrollment Voucher Coordinator Contact Information:

Phone Number

23. Budget/Registrar Office Contact Information:

This person will be able to assist with trouble shooting invoicing issues (if applicable).

Name (last, first)

24. Budget/Registrar Office Contact Information:

Email Address

25. Budget/Registrar Office Contact Information:

Phone Number

26. Budget/Registrar Office Contact Information:

Will the Budget/Registrar contact also need access the dual enrollment system?

- Yes
- No

27. Post-Secondary Academic Officer:

*Upon submitting this completed form, the Post-Secondary Academic Officer will be sent a link to sign a document using **DocuSign**, our official e-signature tool. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment and Early College Program Participation Agreement responsibilities will be met.*

Name (last, first)

28. Post Secondary Academic Officer:

Email Address

29. Post Secondary Academic Officer:

Phone Number

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