



# **Dual Enrollment Program Manual**

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## State of Vermont

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## Purpose of the Dual Enrollment Program

The Flexible Pathways Initiative was created:

1. To encourage and support the creativity of school districts as they develop and expand high-quality educational experiences that are an integral part of secondary education in the evolving 21st century classroom;
2. To promote opportunities for Vermont students to achieve postsecondary readiness through high-quality educational experiences that acknowledge individual goals, learning styles, and abilities; and
3. To increase the rates of secondary school completion and postsecondary continuation in Vermont.

The statewide Dual Enrollment Program is a potential component of a student's flexible pathway toward secondary school completion. The Dual Enrollment Program includes college courses offered on a campus of an accredited postsecondary institution and college courses offered by an accredited postsecondary institution on the campus of a secondary school (which can include online courses). Dual Enrollment offers eligible students the opportunity to experience college-level classes, take coursework not offered at their schools, and explore possible pathways to their postsecondary futures. Students who successfully complete a Dual Enrollment course earn colleges credits while simultaneously meeting secondary school proficiencies.

Vermont State Dual Enrollment Program offers college level courses that become part of the student's transcript, regardless of where the class is taught. Dual Enrollment credits earned will be considered and accepted by most in-state colleges as transfer credit and considered when determining a student's eligibility for financial aid at that college. Students seeking to transfer their Dual Enrollment credits to a college/university located out of state, or not a Dual Enrollment partner institution, will need to verify with that college directly that those credits will transfer since every college may have different requirements.

For more information on Flexible Pathways to Secondary School Completion (16 V.S.A. § 941) and the Dual Enrollment Program (16 V.S.A. § 944), refer to the [Vermont Statutes Online](#).

## Management of the VT Dual Enrollment Program

The Vermont Agency of Education (AOE) has oversight of the Dual Enrollment Program. Public Consulting Group (PCG) has been contracted to provide the Dual Enrollment platform.

Through this contractual arrangement PCG provides the following:

- Coordinating the use of technology (Dual Enrollment System) to ensure access and coordination of the program;
- Providing any ongoing support and implementing any approved changes to the system;
- Collecting and reporting data for the Agency of Education to use for the evaluation of outcomes and to ensure quality and continuous improvement.

## Who Do I Contact for Dual Enrollment Questions?

All questions related to eligibility, processes, and participation in the program should be emailed to [aoe.dualenrollment@vermont.gov](mailto:aoe.dualenrollment@vermont.gov).

All technical questions or issues related to the Dual Enrollment System platform should be emailed to [Public Consulting Group](#) (PCG).

## Dual Enrollment System Request Link

Students will use this link to set up an account and to request Dual Enrollment courses and Fast Forward tickets: <https://dualenrollment.vermont.gov/vtde>

## Dual Enrollment System

Accessing the Dual Enrollment System is a two-step process:

1. Create an account
2. Request voucher/ticket for courses

For a student to gain access to an account in the Dual Enrollment System, the Secondary School Coordinator will need to approve the account before the student is able to request a Dual Enrollment course voucher or Fast Forward course ticket. This is a one-time approval verification. Please review the Dual Enrollment System User Guides for more information:

- [Student Dual Enrollment Guide](#)
- [High School Dual Enrollment Coordinator Guide](#)
- [College/University Dual Enrollment Coordinator Guide](#)

## Unenrolling a High School Student from a Dual Enrollment Course

Prior to starting the unenrollment process, a student should speak with their school counselor, program manager, or advisor regarding their decision and its potential impact on their pathway to graduation.

- A student must notify the college/university and follow the college's/university's procedure to drop a course.

- The Post-Secondary Coordinator at the respective college is responsible for updating the status of the voucher in the Dual Enrollment System. If a course is being dropped within the drop/add window, the status of the voucher must be changed to indicate that the student “Did Not Register/Dropped” the course; and then the course voucher must be finalized. If the student is unenrolling after the drop/add window the status must be changed to “Withdrawn.”
- When a student drops a course within the established drop/add period of the college/university for that semester, the student’s course voucher is “refunded” and may be used for another course. If the voucher is refunded, in order to sign up for an alternate course a new voucher must be requested.
- The student may withdraw from a course according to the guidelines established by the college/university. If this occurs within the withdrawal period, a student will receive a W instead of a letter grade on the transcript and the voucher will be expended.

## Student Information

### Student Eligibility (Per 16 V.S.A. § 944)

A Vermont resident who has **completed** grade 10 but has not received a high school diploma is eligible to participate in the Program if the student:

1. Is a Vermont resident;
2. Has completed grade 10 (rising Junior, rising Senior);
3. Has not received a high school diploma; and
4. Is enrolled in:
  - a. A Vermont public school, including a Vermont Career Technical Education (CTE) Center; or
  - b. A public school in another state that is designated as the public secondary school for the student’s district of residence, or an approved independent school that is designated as the public secondary school for the student’s district of residence\*; or
  - c. An approved independent school in Vermont **and** the student is resident of a non-operating district (a district that does not operate a high school.)\_ or
5. A student in an Adult Diploma Program; or ,
  - a. A Home Study Program and participation in Dual Enrollment is consistent with Home Study policy; and
6. Dual enrollment is an element included in the student’s personalized learning plan; and
7. The secondary school and the postsecondary institution have determined that the student is sufficiently prepared to succeed in Dual Enrollment course, which can be determined in part by the assessment tool or tools identified by the participating postsecondary institution.

\*As a result of school mergers supervisory districts and unions who previously could designate out of state schools under [16 V.S.A. § 827](#) as the public high school for its resident students are no longer able to do so. SUs/SDs who pay tuition for their students to attend out of state schools should make their students aware that they are ineligible to participate in Dual Enrollment and Early College under the Flexible Pathways Initiative.

The AOE has no regulatory authority over schools out of state, and therefore cannot hold such schools to any assurances to follow statutory and policy requirements as it relates to Dual Enrollment and Early College and as articulated in the secondary school participation agreement.

An eligible student may enroll in up to two Dual Enrollment courses prior to completion of secondary school for which neither the student nor the student's parent or guardian shall be required to pay tuition. **A student may enroll in courses while secondary school is in session and during the summer; this includes the summer following the completion of 10th grade and the summer following 11th grade but does not include the summer following graduation.**

Students must get approval for their participation in a Dual Enrollment course from the principal or designee at their high school. Students in the Adult Diploma Program must receive permission from their Adult Education and Literacy provider who will determine eligibility in conjunction with the partnering secondary school. It is important that the Adult Education and Literacy provider ensures students have gone through the process of applying for vouchers using the Dual Enrollment System. Home Study students must get approval from the Agency of Education.

Note: Dual Enrollment/Fast Forward courses may not be taken at the same time that students are enrolled in the Early College program. Dual Enrollment/Fast Forward vouchers may be used **prior** to Early College but not during or after Early College completion.

## Student Readiness

There is an expectation that activities to prepare a student for participation in the Dual Enrollment Program will be reflected in the student's Personalized Learning Plan. To support this planning, refer to the [VT Flexible Pathways Tool: Considerations for Student Participation in a Flexible Pathway](#) which is designed to support a consistent process for students and their advisors to determine how a flexible pathway opportunity fits within a student's short and long-term goals, how they can prepare for those learning experiences, and identify the supports they may need to be successful. Determination of student readiness for postsecondary coursework must be made by the approving school's Secondary School Coordinator prior to approving their participation in a Dual Enrollment course. The secondary school and the postsecondary institution work together to determine that the student is sufficiently prepared to succeed in a Dual Enrollment course, which can be determined in part by the assessment tool or tools



identified by the participating postsecondary institution as well as processes in place at the secondary school. Schools, parents, and program managers may also want to consider non-academic factors, such as social, emotional, and behavioral indicators, when determining student readiness. Once the student is determined ready, in accordance with statute, participation in DE must be a component of a student's PLP.

## Student Timelines

See Dual Enrollment Timeline document on the [AOE Dual Enrollment webpage](#) for specific dates.

Semester	Action	Approximate Date
Summer	System Opens for Summer Dual Enrollment voucher requests	Late-February
Summer	System Closes for Dual Enrollment Voucher Requests for Summer	Mid-July
Fall	System Opens for Fall Dual Enrollment Voucher & Fast Forward Ticket requests	Mid-April
Fall	System Closes for Dual Enrollment Voucher & Fast Forward Ticket Requests for Fall	Mid-October
Spring	System Opens for Spring Dual Enrollment Voucher & Fast Forward Ticket Requests	Mid- November
Spring	System Closes for Dual Enrollment Voucher & Fast Forward Ticket Requests for Spring	Mid-March

## For Students at a High School

Students must get approval for a Dual Enrollment course from their Secondary School Coordinator to ensure that the course either meets graduation requirements or supports a student's post-secondary interests, both college and career. Approval should be determined as part of a student's personalized learning planning process. Courses taken will be included in a student's PLP and their secondary school transcript.

- Students will need to request a [Dual Enrollment account](#).
- Students will need to have the account approved and verified by the Secondary School Coordinator before they are able to request a voucher.
- Once the student account has been verified, the student will log into [Vermont Dual Enrollment System](#) and will need to complete questions related to their PLP

goals and provide profile information, household information, and voucher information.

- Students will search for a course and submit their voucher request.
- Student read and agree to the [VT Dual Enrollment Program Terms and Conditions](#) along with [FERPA](#).
- After receiving voucher confirmation, the student contacts the college/university to meet with an advisor at the college to discuss the course selection, determine readiness for the course and complete the application and registration.

**Note: The Dual Enrollment Program only covers the cost of tuition and does not cover the costs of textbooks, lab fees, and other material and supplies associated with a course.**

### For Home Study Students

- Home Study students need to have a current enrollment notice on file with the AOE prior to an account or voucher being approved.
- Every eligible Vermont student who participates in the Dual Enrollment Program (DEP) must have a Personalized Learning Plan (PLP) pursuant to [16 V.S.A. §941-§942](#), and [16 V.S.A. § 944](#) and must include how DEP course(s) will align with and advance their education.
- The [enrollment notice and Personalized Learning plan are](#) verified by the Agency of Education’s Post-Secondary Programs Coordinator before a Dual Enrollment voucher is issued.
- Students will need to request an account through the [Dual Enrollment System](#).
- Students will need to have the account approved and verified by the Post-Secondary Programs Coordinator at the Agency of Education before they are able to request a voucher. Home Study students should choose the “Home Study” option from the drop-down list asking to identify high school. *The high school of residency does not manage or approve Home Study students’ participation in Dual Enrollment.*
- Once the student account has been verified, the student will log into [Vermont Dual Enrollment System](#) and will need to complete questions related to their PLP goals and provide profile information, household information, and voucher information.
- Students read and agree to the [VT Dual Enrollment Program Terms and Conditions](#) along with the [FERPA](#) statement.
- After receiving voucher confirmation, the student contacts the college/university to meet with an advisor at the college to discuss the course selection, determine readiness for the course and complete the application and registration. **The Dual Enrollment Program only covers the cost of tuition and does not cover the costs of textbooks, lab fees, and other material and supplies associated with a course.**

## Adult Diploma Students

- Adult Diploma students must be enrolled in the Adult Diploma Program through a participating Adult Education and Literacy Center (AEL).
- Every eligible Vermont student who participates in the Dual Enrollment Program (DEP) must have a Personalized Learning Plan (PLP) pursuant to [16 V.S.A. §941-§942](#), and [16 V.S.A. § 944](#) and must include how DEP course(s) will align with and advance their education.
- Enrollment and Personalized Learning Plan are verified by the Agency of Education's Post-Secondary Program Coordinator before a Dual Enrollment voucher is issued.
- Students will need to request an account through the [Dual Enrollment System](#).
- Students will need to have the account approved and verified by the Post-Secondary Programs Coordinator at the Agency of Education before they are able to request a voucher. Adult Diploma students should choose the "Adult Diploma Program" option from the drop-down list asking to identify high school. *The high school of residency does not manage or approve Adult Diploma students' participation in Dual Enrollment.*
- Once the student account has been verified, the student will log into [Vermont Dual Enrollment System](#) and will need to complete questions related to their PLP goals and provide profile information, household information, and voucher information.
- Students read and agree to the [VT Dual Enrollment Program Terms and Conditions](#) along with the [FERPA](#) statement.
- After receiving voucher confirmation, the student contacts the college/university to meet with an advisor at the college to discuss the course selection, determine readiness for the course and complete the application and registration. **The Dual Enrollment Program only covers the cost of tuition and does not cover the costs of textbooks, lab fees, and other material and supplies associated with a course.**

## Personalized Learning Plans (PLPs)

As per [16 V.S.A. § 944](#), for an eligible student to participate in the Dual Enrollment Program, Dual Enrollment must be a component of the student's personalized learning plan.

A Personalized Learning Plan, or PLP, is defined in [16 V.S.A § 942](#) as "documentation of an evolving plan developed on behalf of a student in an ongoing process involving a secondary student, a representative of the school, and, if the student is a minor, the student's parents or legal guardian and updated at least annually. The plan shall define the scope and rigor of academic and experiential opportunities necessary for a secondary student to complete secondary school successfully, attain postsecondary readiness, and be prepared to engage actively in civic life."

The process of developing and updating a personalized learning plan reflects the discussions and collaborations of a student and involved adults. As a potential component of a student's flexible pathway, Dual Enrollment must be considered within the personalized learning planning process.

### **What is the Responsibility of High Schools Regarding Home Study Students' PLPs?**

The high school has no responsibility. The Home Study student and the student's parent or guardian shall be solely responsible for developing a PLP.

The [AOE Personalized Learning website](#) offers resources and tools supporting the development and implementation of the personalized learning planning process.

## **Information for High Schools**

### **Voucher Process**

- High Schools designate a Dual Enrollment contact, known as a Secondary School Coordinator, and submit a signed participation agreement to the AOE. When contact designation and/or email & phone information change, please have the principal/director, or their designee, send updates to [aoe.dualenrollment@vermont.gov](mailto:aoe.dualenrollment@vermont.gov).
- High schools notify students and parents of the Dual Enrollment process and procedure for their school.
- The Secondary School Coordinator approves/denies student account requests for access to the Dual Enrollment System as well as the Dual Enrollment course request. **In the case of a Home Study student, the AOE approves/denies the student account request as well as course requests.**
- The Secondary School Coordinator and/or team works with the student to select a course that will support the student's progress toward graduation from high school.

Note: If a Home Study student in error requests a Dual Enrollment account indicating a high school (instead of Home Study), the Secondary School Coordinator must deny the account request and list the reason as "Home Study student must choose the Home Study Program as their high school".

### **Fast Forward Ticket Process for CTE Centers**

- CTE Center designates a Fast Forward contact, known as a Secondary School Coordinator, and submits a signed participation agreement to the AOE. When contact designation and/or email & phone information change, please have the director, or their designee, email [aoe.dualenrollment@vermont.gov](mailto:aoe.dualenrollment@vermont.gov) with the update.

- CTE centers notify students and parents of the Fast Forward process and procedure for their CTE center.
- The CTE Secondary School Coordinator and/or team works with the student to select a course that will help the student complete their CTE program and earn their diploma from high school.
- The CTE Secondary School Coordinator will use the Dual Enrollment System to process any Fast Forward course requests.
- The CTE center does **NOT** approve Dual Enrollment accounts or voucher requests. Dual Enrollment account requests and vouchers are approved by the students sending school.

### Transcription of a Dual Enrollment or Fast Forward Course

Dual Enrollment and Fast Forward courses must be listed on the high school transcript. It is important to note that the way these courses appear on the transcript may be different from high school to high school, regardless the transcript must indicate that the course was a post-secondary level course.

### Special Services

It is important to understand the differences between high school and college level course work, and the support services available at the postsecondary (college) level.

Postsecondary institutions do not provide IDEA modifications. Students with disabilities who meet the prerequisites of a course may be provided reasonable accommodations through a 504 Plan or ADA Plan that allows equal access. However, colleges will not provide modifications to change course content or performance expectations that would substantially alter the essential elements of the course. Students need to understand that accommodations available at a high school may not be allowed on college campuses.

### Dual Enrollment: Implications for Special Education

Dual Enrollment Program (DEP) is a publicly funded education initiative designed to encourage and increase postsecondary education continuation rates as part of a student's documented personalized learning plan (PLP) [16 V.S.A. § 944]. The Individual Education Plan (IEP), a required component under the Individuals with Disabilities Education Act (IDEA), is a distinctly separate document that articulates the supports and services related to a student's identified disability to ensure they can access a Free and Appropriate Public Education (FAPE). In short, PLPs and the Dual Enrollment Program are intended for all eligible students while the IEP articulates the supports and services that would help a student in special education access the general education curriculum.

It should be noted that there are no special education services offered through Post-Secondary Institutions. Instead, students would have access to the same services that

the student support office/ADA office offers any matriculating student at the college. IEP teams should leverage a student's IEP and PLP to prepare a student for successful participation in the Dual Enrollment Program.

### Considerations for IEP Teams

The Vermont State Dual Enrollment Program provides access to non-remedial college level coursework that becomes part of a student's high school and college transcript. Dual Enrollment also presents a great opportunity for students to increase their self-advocacy and self-directed behavior, both transferable skills needed after high school graduation. Having IEP goals in these areas is an excellent way to further support the student's Dual Enrollment experience.

To support access to Dual Enrollment Programs for students with IEPs, their IEP teams are encouraged to consider the following:

- How can the IEP support participation in the Dual Enrollment experience?
- How can the IEP team promote and measure progress toward goal attainment?
- Can the Dual Enrollment experience help a student meet a needed course of study as outlined in their Transition Plan?
- If the student receives approval to participate in Dual Enrollment, have they visited the college and met staff from the student support office? What accommodations are needed?
- Are there any reasonable accommodations that appear to be challenging for the college to provide? How will that be addressed?
- For students with hearing impairments, does the college offer interpretation services?
- What process will the IEP team use to follow up and monitor progress in the Dual Enrollment course?

### Pre-Application State

A recommended process for IEP teams:

1. IEP team meets **before** student applies for a DEP course to determine if the course presents a good learning opportunity for the student. Utilizing the [Flexible Pathways Toolkit](#) to support the development, expansion, and implementation of the flexible pathway opportunity. The case manager or school counselor may wish to talk with the college admissions and/or the student support office prior to convening the IEP team.
2. Student shares PLP articulating goal to participate in Dual Enrollment (and if articulated, specific course) with IEP Team (guidance counselor and/or High School Dual Enrollment Coordinator should be invited to this meeting with parental consent if educator is not already on the IEP Team).

3. IEP team members review appropriateness of Dual Enrollment participation, DE course requirements as well as what is offered through the college's student support office.
4. IEP team decides whether or not the course offered at the college is an appropriate educational setting for the student based on information provided from the college. If the IEP team supports, then the team may recommend that the student apply.

## Application and Acceptance State

5. Approval into the Dual Enrollment program comes from the Secondary School Coordinator.

### Approval Considerations:

- *Has the student completed the [Flexible Pathways Student Tool](#) for this potential experience?*
  - *Does the student meet established readiness requirements?*
  - *Does this course present a good learning opportunity for the student?*
  - *Have available accommodations via the college's student support office been considered in this decision?*
  - *Does the IEP team support the student in applying?*
  - *Will this help the student meet the graduation requirements?*
6. Student applies to take the Dual Enrollment course through the Dual Enrollment System.
  7. If the student enrolls in a Dual Enrollment course, reasonable accommodations may be provided through a 504 Plan or ADA Plan. Special education services do not apply to postsecondary coursework.
  8. The college or local high school may not deny admission based solely on [disability](#). Admission may only be denied for other, objective reasons (see 1 above) such as not meeting the academic requirements or prerequisites.

## Information for Colleges

### Voucher Process Information for Colleges

- College/university will designate a College Coordinator, as well as a College Admin from the budgeting office, and submit a signed participation agreement to the AOE. When contact designation and/or email & phone information change, please email [aoe.dualenrollment@vermont.gov](mailto:aoe.dualenrollment@vermont.gov) with the update.
- The College/university accesses through the Dual Enrollment System a list of students with approved vouchers/tickets that is updated daily.
- College Coordinator accepts or denies the voucher request for the students using the Dual Enrollment System.

- At the end of the add/drop period for each semester, the college/university enters into the Dual Enrollment System whether:
  - the student did not register, or
  - the student dropped the course prior to the add/drop date.
- College/university completes the necessary Invoice and Invoice Backup Documentation in the Dual Enrollment System.
- At the end of the semester, the college/university enters the grade data into the Dual Enrollment System for each student manually or through an electronic file upload.
- At the end of the semester, the college/university sends a transcript to the student's high school. **For graduating high school seniors that are Dual Enrollment students, it is imperative that the college/university send transcripts as soon as possible to the participating high school.**

## Invoicing

### Invoicing Deadlines

Per signed agreement, colleges/universities honoring Vermont Dual Enrollment vouchers will be reimbursed as per the Dual Enrollment Rate Sheet found on the [Dual Enrollment Website](#).

All courses must have an appropriate course section and title provided; any course listed as "Course not Listed" in the Dual Enrollment System will not be reimbursed.

Invoicing Deadlines are as follows:

- Summer Semester –**September 15**
- Fall Semester –**November 15**
- Spring Semester –**April 15**

If the 15th falls on a weekend or holiday, invoices should be submitted that last business day before the 15<sup>th</sup>.

### What Happens if the College/University Misses an Invoicing Deadline?

**Invoices received after the close of business day on the above dates will not be reimbursed by the Agency of Education and any costs incurred will be covered by the institution (not the student or parent).**

### Questions about invoices?

You can email the Business Office for updates at: [AOE.Finance@vermont.gov](mailto:AOE.Finance@vermont.gov)



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## Participation Agreements for High Schools, Technical Centers and College/Universities

### How to Become a Partnering High School, Technical Center or College/University

Each year high schools and postsecondary institutions interested in participating in the Dual Enrollment Program must engage in the participation agreement process. CTE Centers interested in participating in the Fast Forward Program must also complete a similar process. The participation agreement memorandums and forms are located on the [AOE Dual Enrollment Website](#). This process is time sensitive and involves several steps. Contact information collected from the agreement form is used to generate access to the Dual Enrollment System for both Dual Enrollment and Fast Forward courses. In the case that contact information changes after the agreement is signed and filed, the AOE requires the designated appointee's approval prior to granting additional permissions to the system.

### What Happens if a High School or College/University is not on the list of participating schools?

If a high school, college or university is not listed on the [AOE Dual Enrollment Website](#) or on the drop-down list of schools in the Dual Enrollment System that institution is currently not eligible to participate in Dual Enrollment. Prior to offering Dual Enrollment, those schools must follow the procedure outlined on page 16.

If schools have not received information on the Dual Enrollment Program, they should contact the Dual Enrollment team at the Agency of Education at [aoe.dualenrollment@vermont.gov](mailto:aoe.dualenrollment@vermont.gov).

### Dual Enrollment Program Limitations

- Remedial coursework offered by a college is not eligible for Dual Enrollment funding. These courses do not apply toward college graduation requirements. High schools should develop programming independent of the Vermont Dual Enrollment program that supports students in need of remedial or developmental coursework to achieve college readiness.  
Note: Courses offered through the [Vermont Virtual Learning Cooperative](#) are an available source of programming for this purpose.
- Eligible students have access to a total of two state-funded courses.  
Note: Dual Enrollment vouchers cannot be used for Fast Forward courses and Fast Forward tickets cannot be used for Dual Enrollment courses.
- Each voucher covers the cost of tuition for up to a 4-credit course.
- Materials, fees, and textbook costs are not covered by Dual Enrollment vouchers.

- Articulated agreements between secondary schools and colleges are separate and apart from the Dual Enrollment Program.
- Advanced Placement courses are not contained within the Dual Enrollment System.
- Courses must be a college's regular course catalog to be eligible for reimbursement.
- Summer semester is considered part of the next secondary school year.
- Dual Enrollment vouchers will be granted on a semester basis.
- Foreign exchange students visiting Vermont high schools are not eligible for Dual Enrollment courses. They do not meet the eligibility requirements for student participation.
- Dual Enrollment vouchers and Fast Forward tickets may not be used at the same time as students are enrolled in the Early College program. Dual Enrollment/Fast Forward vouchers may be used **prior** to Early College but not during or after Early College completion.
- Any voucher/ticket that has been used for a course and the student withdrew **after** the college's drop/add period will be considered expended and will no longer be available.

## Dual Enrollment Program Timeline

The current timeline with specific dates is available on the [AOE Dual Enrollment Website](#) and in the Dual Enrollment Voucher System for those with access.

Note: Dates for Dual Enrollment (DE) apply to Fast Forward (FF) and concurrent enrollment courses. Fast Forward courses are not available in the summer for students to access.

### Summer

Semester	Action Step	Deadline
Summer	Colleges submit Dual Enrollment course data to AOE via SFTP folder by close of business day for summer	Early February
Summer	PCG review and upload college Dual Enrollment course data into system for summer	Mid-February
Summer	Colleges review Dual Enrollment course data in system to make sure all summer courses accounted for	Late-February
Summer	System Opens for Summer Dual Enrollment Voucher requests	Late-February

Semester	Action Step	Deadline
Summer	System Closes for Dual Enrollment Voucher requests for summer semester.	Mid-July
Summer	College Dual Enrollment registration/claim status and Course Not Listed files uploaded to the DE System by close of business day for the summer semester.	Mid-August
Summer	College Dual Enrollment Invoicing deadline for summer semester due to Agency of Education by end of business day.	Mid-September
Summer	AOE to review Dual Enrollment data for reimbursements to colleges.	Mid-September
Summer	College Dual Enrollment grade file uploaded to the DE System by close of business day for summer semester.	Mid-October
Summer	PCG review and upload college grade data into system for fall semester.	Late-October

## Fall

Semester	Action Step	Deadline
Fall	Colleges submit Dual Enrollment & Fast Forward course data to the DE System by close of business day for fall semester.	Late-March
Fall	PCG review and upload college Dual Enrollment & Fast Forward course data into system for fall semester.	Early-April
Fall	Colleges review Dual Enrollment & Fast Forward course data in system to make sure all fall semester courses are accounted for.	Mid-April
Fall	System Opens for Fall Dual Enrollment Voucher & Fast Forward Ticket requests.	Mid-April

Semester	Action Step	Deadline
Fall	System Closes for Dual Enrollment Voucher & Fast Forward Ticket Requests for fall semester.	Mid-October
Fall	College DE & FF registration/claim status and Course Not Listed files uploaded to the DE System by close of business day for fall semester.	Early-November
Fall	College Dual Enrollment Invoicing deadline for fall semester due to Agency of Education by end of business day.	Mid-November
Fall	AOE to review Dual Enrollment data for reimbursements to colleges.	Mid-November
Fall	College Dual Enrollment & Fast Forward grade file uploaded to the DE System by close of business day for summer semester.	Early-January
Fall	PCG review and upload college grade data into system for fall semester.	Late-January

## Spring

Semester	Action Step	Deadline
Spring	Colleges submit Dual Enrollment & Fast Forward course data to the DE System by close of business day for spring semester.	Late-October
Spring	PCG review and upload college Dual Enrollment & Fast Forward course data into system for spring semester.	Early-November
Spring	Colleges review Dual Enrollment & Fast Forward course data in system to make sure all spring courses are accounted for.	Early-November
Spring	System Opens for Spring Dual Enrollment Voucher & Fast Forward Ticket requests.	Mid- November
Spring	System Closes for Dual Enrollment Voucher & Fast Forward Ticket Requests for spring semester.	Mid-March

Semester	Action Step	Deadline
Spring	College Dual Enrollment & Fast Forward registration/claim status and Course Not Listed files uploaded to the DE System folder by close of business day for spring semester.	Late-March
Spring	College Dual Enrollment Invoicing deadline for spring semester due to Agency of Education by end of business day.	Mid-April
Spring	AOE to review data for reimbursements to colleges.	Mid-April
Spring	College Dual Enrollment & Fast Forward grade file uploaded to the DE System folder by close of business day for spring semester.	Early-June
Spring	PCG review and upload college grade data into system for spring.	Early-June

Note: The closing date for semester means all vouchers/tickets have to be requested by the student and approved by the High School Dual Enrollment Coordinator for that semester by the close of business (4:45 pm) on the closing date.

## Definitions

### Career Technical Education (CTE)

An educational program that supports attainment of a high school diploma, designed to provide students with technical knowledge, skills and aptitudes that will prepare them for further education and enhance their employment options or lead to an industry-recognized credential. CTE in Vermont is available to high school students through 17 regional CTE centers.

### Concurrent Enrollment

Refers to the partnership between a high school and a college that allows high school students to take college-credit bearing courses taught by college-approved high school teachers on the high school campus.

### Dual Enrollment Program (DEP)

Enrollment by a high school student in a college credit-bearing course offered by a college/university. Upon successful completion of the course, the student will meet any applicable graduation requirements from their high school and college credit from the

college/university. Students will request a voucher through this program to cover tuition at the college/university (materials, fees, and textbook costs are not covered).

### **Fast Forward Program (FF)**

The Fast Forward Program allows Vermont resident students in CTE programs to get credit for college courses taken at regional CTE centers. Fast Forward is for Vermont students who have not yet graduated from high school and who are enrolled in a partner career technical education center program. The courses are taught at the regional CTE center, and classes are scheduled during the regular school day.

### **Adult Diploma Program (ADP)**

ADP students work with their local Adult Education and Literacy (AEL) provider to have their skills assessed in all academic areas and to develop a Personalized Learning Plan (PLP) with a partnering high school that aligns with their local graduation requirements. Students in the ADP program cannot be enrolled simultaneously at a secondary school.

## **Dual Enrollment Stipends**

During the Dual Enrollment request process, students are asked if they are eligible for free and reduced priced lunch (FRL) and if they will incur any costs associated with taking the Dual Enrollment course (textbooks, fees, transportation). These questions are used to determine eligibility for an additional stipend provided through the [Vermont Student Assistance Corporation](#) (VSAC).

If the student answers yes to these questions in the Dual Enrollment System, the system flags these responses so that the Secondary School Coordinator can confirm financial eligibility for free and reduced lunch (not to be confused with a universal free lunch program) and confirm there are costs associated with the course. Once the voucher is approved by the Secondary School Coordinator and the student registers for a course at a participating college/university, their name is sent to VSAC and a \$150 check is sent to the student's home address.

Note: Home Study students are not eligible for Free and Reduced Lunch, therefore are not eligible for the textbook stipend.

## **Tuition and Funding**

There are three different course types that are used to determine the tuition rate and reimbursement amount to be paid to the Dual Enrollment Postsecondary Institutions:

- When the college pays the instructor, all colleges (except CCV) are reimbursed the CCV rate for Dual Enrollment courses.
- When CCV pays the instructor, CCV is reimbursed at 90% of their rate for CCV courses.

- When a course is taught by a high school instructor and the instructor is paid by the high school, participating colleges are reimbursed 20% of the CCV rate for dual enrollment.

For additional information about current rates, please refer to the Dual Enrollment & Early College Rate Information sheet that is posted annually on the [AOE Dual Enrollment Website](#).

## **Student/Family Frequently Asked Questions (FAQs)**

### **Q1. Is there an application process that a student needs to go through to participate in the Dual Enrollment Program?**

A student interested in taking a college course through the Dual Enrollment Program needs to follow their high school's established process, which begins with receiving the principal's/designee's approval for the college course. Dual Enrollment courses must be incorporated into a student's PLP. For a student with an IEP or 504 Plan, the IEP/504 team or case manager may review the appropriateness of the Dual Enrollment course and make a recommendation, as part of the PLP process, to the principal or designee. When the student completes the high school approval process, he/she will apply for a voucher at <https://dualenrollment.vermont.gov/vtde>

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### **Q2. Does the college course need to appear on the student's high school transcript?** Since the course must apply as progress towards high school graduation it must be included on the high school transcript. As an example, this can be a generic designation such as College English, College Math, College Science, College Elective, etc., with the specifics of the class detailed in the student's file with a copy of the college transcript.

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### **Q3. Are the rules different for transcripts if the class is held at the high school?**

No. If the class is for college credit, the same transcript rules apply regardless of the location of the class.

### **Q4. Do all schools participate in the Dual Enrollment Program and/or can any student in Vermont who meets the eligibility requirement participate in the Dual Enrollment Program?**

All public schools and approved independent schools (only for students from non-operating districts) in Vermont can participate in the Dual Enrollment Program. Both the high school and the college/university must have a signed participation agreement, with all attestations agreed upon, on file with the AOE. Per legislation, [16 V.S.A. § 944](#), any publicly funded Vermont resident enrolled in one of the eligible institutions above, or the

Adult Diploma Program, and/or Home Study, and who has completed grade 10 but has not received a high school diploma, is eligible to participate in the Dual Enrollment Program.

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**Q5. What is the responsibility of high schools regarding Home Study students?**

The high school has no responsibility. The parent or guardian of the Home Study student is responsible for providing guidance and seeking approval from the AOE for account and course approval in the Dual Enrollment System. Additionally, the Home Study student and the student's parent or guardian shall be solely responsible for developing a PLP.

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**Q6. How does the secondary school and institution of higher education determine that the student is ready for a college course?**

Both secondary schools and institutions of higher education are responsible for determining readiness. Procedures and assessment tools may be identified to determine when a student is sufficiently prepared to access a Dual Enrollment course. Administrative approval from the high school principal or their designee is required at the high school level before a student can apply for a voucher and register for a class.

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**Q7. If the student does not complete the Dual Enrollment course with a passing grade, what are the consequences?**

The student will be responsible for the grade received and it will appear on the official college and high school transcript; and the forfeited credit for the course could mean that the student is lacking a high school requirement needed for graduation. It is vital that students pay close attention to withdrawal and add/drop deadlines at the college they are attending.

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**Q8. Can a student participate in the Dual Enrollment Program by auditing a class?**

No. State-funded vouchers may not be used for auditing a college course. Dual Enrollment applies only to classes that are taken for college credit.

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**Q9. Do the accommodations listed in the student's IEP or 504 automatically apply to college classes?**

No. The IEP team or the 504 team should review the rigor of the course, the services offered in the Student Support office at the postsecondary institution and decide whether this is an appropriate fit. Please refer to the Special Services section of this manual for more information.

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**Q10. Does the IEP or 504 Team make decisions about accommodations provided in college classes?**

No. Although the IEP or 504 Team plays a key role in providing recommendations and documentation for requested accommodations, decisions about the accommodations provided in college classes will be determined by the college. The IEP or 504 Team plays a fundamental role in creating a student's [Transition Plan](#), utilizing the [Flexible Pathways Toolkit](#) and incorporating any subsequent Dual Enrollment experiences into the Course of Study section of the plan will result in a more comprehensive plan.

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**Q11. What is the process for obtaining accommodations in Dual Enrollment courses?**

It is recommended that the student:

- meet with their special educator and/or case manager to identify [Disability Services Contact Information](#), and organize documents to present to the college;
  - apply to the office of disability services at the college to self-identify a disability;
  - request accommodations; and,
  - provide the necessary documentation.
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**Q12. Is a student with disabilities held to the same grade requirements as other students?**

Yes. Students with disabilities are held to the same standards of academic and behavioral performance.

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**Q13. Are colleges/universities exempt from public school requirements for bullying and harassment when a student is on a college campus?**

Best practice would be for the secondary school to have a conversation with the Higher Education Institution regarding their policy and practices and then provide that information to students. At a minimum, high schools should have a contact person designated to receive feedback and student questions regarding issues that occur on the college campus.

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**Q14. At what point does a Home Study student become ineligible for a Dual Enrollment voucher?**

Home Study students are no longer eligible when their plan with the state expires and is not renewed or when they have used two vouchers. Contact the AOE to determine eligibility.

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**Q15. How easy is it for students to amend their PLPs as their interest changes?**

Act 77 requires at a minimum a yearly review. The PLP work group recommended that the review process be continuous and updates to the PLP be made based on student need and not just performed annually. The [Personalized Learning Planning Process webpage](#) provides resources and materials to support the critical elements involved in the PLP process.

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**Q16. Is Dual Enrollment truly for every junior & senior? What are the criteria and conditions?**

To determine if this flexible pathway is right for you consider using the [VT Flexible Pathways Toolkit](#). For more information about eligibility criteria refer to the Student Eligibility section of this manual. Only those students who meet the eligibility requirements may participate in the Dual Enrollment Program.

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**Q17. What is the cost of a DE course?**

Dual Enrollment courses are tuition-free for participating students. Students and parents are responsible for any costs other than tuition, such as textbooks, course fees, etc. Students who are eligible for free and reduced lunch may receive a \$150 financial stipend to cover these costs, see the Dual Enrollment Stipend section of this document for more details. For secondary and post-secondary schools inquiring as to specific rates, please refer to the Dual Enrollment & Early College Rate Information sheet that is posted annually on the [AOE Dual Enrollment Website](#).

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**Q18. How long is the drop period for Dual Enrollment students?**

The drop period for each participating college/university varies. For specific dates, you would have to view the specific college/university's drop, add, withdraw schedule.

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**Q19. Do college faculty know who their Dual Enrollment students are?**

No. College faculty do not know they are high school students unless the student discloses that information.

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**Q20. If a student changes where they want to take a college course, do they need to reapply for another voucher?**

Yes, the student needs to reapply for another voucher. The original voucher request must be marked as "Did Not Register/Dropped" prior to requesting a new voucher.

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