
MEMORANDUM

TO: Participating Post-Secondary Institutions
FROM: Lisa Helme, Assistant Director, Student Pathways Division
SUBJECT: Vermont Dual Enrollment Program Participation Agreement 2025-2026
DATE: January 8, 2025

VERMONT DUAL ENROLLMENT PROGRAM

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

Under the Flexible Pathways Initiative, the State has encouraged and supported school districts in offering high-quality educational experiences. The Dual Enrollment Program and the Early College Program are two such experiences that allow school districts to offer post-secondary experiences to students to meet graduation requirements. The Vermont Dual Enrollment Program, [16 V.S.A. § 944](#), provides eligible Vermont high school students access to two college courses, tuition free, through a system that tracks requests, collects information for reporting, and allows for accurate reimbursement to participating partners. Requests for courses are approved on a semester-by-semester basis, pending student eligibility. Developmental and remedial courses do not qualify under the Vermont Dual Enrollment system. Student readiness for and participation in college coursework must be determined by their principal and/or their designee and documented in the student's Personalized Learning Plan.

Secondary and post-secondary institutions shall ensure that students meet eligibility requirements as defined by state policy, which are subject to change based on legislative action.

Please refer to current guidance regarding eligibility and enrollment of home study students. For any questions, contact Aoe.DualEnrollment@vermont.gov.

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

The Participation Agreement process involves two steps.

1. Complete and submit the [Vermont Dual Enrollment Program Postsecondary Institution Participation Agreement FY26](#) by **February 14, 2025**.
2. Upon submitting this completed form an AOE representative will convert the completed form into a **DocuSign*** document which will then be routed to both the principal and superintendent, or their designees, for signatures to be maintained on file.

***DocuSign** is the AOE's official e-signature tool. Signatures indicate understanding of and assurance that corresponding Participation Agreement responsibilities will be met.

The AOE is currently in the process of updating and improving the Dual Enrollment System. Should any changes impact any of the programs managed by that system, you will be notified. If any of the changes necessitate that partnership agreements need to be modified, they will be updated accordingly and redistributed for subsequent approval.

We look forward to our continued work with you to fulfill the expectations of the Flexible Pathways Initiative and the implementation of the Vermont Dual Enrollment Program. If you have any questions concerning the Flexible Pathways Initiative and the Vermont Dual Enrollment Program, please contact AOE.DualEnrollment@vermont.gov.

Resources:

[Dual Enrollment Webpage](#)