

## MEMORANDUM

TO: Participating Post-Secondary Institutions  
FROM: Ryan Parkman, Personalized Learning Program Manager – Student Pathways  
Cc: Jess DeCarolis, Division Director – Student Pathways  
SUBJECT: Vermont Dual Enrollment Program for 2022-2023  
DATE: August 19, 2022

### 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 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.

Under the Flexible Pathways Initiative, the State has encouraged and supported school districts in offering high-quality educational experiences. Two such experiences, Dual Enrollment and Early College, 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 voucher system that tracks requests, collects information for reporting, and allows for accurate reimbursement to participating partners. Vouchers are awarded on a semester-by-semester basis, pending student eligibility. Developmental/remedial courses do not qualify for Vermont Dual Enrollment vouchers. The Early College Program, [16 V.S.A. § 946](#), allows seniors who enroll to take a full year of college-level courses tuition free. 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.

Eligibility criteria for student participation in the Dual Enrollment Program has changed since its initial implementation. This change is reflected in Dual Enrollment Program policy with the expectation that secondary school and higher education partners adhere to using the updated criteria in determining student eligibility. The updated policy language below provides further clarification of eligibility requirements. This language is an expansion on and not an exact replication of statutory language under [16 V.S.A. § 944](#) (1)(A)(i)(III).

Secondary schools must confirm that the student meets the eligibility requirements of the Dual Enrollment Program before approving a voucher request. A student is eligible for the Dual Enrollment Program if:

1. they are a Vermont resident;

#### Contact Information:

If you have questions about this document or would like additional information, please contact Ryan Parkman, Student Pathways, at [AOE.DualEnrollment@vermont.gov](mailto:AOE.DualEnrollment@vermont.gov).

2. have completed grade 10 (rising Junior, rising Senior);
3. have 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
  - d. a High School Completion Program that is assigned to a public school; or
  - e. a Home Study Program and participation in Dual Enrollment is consistent with Home Study policy (To be enrolled in a home study program, at least sixty percent of the core academics (3 out of 5) must be conducted at home.);
5. Dual Enrollment is an element included in the student's personalized learning plan; and
6. The secondary school and the post-secondary institution have determined 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 post-secondary institution.

\*As a result of school mergers under [Act 46](#), 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.

The Participation Agreement process involves two steps.

1. Complete and submit the [Vermont Dual Enrollment Program Post-Secondary Institution Participation Agreement Microsoft Form](#) by **September 15, 2022**.
2. Upon submitting this completed form, the AOE designee, Rose Wheeler, will convert the completed form into a **DocuSign** document which will then be routed to the authorized representative for signature to be maintained on file.

NOTE: **DocuSign**, is the AOE's official e-signature tool. Signatures indicate understanding of and assurance that the Vermont Dual Enrollment Program Participation Agreement responsibilities will be met.

**The completed Microsoft Form is due by September 15, 2022**

[Vermont Dual Enrollment Program Post-Secondary Institution Participation Agreement Microsoft Form](#)

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](mailto:AOE.DualEnrollment@vermont.gov).

**Resources:**

- [Dual Enrollment webpage](#)
- [Dual Enrollment Program Timeline FY23](#)
- [Dual Enrollment and Early College Rate Information FY23](#)
- [Dual Enrollment College Coordinator Guide](#)
- [Dual Enrollment Program Data Exchange File/Specifications](#)
- [Dual Enrollment Invoicing and Invoicing Back up Documentation](#)
- [Dual Enrollment System](#)