
Issue Date: January 26, 2024

Post-Secondary Dual Enrollment Participation Agreement FY25

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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 start 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.

We encourage the signees to share these program responsibilities and assurances with their institution's Dual Enrollment program coordinators. Any questions about this program should be directed to: AOE.DualEnrollment@vermont.gov

Please refer to current guidance regarding eligibility and enrollment of Home Study students. For any questions contact AOE.DualEnrollment@vermont.gov

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.

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
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.
3. Post-secondary institutions will establish and make publicly available admissions processes and any assessments/evaluations of readiness 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.

4. 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.
5. As a condition of reimbursement for tuition per semester, all course and registration information, course changes, and final grades must be submitted by upload to the AOE SFTP folders using the Data Exchange Specifications within established Dual Enrollment timelines before a course request is finalized within the Dual Enrollment System. Colleges can manually enter registration and grade information directly into the system as well.
6. Post-secondary institutions will be required to update semester data (this includes resolving any "Course Not Listed" courses) in the Dual Enrollment System via the SFTP folder using the Data Exchange file/specifications by the date semester invoices are due. Failure to address data reporting needs, including resolving errors, within AOE reimbursement period will not be addressed until the following semester's invoicing period.
7. Post-secondary institutions 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).
8. Post-secondary institutions will accept as full payment the tuition set forth, as outlined on the Dual Enrollment and Early College Rate sheet produced annually.
9. Post-secondary institutions allowing a student to participate in a Dual Enrollment course without an approved course request in the Dual Enrollment System from the high school will be responsible for the course tuition (not the high school or the student/parent/guardian). Reports of charges disseminated to parents/families are subject to review and resolution by the AOE.
10. Post-secondary and secondary institutions allowing a student to register and complete a college course designated as Dual Enrollment or requested through the Dual Enrollment system that begins prior to the student completing 10th grade or ends after a student has graduated from high school will be responsible for tuition (the student/parent/guardian will not be responsible for tuition).
11. Post-secondary institutions will notify the respective high school of any changes in course or enrollment status for a student (e.g., "dropped" courses).
12. Post-secondary institutions will report semester grades for students in Dual Enrollment courses to both the high school, via transcripts, and the Agency of Education, via the Dual Enrollment System, per the established timeline.
13. Post-secondary institutions will ensure that courses apply toward college graduation requirements and are not remedial courses.
14. The post-secondary institution will ensure that any credits earned through Dual Enrollment or Early College programs at another participating institution will be accepted as credit bearing courses.
15. 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.

16. Institution of Higher Education Name:
- Bennington College
 - Champlain College
 - Community College of Vermont
 - Landmark College
 - Norwich University
 - Saint Michael's College
 - Sterling College
 - University of Vermont
 - Vermont State University
17. General Contact Information: This contact information will appear on the AOE website and will be point person for public contact.
18. General Contact Information: Email Address
19. General Contact Information: Phone Number
20. General Contact Information: Link to Institution's Dual Enrollment Information
21. Dual Enrollment College Coordinator Contact Information: This person(s) will claim/update and monitor the status of approved course requests and have access to the dual enrollment system.
22. Dual Enrollment College Coordinator Contact Information: Email Address
23. Dual Enrollment College Coordinator Contact Information: Phone Number
24. Budget/Registrar Office Contact Information: This person will be able to assist with trouble shooting invoicing issues (if applicable).
25. Budget/Registrar Office Contact Information: Email Address
26. Budget/Registrar Office Contact Information: Phone Number
27. Budget/Registrar Office Contact Information: Will the Budget/Registrar contact also need access the dual enrollment system?
28. **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
29. Post-Secondary Academic Officer: Email
30. Post-Secondary Academic Officer: Phone