

Issue Date: January 26, 2024

Post-Secondary Early College Participation Agreement FY25

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The Agency of Education and Vermont's approved post-secondary partners continue their collaboration to create a system in which Vermont seniors can complete their final year of high school at a college or university. This program is part of the Flexible Pathways Initiative, in which the State has encouraged and supported school districts in offering high-quality educational experiences. The Early College Program, [16 V.S.A. § 946](#), is a program in which high school juniors apply to complete their senior year of high school in a college program. 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.

For each 12th grade Vermont student enrolled, the Secretary of Education shall pay an amount equal to 87 percent of the base education amount, but not more than tuition charged by the institution, to an Early College Program that is approved for operation by the Secretary. This amount is intended to cover tuition only for both semesters, not each.

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 Early College Program Participation Agreement responsibilities will be met.

We encourage the signees to share these program responsibilities and assurances with their Early College program coordinators. Any questions about this program should be directed to: AOE.EarlyCollege@vermont.gov

Note: Please refer to current guidance regarding eligibility and enrollment of Home Study students

Early College Program Provider Responsibilities:

The following section pertains to the responsibilities post-secondary institutions are expected to fulfill as partners in the Vermont Early College 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. The post-secondary institution shall submit to the Legislature and to the Post-Secondary Programs Coordinator at the Agency of Education a copy of the Early College report due in January as required by statute, [16 V.S.A. § 947](#).



Contact: AOE.EarlyCollege@vermont.gov

3. Courses administered through an Early College Program shall be included in the course catalog of the post-secondary institution and shall not differ in designation, description, or credits.
4. Post-secondary institution instructors serving Early College Program students must be approved by the respective post-secondary academic department and shall meet the same requirements for teaching the courses as other college faculty.
5. The post-secondary institution will ensure that Early College Program students meet all relevant course pre-requisites.
6. 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.
7. Post-Secondary institutions allowing a student to enroll in Early College who does not meet eligibility requirements will be responsible for the course tuition (not the high school or the student/parent/guardian).
8. Early College Program students will be enrolled as full-time students for one academic year in the post-secondary institution receiving payment and students' experiences shall be recorded on an official post-secondary institution transcript.
9. Early College Program students will be held to the same full-time enrollment status requirements as other full-time students at the post-secondary institution.
10. Post-secondary institutions will ensure that courses apply toward college graduation requirements and are not remedial courses.
11. 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.
12. A post-secondary institution shall not accept a student into an Early College Program unless enrollment in an Early College Program was an element of the student's Personalized Learning Plan and the principal of the high school in which the student attended their junior year has approved that the student is academically ready for the Early College Program.
13. Post-secondary institution must ensure that perspective students attended an eligible Vermont high school and have a current Participation Agreement on file with the Agency of Education.
14. 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 Early College courses. These processes and measures will be made available to high schools for use and will include the requirement that the Early College courses appear in the student's Personalized Learning Plan and will be in accordance with statutory and policy requirements.
15. The post-secondary institution will provide Early College Program students with an orientation to available student support services.
16. The post-secondary institution will ensure that Early College Program students are held to the same standards and grading policies as those expected of other students.
17. The post-secondary institution shall work with every student to sign FERPA waivers so that the post-secondary institution can share student information with the sending high school.

18. Post-secondary institutions shall work with high schools to ensure that the Early College Program will also meet the requirements for high school graduation.
19. The post-secondary institution will be responsible for contacting the high school regarding the dropping/adding of courses, as these changes may impact issuance of the high school diploma.
20. The post-secondary institution will send high schools a list of enrolled courses for students after the drop/add period.
21. The post-secondary institution will provide sending high school with individual student updates each mid-semester.
22. The post-secondary institutions will report semester grades via transcripts for students in Early College courses to the high school upon course completion; timely submission is necessary for the college application process and completing high school graduation requirements.
23. In the event that a student will not successfully complete the Early College Program, the post-secondary institution, in conjunction with the sending high school, shall make every reasonable effort to facilitate the student's re-engagement in the Personalized Learning Plan process in order to determine the most effective pathway to graduation.
24. If a student needs to drop below full-time status for any unforeseen circumstance, the Early College Request for Exception Form must be provided to the AOE for review and approval if the student is seeking to continue on a part-time basis. The secondary and/or post-secondary institution will need to complete the request form.
25. The post-secondary institution shall comply with Vermont Agency of Education finance procedures for the purpose of effecting payment.
26. The post-secondary institution will meet the following deadlines for invoicing: November 15 and April 15 by the close of business day (if the 15th falls on a weekend, it should be submitted the last business day before the 15th). Invoices 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).
27. The post-secondary institution will complete and upload the EC Enrollment and Snapshot Data spreadsheet per fall and spring semesters to the AOE SFTP folder within the established invoicing timeline (November 15 and April 15).
28. The postsecondary institution will accept as full payment for tuition set forth, which is reimbursed at 87% of the base education amount. This amount covers tuition only for both semesters, not each. All participating postsecondary institutions will be reimbursed at that rate with the exception of CCV. The CCV tuition rate cannot exceed but may be less than 87% of the base education amount.
29. Institution of Higher Education Name:
 - Community College of Vermont
 - Goddard College
 - Norwich University
 - Vermont State University
30. General Early College Contact Information (This information will appear on the AOE website and will be point person for public contact): Name
31. General Early College Contact Information: Email Address

32. General Early College Contact Information: Phone number
33. Registrar Office Contact Information: Name
34. Registrar Office Contact Information: Email Address
35. Registrar Office Contact Information: Phone Number
36. Budget Office Contact Information: Name
37. Budget Office Contact Information: Email Address
38. Budget Office Contact Information: Phone Number
39. **Post-Secondary Academic Officer:** Please enter the name, email address, and phone number for the Post-Secondary Academic Officer. Upon submitting this completed form, the 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 Early College Program Participation Agreement responsibilities will be met.:
Name
40. Post-Secondary Academic Officer: Email
41. Post-Secondary Academic Officer: Phone