Dual Enrollment Articulation Agreement Submission Site

Submitter:
Agreement Effective Date: 7/1/2022

Representing:
Florida College: Florida Gateway College

District(s) the Agreement(s) include

<table>
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<th>Columbia County Schools</th>
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<td>Gilchrist County Schools</td>
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Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(A) Public Postsecondary Institution Agreement with Public School Districts

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.
   N/A

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
   q. The College and high school will schedule an information and orientation session to inform students and parents about opportunities to participate in the Dual Enrollment Program. At least two weeks prior, the College and high school will collaborate in formulating the agenda for this information session.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
1. Articulation acceleration mechanisms shall include, but not be limited to, Academic Dual Enrollment, Career Dual Enrollment, Academic and Career Early Admissions, Advanced Placement, Credit by Examination, the International Baccalaureate Program, and Career Pathways.

a. Academic Dual Enrollment: Students in grades 6 – 12 who qualify are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. Students may be part-time or full-time. The following are ineligible to be counted as Dual Enrollment:

1.) career preparatory instruction;
2.) college preparatory instruction;
3.) other forms of pre-college instruction;
4.) physical education and recreation students who focus on physical execution of skill rather than the intellectual attributes of the activity; and
5.) courses not creditable toward a high school diploma.

Unless the student has successfully completed the entry level examination required by §1008.30, F. S., the student will be ineligible for enrollment in college credit mathematics or English courses, or any courses for which college credit English, reading or math is a prerequisite.

b. Career Dual Enrollment: Students in grades 6 – 12 qualify who are seeking a degree and industry certification through a career education program or course. The student is also earning industry certifications adopted pursuant to §1008.44, F. S., which count toward the high school diploma. Students may be part-time or full-time in Career Dual Enrollment.

c. Early Admissions: This is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. Students who qualify will earn both high school and college/career credits for courses completed. Participation in the Career Early Admission program shall be limited to students who have a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

d. Early College Program allows admitted students to complete 60 credits of dual enrollment coursework, culminating in earning both a standard high school diploma as well as an Associate of Arts (AA) Degree upon the completion of four years of high school. This program is limited acceptance and students must meet specific criteria in order to be eligible to participate. Students commit to this program for the four years they are high school students.

e. Credit by Examination: Students will be eligible for college credit based on the receipt of a specified minimum score on a nationally standardized general or subject area examination.

f. The International Baccalaureate Program: Secondary students will be eligible who are enrolled in a program of studies offered through the International Baccalaureate Office at their high school. College credit will be awarded as determined by the School Board and the College Board of Trustees.

g. Career Pathways Program: Secondary students in grades 9-12 are eligible to participate in the Career Pathways Program. The promotion of the program and the revision of Career Pathways Articulation Agreements is a collaborative effort between all the consortium partners. Guidance counselors register students in an articulated, sequential program of study (including a technical component), which leads to continued study at the postsecondary level. Career Pathways programs consist of four years of high-level academic and technical courses at the high school level, articulated (or connected) with continued high-tech training in college, often resulting in an industry level certification. Students prepare for postsecondary training by following a program of study as outlined in the Career Pathways Articulation Agreements between the School Board and the College. Per the Gold Standard Career Pathways Articulation Agreements of Industry Certification to AS Degree in 2022 - 2023, high school students successfully completing the high school portion of the Career Pathways Program can earn college credits which may be used in a declared AS Program of Study through Industry Certification or “credit by examination.” They may also receive preferential admission to selective college programs. After a student meets all criteria outlined in the Career Pathways Articulation Agreement, including successful completion of 12 hours of regular college credit (not including prep courses), he/she can request that the credit be added to their college transcript by completing the Request for Career Pathways Credit form and returning it to the Director of Dual Enrollment and Career Services. Please refer to the Florida Department of Education web site for more information. The College Director of Dual Enrollment and Career Services is the coordinator of the Career Pathways Articulation Agreements.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

ENROLLMENT PROCEDURES

1. The Director of Enrollment Management and Director of Dual Enrollment and Career Services shall coordinate the admission of
Dual Enrollment Articulation Agreement Submission Site

Dual Enrollment students.

2. The College will provide academic advisement services regarding the College's educational programs to students participating in the Program.

3. All students must complete a College Dual Enrollment/Early College Application for Admission form by the dates listed above in Students Eligibility Criteria, B2(d).

4. All students must complete their registrations, with guidance counselor approval, for each term through their MyFGC accounts no later than the published dates in the College Academic Calendar.

5. Approval and acceptance of the Dual Enrollment registration by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.

6. Students seeking academic modifications due to a disability are required to register with the Accessibility Services Office (ASO). They should make an appointment to meet with the College Director of Testing and Accessibility Services and provide recent, relevant and comprehensive documentation from an appropriate health care provider or professional. While an Individualized Educational Plan (IEP) may be provided, the IEP and the 504 Plan are not generally considered adequate documentation, services may be provided to support accommodations received at the High School. The College and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course (i.e., classroom, online, hybrid).

7. The College Dual Enrollment course report will be provided to the high schools for textbook review.

8. The student must complete all sections of entry-level examinations required per Section 1008.30, Florida Statutes and the College. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students, who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment, shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Eligible test scores for all three (3) sections are required to participate in Dual Enrollment starting Fall 2020.

9. Students making any schedule changes must have approval by the high school counselor and the College Director of Dual Enrollment and Career Services. The student must return any books for courses they are not registered in to the individual specified by School Board procedure. Note: If a student withdraws from high school courses in their school district, the high school counselor must also complete withdrawal paperwork for any college Dual Enrollment courses in which the student was enrolled. An exception to this could be made if a student requests to continue in the college course(s), and the student’s new school district high school principal or his/her designee provides written permission to the College. No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Academic Calendar).

10. Students who register for classes are responsible for their grades associated with those classes. Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from the class by the appropriate published date. Students who have been reported by their instructor as never attending during the first and second week of the add/drop period should be automatically dropped from their classes when course section rosters are returned to the College Enrollment Services Office by the third week of the semester. Therefore, since students may or may not be automatically dropped, it would be in the student’s best interest to be responsible for initiating the withdrawal action. Notification of any dual enrollment student dropped by Enrollment Services Office will be sent to the Director of Dual Enrollment and Career Services, who will then notify the high school guidance counselor immediately. Any student not dropped or withdrawn from a course by the published date will remain officially registered and will be assigned an earned letter grade at the end of the semester.

11. Students will be permitted to use ACT or SAT scores for placement into college-level courses. Students who place into Pre-Calculus (MAC 1140) or higher through ACT or SAT scores are required by the College to complete the Math sub-test of the PERT (Postsecondary Education Readiness Test) for placement.

12. Dual Enrollment students shall be subject to all College policies and procedures that apply to other students. As with all students, official final high school transcripts must be on file with the College Enrollment Services Office prior to students being admitted as standard students. Summer A admission after the students last eligible term as DE will only be granted under certain special circumstances which will be reviewed by the Director of Dual Enrollment and Career Services. Students will need to complete a Standard Application, Residency Declaration form, and a letter from the High School stating the student will be graduating from High School will need to be brought to Enrollment Services to convert the student for Summer A. Enrollment for Summer A will be granted to those students that will be graduating with a degree after completion of the term. Students not completing a degree will be admitted for Summer B when their official High School transcripts have been received and reviewed.

13. Students must conform to all Dual Enrollment policies and procedures established by their high schools. All statutory requirements must be met prior to any student continuing in the program. SLS 1501 is a General Education social science course requ
5. A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

STUDENT ELIGIBILITY CRITERIA

1. The School Board shall identify the students qualified for participation in the Dual Enrollment Program. Students must demonstrate academic capabilities to pursue college level instruction.

2. In order to be eligible for participation in the Dual Enrollment Program, a student must:
   a. be in grades 6 – 12;
   b. no student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19th birthday;
   c. have a minimum ACT/SAT/PERT/TABE test score as established by the College. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test score in basic computation (math) and communication (English and reading) skills areas cannot take college credit courses in mathematics and English respectively or any courses for which college credit English, reading or math is a prerequisite. Eligible test scores for all three (3) sections are required to participate in Dual Enrollment.
   d. meet with the high school guidance counselor or Board designee, complete the Dual Enrollment/Early College Application for Admission form, and be approved to enroll by the Director of Dual Enrollment and Career Services. Dates will be posted at High Schools and in the Approved DE Academic Calendar, posted by the College. Application forms must be approved prior to the published college deadlines.
   e. complete Dual Enrollment/Early College registrations by the end of the Add/Drop period for each term as listed in the Approved DE Academic Calendar published by the College.

The College will consider a request from the guidance counselors for dropping a course after the first week of classes. This will be done on a case-by-case basis and must be approved by the appropriate College vice president. If approved, the result will be a drop for the student, not a withdrawal.
   f. comply with the requirements specified in the County School District’s “Student Progression Plan”

3. For the Associate in Arts (A.A.) Degree Program the student must:
   a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale, or be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the College
   b. register only for required or elective courses in the A.A. Degree Program

4. For the Associate in Science (A.S.) Degree and College Credit Certificate (C.C.C.) programs the student must:
   a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale, or be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and concurrence of the College
   b. meet all program entrance requirements as stated in the College catalog
   c. register only for courses in the A.S. degree program or electives approved by the College division administrator of the A.S. degree program to which the Dual Enrollment student has been admitted

5. For Technical Certificate Programs and Applied Technology Diplomas (A.T.D.) the student must:
   a. have a minimum 2.0 unweighted GPA based on a 4.0 scale or be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the College
   b. meet all specific program entrance requirements as stated in the College catalog

6. For Bachelor Degree Programs:
   a. have successfully completed the associate’s degree prior to admission into the Bachelor program
b. No bachelor level courses can be taken prior to admission into the program. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal, the appropriate College division administrator, and Director of Dual Enrollment and Career Services.

7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative College GPA, it is at the discretion of the guidance counselor/designee to allow them one semester to achieve at least a 2.0 cumulative College GPA to maintain eligibility in the Dual Enrollment Program.

8. Students will be considered high school students for the purpose of student activities and student body privileges.

9. Dual Enrolled students may be issued a college I.D. and afforded all the privileges thereof.

10. If a student leaves your DE program/school, notify the DE office in writing as soon as possible as the student account will need to be changed. Written notification will be required to have the student continue in the DE program.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

i. Parties to this agreement will certify in writing that courses operated under this agreement will, when successfully completed, be accepted toward high school graduation on the basis that three college credits will equal one-half high school credit, except those designated otherwise by the Articulation Coordinating Committee of the Florida Department of Education and awarded college credits, none of which shall be remedial, preparatory or developmental. The High School is responsible to review high school progression and may need to submit documentation to the College upon request.

7. A description of the process for informing students and their parents of college-level course expectations.

q. The College and high school will schedule an information and orientation session to inform students and parents about opportunities to participate in the Dual Enrollment Program. At least two weeks prior, the College and high school will collaborate in formulating the agenda for this information session.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

N/A

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

4. All students must complete their registrations, with guidance counselor approval, for each term through their MyFGC accounts no later than the published dates in the College Academic Calendar.

5. Approval and acceptance of the Dual Enrollment registration by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

N/A

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

N/A

12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

STUDENT ELIGIBILITY CRITERIA

1. The School Board shall identify the students qualified for participation in the Dual Enrollment Program. Students must demonstrate academic capabilities to pursue college level instruction.

2. In order to be eligible for participation in the Dual Enrollment Program, a student must:

a. be in grades 6 – 12;
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b. no student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19th birthday;

c. have a minimum ACT/SAT/PERT/TABE test score as established by the College. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test score in basic computation (math) and communication (English and reading) skills areas cannot take college credit courses in mathematics and English respectively or any courses for which college credit English, reading or math is a prerequisite. Eligible test scores for all three (3) sections are required to participate in Dual Enrollment.

d. meet with the high school guidance counselor or Board designee, complete the Dual Enrollment/Early College Application for Admission form, and be approved to enroll by the Director of Dual Enrollment and Career Services. Dates will be posted at High Schools and in the Approved DE Academic Calendar, posted by the College. Application forms must be approved prior to the published college deadlines.

e. complete Dual Enrollment/Early College registrations by the end of the Add/Drop period for each term as listed in the Approved DE Academic Calendar published by the College

The College will consider a request from the guidance counselors for dropping a course after the first week of classes. This will be done on a case-by-case basis and must be approved by the appropriate College vice president. If approved, the result will be a drop for the student, not a withdrawal.

f. comply with the requirements specified in the County School District's “Student Progression Plan”

3. For the Associate in Arts (A.A.) Degree Program the student must:

a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale, or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the College

b. register only for required or elective courses in the A.A. Degree Program

4. For the Associate in Science (A.S.) Degree and College Credit Certificate (C.C.C.) programs the student must:

a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale, or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and concurrence of the College

b. meet all program entrance requirements as stated in the College catalog

c. register only for courses in the A.S. degree program or electives approved by the College division administrator of the A.S. degree program to which the Dual Enrollment student has been admitted

5. For Technical Certificate Programs and Applied Technology Diplomas (A.T.D.) the student must:

a. have a minimum 2.0 unweighted GPA based on a 4.0 scale or
be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the College

b. meet all specific program entrance requirements as stated in the College catalog

6. For Bachelor Degree Programs:

a. have successfully completed the associate’s degree prior to admission into the Bachelor program

b. No bachelor level courses can be taken prior to admission into the program. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal, the appropriate College division administrator, and Director of Dual Enrollment and Career Services.

7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative College GPA, it is at the discretion of the guidance counselor/designee to allow them one semester to achieve at least a 2.0 cumulative College GPA to maintain eligibility in the Dual Enrollment Program.

8. Students will be considered high school students for the purpose of student activities and student body privileges.
9. Dual Enrolled students may be issued a college I.D. and afforded all the privileges thereof.

10. If a student leaves your DE program/school, notify the DE office in writing as soon as possible as the student account will need to be changed. Written notification will be required to have the student continue in the DE program.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

m. The College will provide electronic student transcripts at the end of each term to the respective high school guidance counselors to aid in determining continued student eligibility.

14. A funding provision that delineates costs incurred by each entity.

COST

1. A student who is enrolled in a dual enrollment or early admission program through a public postsecondary institution or state university is exempt from the payment of tuition and fees, pursuant to §1009.25, F.S. The fee exemption includes application, registration, tuition, and laboratory fees for courses taken through dual enrollment.

2. For dual enrollment courses offered on a public postsecondary institution campus, the School Board pays the standard rate of tuition per credit hour from the Florida Education Finance Program (FEFP). Currently, the standard rate of tuition at a public postsecondary institution is $71.98 per credit hour. This cost is associated with dual enrollment students taking classes on the College campus and/or taking online classes through the College.

3. For dual enrollment courses offered on the high school campus by college faculty, the School Board must reimburse the College for costs associated with the proportion of salary and benefits to provide instruction. When dual enrollment courses are provided on the high school campus by a high school teacher, the School Board is not responsible for payment to the College.

4. For dual enrollment students enrolled in programs leading to a career certificate or applied technology diploma, the standard rate of tuition currently is $2.33 per contact clock hour.

5. The School Board will only pay the standard rate of tuition from funds provided in the Florida Education Finance Program to the College during fall and spring terms. The School Board does not pay the College the standard rate of tuition during the summer terms, as FEFP funds are not provided to the School Board during the summer. This does not preclude the College from offering dual enrollment courses during the summer terms. Beginning Summer 2021, summer enrollment for Dual Enrollment students will be limited to 2 courses.

6. The Board of Trustees at the College shall establish, publish, collect, and budget student fees, and shall establish dates for paying fees. The dates shall be not later than the last day of the drop and add periods established by the Board. When the College has a written promise of payment from business, industry, government unit, nonprofit organization, or civic organization, fees may be deferred as determined by the College Board of Trustees.

7. Various sponsors and agencies agree in writing to pay for a student's tuition, fees, books, and/or supplies. These agreements take the form of letters, purchase orders, memos of understandings, formal contracts and/or authorization documents which stipulate the education expense that the agency or sponsor will pay.

8. Students with funding for tuition and fees from sponsoring agencies or organizations must have a written authorization (verbal agreements are unacceptable) from the agency on file with the business office before the student's tuition and fees may be incurred. Once the authorization is on file, tuition, fees and book costs of the student will automatically be applied to the sponsor's account and an invoice generated to the sponsor for payment.

9. Charges for tuition, fees, books and supplies may be deferred and held in accounts receivable from the last day of any registration period up to sixty (60) days but not beyond the end of the class for those students for whom the College has received a written authorization for payment from a business, industry, governmental unit, non-profit organization, or civic organization.

• Faculty supplied by the College will be compensated directly by the College in accordance with the appropriate college salary schedule.

• The School Board shall provide Dual Enrollment instructional materials, including electronic access codes for textbooks, at the start of classes each semester, and accounting for Dual Enrollment instructional materials shall be accomplished as follows:

a. All instructional materials purchased under the Dual Enrollment Program shall be administered as provided in § 1007.271, F.S.

b. Students shall return instructional materials at the end of each term as provided in School Board procedures.

c. Instructional materials will be stored according to School Board procedures, and shall be reissued to students during
d. The sale of all instructional materials purchased under § 1007.271, F.S., will be in accordance with state guidelines for the disposal of such materials.

e. The proceeds from the sale of such instructional materials will be used to purchase instructional materials for public school students.

f. The selection of textbooks and instructional materials for college courses is the responsibility of the full-time College faculty. The faculty always seeks to adopt the most effective instructional materials, changing textbooks only to improve these materials. Faculty will have no control over publishers’ edition changes and in such cases usually allow students to use the previous edition of the textbook.

g. Textbooks and associated electronic access codes must be purchased by the School Board each term. College textbook vouchers should not be used to purchase miscellaneous consumable materials or supplies for students. Aware of rising textbook costs, and noting that the average life of a textbook adoption presently approximates three years, the faculty will make every effort to continue to use adopted textbooks as long as they believe them to be the best available. A Textbook Approval Form has been adopted so a department and/or instructor can request a change in textbook, which the College Textbook Committee will review to approve or disapprove. However, the College does not guarantee that an adopted textbook will remain in service for a stated period of years.

h. Any other financial consideration shall be as required by current state law or as amended as such.

15. Any institutional responsibilities for student transportation, if provided.

TRANSPORTATION

The student shall be responsible for providing transportation if the Dual Enrollment instruction is conducted at a facility other than the high school campus.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.

6. Students seeking academic modifications due to a disability are required to register with the Accessibility Services Office (ASO). They should make an appointment to meet with the College Director of Testing and Accessibility Services and provide recent, relevant and comprehensive documentation from an appropriate health care provider or professional. While an Individualized Educational Plan (IEP) may be provided, the IEP and the 504 Plan are not generally considered adequate documentation, services may be provided to support accommodations received at the High School. The College and High School will work in cooperation to provide the appropriate services the student will need based on the delivery mode of the course (i.e., classroom, online, hybrid).