Submitter:
Agreement Effective Date: 8/1/2022

Representing:
State University: Florida Gulf Coast University

District(s) the Agreement(s) include

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<th>Districts</th>
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<td>Collier County Schools</td>
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<td>Hendry County Schools</td>
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<td>Charlotte 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.

Prior Negotiations

This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and, the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representation or agreement, whether oral or written. The Agreement supersedes all previous agreements between the parties providing for an articulation plan for college-level instruction for high school Students.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
7. Communication with Students and Parents

a. It shall be the primary responsibility of the Principal (or designee) in each high school of the School Board to inform high school students and their parents in writing of opportunities under this Agreement and the requirements for participation in full-time Dual Enrollment at FGCU.

b. It shall be the primary responsibility of the Principal (or designee) in each high school to initially communicate to students and parents about college-level course expectations. Initial communication should include that dual enrollment courses meet the same curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction; that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses; and that dual enrollment courses become part of the student’s permanent college transcript and are calculated into the student's permanent post-secondary GPA.

c. An explanation of the ACE Program is provided on its website, through program brochures, and is published in the FGCU catalog. Information about college-level course expectations is included on the ACE website and is further discussed during the required ACE Program Orientation.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

1. Designation of College-Level Courses

a. Courses offered pursuant to this Agreement shall be selected from courses listed on the statewide course numbering system for which credit may be applied toward the Associate of Arts and/or Baccalaureate degree and toward high school graduation in accordance with state dual enrollment law. Current law allows for any course in the Statewide Course Numbering System to be offered as a Dual Enrollment course with the exception of remedial and Physical Education skills courses.

a. There will be a minimum course load of 12 credit hours and a maximum of 16 credits during fall and spring terms.

a. The counseling staff at the high school shall advise the Student according to high school graduation requirements. The Florida Department of Education provides and annually updates the Dual Enrollment Course-High School Subject Area Equivalency List and is available via the Florida Department of Education Website.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.
1. A Student who has expressed an interest in applying for Full-Time Dual Enrollment shall meet the following application criteria:

a. To be eligible for Dual Enrollment, shall have completed a minimum of four semesters of full-time secondary enrollment;

b. Must be a rising junior or senior at their District high school;

c. Must have a minimum of 3.7 weighted and minimum of 3.0 un-weighted high school grade point average;

d. Must have not completed sufficient units to qualify for high school graduation and must apply all credits earned to meeting high school graduation requirements and University criteria;

e. Must have the approval of the District high school Principal of Student’s home high school (or designee) as to eligibility;

f. Must have a satisfactory high school conduct and attendance record as determined by either the District high school Principal (or designee) and FGCU;

g. Must attend a Public Information Meeting as published on the ACE website or schedule and attend an individual informational meeting with the ACE Program Director during the application cycle for which Student intends to apply to the ACE Program;

h. Must have achieved minimum scores on the ACT or SAT as provided for herein; and

i. Must obtain final approval for admission in the University from the FGCU Director of Admissions, or designee.

2. The Student must complete the application and enrollment procedures which are as follows:

a. Shall provide the complete ACE Program application package by the admission deadline as advertised on the ACE Program website (note: international Students will have additional documentation requirements and should meet the deadlines for international Students to allow for additional processing). The application package includes the following:

i. Submitted online ACE Program Application;

ii. Completed Program Authorization Form;

iii. Completed Memo of Understanding;

iv. Completed Third Party Authorization Form;

v. Official qualifying test scores;

vi. Student resume; and

vii. Official high school transcript with qualifying GPA.

b. Admission to FGCU for Dual Enrollment will take place in the fall semester exclusively.

c. A Student admitted to the ACE Program will participate in the University intake orientation and class registration process.

d. A Student admitted to the ACE Program will attend an ACE orientation session with a parent, guardian or responsible adult.

e. Final approval for enrollment in the University shall be reflected by the affixed signature of the FGCU Director of Admissions on the acceptance letter sent by the Office of Undergraduate Admissions. The University shall accept the signature of the District high school Principal (or designee) of the Student’s home high school on the Program Authorization Form as approval for participation in the Dual Enrollment program.

f. A Student participating in Dual Enrollment who will graduate early from high school must discontinue enrollment in Dual Enrollment courses after the official graduation date.

g. Limited capacity of the program may disallow admission to the program. Priority will be given to a Student who exceeds academic requirements and demonstrates readiness for college as evidenced by (but not exclusively): rigor of high school courses, written essays, attendance in school, weighted GPA, unweighted GPA, high school ranking, participation in appropriate extracurricular activities.

A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
Dual Enrollment Articulation Agreement Submission Site

1. At the time of application, a Student must present one of the following set of test scores:

   a. ACT
   Composite Score: 23 or above AND:
   English score: 20 or above
   Reading score: 20 or above
   Math score: 20 or above

   b. rSAT
   Total Score (EBRW plus Math): 1140 or above AND:
   Evidence-based Reading and Writing: 500 or above
   Math: 500 or above
   Math Test: 24 or above
   Writing and Language Test: 25 or above
   Reading Test: 24 or above

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

   a. The counseling staff at the high school shall advise the Student according to high school graduation requirements. The Florida Department of Education provides and annually updates the Dual Enrollment Course-High School Subject Area Equivalency List and is available via the Florida Department of Education Website.

   b. The Exploratory Advising academic advising staff at the University shall advise a Student regarding University coursework and degree track. FGCU advisors shall schedule and register the Student at the earliest priority registration date pending completion and submission of registration documents by the Student.

   c. The Student’s University schedule will be sent to the high school counselor for final approval. The high school counselor will verify registration for University courses consistent with the Student’s high school graduation requirements. If changes need to be made, the high school counselor will contact the FGCU Director of Early College Programs to request adjustments to the Student’s schedule.

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

   b. It shall be the primary responsibility of the Principal (or designee) in each high school to initially communicate to students and parents about college-level course expectations. Initial communication should include that dual enrollment courses meet the same curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction; that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses; and that dual enrollment courses become part of the student’s permanent college transcript and are calculated into the student’s permanent post-secondary GPA.

   c. An explanation of the ACE Program is provided on its website, through program brochures, and is published in the FGCU catalog. Information about college-level course expectations is included on the ACE website and is further discussed during the required ACE Program Orientation.

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

   Not applicable

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
b. The Exploratory Advising academic advising staff at the University shall advise a Student regarding University coursework and degree track. FGCU advisors shall schedule and register the Student at the earliest priority registration date pending completion and submission of registration documents by the Student.

c. The Student’s University schedule will be sent to the high school counselor for final approval. The high school counselor will verify registration for University courses consistent with the Student’s high school graduation requirements. If changes need to be made, the high school counselor will contact the FGCU Director of Early College Programs to request adjustments to the Student’s schedule.

d. Program enrollment occurs during the fall and spring semesters only.

a. There will be a minimum course load of 12 credit hours and a maximum of 16 credits during fall and spring terms.

b. With prior approval from both the high school counselor and the FGCU advisor, a Student in the ACE Program may take additional courses that are less than three credits when those courses are required in accordance with degree program tracking. A Student, however, must be enrolled in a core of at least 12 credits in which courses are at least three (3) credits each. Courses less than three (3) credits will be listed on the FGCU transcript but not on the high school transcript.

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

None

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

None

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.

SECTION II – APPLICATION REQUIREMENTS

1. A Student who has expressed an interest in applying for Full-Time Dual Enrollment shall meet the following application criteria:

a. To be eligible for Dual Enrollment, shall have completed a minimum of four semesters of full-time secondary enrollment;

b. Must be a rising junior or senior at their District high school;

c. Must have a minimum of 3.7 weighted and minimum of 3.0 un-weighted high school grade point average;

d. Must have not completed sufficient units to qualify for high school graduation and must apply all credits earned to meeting high school graduation requirements and University criteria;

e. Must have the approval of the District high school Principal of Student’s home high school (or designee) as to eligibility;

f. Must have a satisfactory high school conduct and attendance record as determined by either the District high school Principal (or designee) and FGCU;

g. Must attend a Public Information Meeting as published on the ACE website or schedule and attend an individual informational meeting with the ACE Program Director during the application cycle for which Student intends to apply to the ACE Program;

h. Must have achieved minimum scores on the ACT or SAT as provided for herein; and

i. Must obtain final approval for admission in the University from the FGCU Director of Admissions, or designee.

g. A Student must achieve a minimum FGCU term GPA of 2.0 for each semester and a cumulative FGCU GPA of 2.5 in order to remain in the ACE Program.

h. A Student must maintain the required minimum 3.0 unweighted high school GPA for continued participation in the ACE Program.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.
Dual Enrollment Articulation Agreement Submission Site

c. A Student will receive final grades via the FGCU web-based information system, Gulfline. A transcript will be provided to the high school from the appropriate FGCU office at the end of each semester after grades have been officially recorded. The Student will be able to receive a high school transcript each semester from the home high school.

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

b. Cost of Instruction

The District shall pay to FGCU the FGCU standard tuition rate per credit hour for instruction that takes place on the FGCU campus by University faculty. The FGCU standard rate is the approved tuition rate published in the FGCU Regulation FGCU-PR 7.001, as amended from time to time. Adjustments in tuition rate may be provided by FGCU to the District in writing. The District will be invoiced each term after the FGCU 25% refund period has ended for the term. Payment will be due 45 days from date of invoice. The District will not be responsible for payment of tuition for the IDH 1930 - ACE Elements of Honors Course. The District will not be responsible for payment of tuition for any course fewer than three college credits, except when that course is a one-credit co-requisite lab course required to be taken concurrently with a three- or more credit-hour lecture course.

c. Books and Materials

Costs and distribution of Student books and instructional materials required for Dual Enrollment courses will be the responsibility of the District for fall and spring terms. Items such as calculators, consumable materials, bluebooks, notebooks and folders are not included in materials provided by the District. The District shall be responsible for the preparation of all paper work for securing Student books and instructional materials from a vendor of their choosing.

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

None

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.

b. Pursuant to s. 1007.271 a Student with a special challenge or unique ability may participate in the ACE Program and will have any resource/s available and deemed appropriate for the Student. A Student disclosing a special challenge or unique ability shall be encouraged to register with the FGCU Office of Adaptive Services. Information regarding services may be obtained by contacting that office at 239-590-7956, video phone for deaf/hard hearing at 239-243-9453 or adaptive@fgcu.edu.