Dual Enrollment Articulation Agreement Submission Site

Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: Gulf Coast State College

District(s) the Agreement(s) include
Bay County Schools

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.

   All existing articulation agreements between Bay District School Board and Gulf Coast State College are hereby modified to conform with the terms of this agreement.

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

   A delineation of the process by which students and their parents are informed about opportunities to participate in articulated acceleration programs. Bay District Schools shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration. During the ninth grade planning process, each student will be informed of eligibility criteria, the option for taking dual enrollment courses beyond the regular school year to include taking classes during school hours, after school hours, and during the summer terms, and the minimum academic credits required for graduation. The Bay District School Board shall annually assess the demand for dual enrollment and consider strategies and programs to meet that demand.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
A delineation of courses and programs composed of dual enrollment students. College-level courses shall be made available in each of the public high schools within the district served by Gulf Coast State College. Courses to be offered shall be determined by the Director of K-12 and Adult Instructional Services of the Bay District Schools of Bay County in collaboration with the Vice President of Institutional Effectiveness and Student Affairs of Gulf Coast State College. Approved courses shall be credit bearing courses leading to the completion of an Associate in Arts degree, an Associate in Science degree, or a career technical certificate and shall not include physical education courses, orientation courses, college preparatory courses, or career technical preparatory courses (pre-collegiate). With the exception of science labs, courses available to dual enrollment students consist of standard college credit courses of three or more semester hours. Attached is an approved list of the Florida Department of Education dual-enrollment courses.

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

5. A delineation of the process by which students and their parents exercise their option to participate in an articulated acceleration program. Students enrolling in dual enrollment classes must complete a dual enrollment registration record, which includes a signature of a parent/guardian, and the student. The student will also need a letter of approval from the high school when attending GCSC’s campus. The dual enrollment registration record certifies the student’s eligibility; assessment scores will also be verified at this time. The completed forms must be submitted to the high school dual enrollment coordinator when the student registers for his/her classes located on the high school’s campus and forwarded to the Dual Enrollment Office. The completed forms will be submitted by the student to the Dual Enrollment Office if the class is offered on GCSC’s campus.

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

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

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

Exceptions to the qualifying grade point average will be reviewed on a case-by-case basis and requested by the high school principal or designated representative and approved by the Vice President of Institutional Effectiveness and Student Affairs, Gulf Coast State College.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.
A delineation of the process by which students and their parents exercise their option to participate in an articulated acceleration program. Students enrolling in dual enrollment classes must complete a dual enrollment registration record, which includes a signature of a parent/guardian, and the student. The student will also need a letter of approval from the high school when attending GCSC’s campus. The dual enrollment registration record certifies the student’s eligibility; assessment scores will also be verified at this time. The completed forms must be submitted to the high school dual enrollment coordinator when the student registers for his/her classes located on the high school’s campus and forwarded to the Dual Enrollment Office. The completed forms will be submitted by the student to the Dual Enrollment Office if the class is offered on GCSC’s campus.

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.

A delineation of institutional responsibilities regarding student screening prior to enrollment and monitoring student performance subsequent to enrollment in dual enrollment courses and programs. High school counselors shall determine students who may reasonably be expected to succeed in college-level courses. Students must successfully score at the college level as required by State Board Rule 6A-10.0315 to enroll in dual enrollment courses in communication and computation. Student progress during enrollment in dual enrollment courses will be monitored by the faculty member teaching the course. The performance in subsequent courses will be analyzed on a yearly basis.

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

At the end of each term following the College’s grade entry deadline, the student’s transcript will be sent to the high school guidance department.

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

(9) A delineation of institutional responsibilities for assuming the costs of dual enrollment courses and programs. Revenues derived from the delivery of college credit courses are specified in Florida Statutes. Both the Bay District School Board and Gulf Coast State College shall apply for appropriate funding through established procedures. Additionally, when dual enrollment is provided on the high school site by postsecondary institutional faculty, Bay District Schools shall reimburse GCSC the costs associated with the instructor’s salary and benefits (current adjunct rate for the fiscal year). When dual enrollment is provided on the high school site by school district faculty, the high school agrees to assist the College in administering the program.

For dual-enrolled classes offered on one of GCSC’s campuses and online (fall and spring terms), Bay District School Board agrees to pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP).

Credit earned through dual enrollment that are necessary to meet high school graduation requirements will be identified according to Florida Statute 1007.271, paragraph (9): “Such equivalencies shall be determined solely on comparable course content and not on seat time traditionally allocated to such courses in high school.”

Instructional materials for such courses shall be provided, in accordance with the student progression plan, to the student without charge by the Bay District School Board. The books shall be those textbooks recommended by Gulf Coast State College except in special circumstances mutually agreed upon by designees of Gulf Coast State College and the Bay District School Board. Whenever possible, the same version of a textbook will be used for three (3) years.

As required by law, students with disabilities will receive appropriate accommodations. The cost of such accommodations will be evenly split between Bay District School Board and Gulf Coast State College. The College’s criteria will be used to determine the need for accommodations.

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

Responsibility for providing student transportation for instruction at a facility other than the high school campus. If a dual enrollment class is taught at a location other than the high school campus, the responsibility for transportation to and from the College will be determined by the Bay County School District.
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.

Gulf Coast State College is committed to providing equal opportunities for all students. Student Accessibility Resources (SAR) assist students with disabilities or special needs. Students may request accommodations and adjustments by registering with Student Accessibility Resources (850-747-3423) for dual-enrolled courses. Accommodations for classes taught in district locations will be coordinated by the local high school once the student is registered with SAR. Services and resources that are available to students with disabilities are listed on the Student Accessibility Resources webpage (https://www.gulfcoast.edu/current-students/student-accessibility-resources/).