Submitter:
Agreement Effective Date: 8/1/2022

Representing:
Florida College: Gulf Coast State College

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<th>District(s) the Agreement(s) include</th>
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<td>Franklin County Schools</td>
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Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

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(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.

This agreement is entered into this 1st day of August, 2022, by the Franklin County School Board and the District Board of Trustees of Gulf Coast State College. All existing articulation agreements between Franklin County 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.

(2) A delineation of the process by which students and their parents are informed about opportunities to participate in articulated acceleration programs. Franklin 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 freshman 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. Franklin County District Schools shall annually assess the demand for dual enrollment and consider strategies and programs to meet that demand.

Information concerning dual enrollment will be disseminated to all incoming high school freshmen. Students, who meet the eligibility criteria for dual enrollment and choose the dual enrollment option, will receive academic advising as to which courses are needed to fulfill their high school graduation requirements.

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 Assistant Superintendent for Instruction 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). Attached is an approved list of the Florida Department of Education dual-enrollment courses (Exhibit A).

All such courses shall be carefully screened so as to be consistent with the goals of the Franklin County high school curricula and the college-level program requirements of Gulf Coast State College. Students enrolled in these courses shall receive both high school and college credit upon successful completion of the course. The superintendent of schools shall be responsible for incorporating either directly or by reference these courses within the district school board student progression plan.

Career dual enrollment will be provided as a curricular option for secondary students to pursue in order to earn industry certifications adopted pursuant to F.S. 1008.44, which count as credits toward the high school diploma. Career dual enrollment will be available for secondary students seeking a degree and industry certification through a career education program or course.

Career early admission is a form of career dual enrollment through which eligible secondary students enroll full time at GCSC leading to industry certifications, as listed in the CAPE Postsecondary Industry Certification Funding List pursuant to F.S. 1008.44, which are creditable toward the high school diploma and the certificate or associate degree. Participation in the career early admission program is limited to students who have completed a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade. Students enrolled pursuant to this section are exempt from the payment of registration, tuition, and laboratory fees.

Gulf Coast State College will provide advising workshops for the high school guidance counselors and will assign a navigator to each high school to assist students with exploring post-secondary options. The College will also jointly host a dual-enrollment meeting with the high school instructional coordinators at the beginning of each academic year. Students may receive instructions on how to access Major Clarity to perform credit/degree audits. During the ninth grade planning process, students will be encouraged to identify a postsecondary educational objective. Students pursuing a post-secondary degree will have access to the College’s catalog noting the courses required for each degree program.

For those students who have selected a baccalaureate degree as their objective, Major Clarity will assist these students with identifying the general education requirements and any prerequisites for entrance into selected baccalaureate-degree programs.

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

(3) 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 including distance-learning courses. 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.

Early admission shall be a form of dual enrollment through which eligible students enroll at Gulf Coast State College on a full-time basis in courses that are creditable toward the high school diploma and the associate degree and have permission to take all coursework at Gulf Coast State College’s main campus, the Gulf/Franklin Campus, or the North Bay Campus. Candidates for this program need to submit the “Application for Accelerated Graduation” and an “Early Admission Course Approval Form” completed by the high school.

The eligibility criteria to participate in early admission are outlined in the district’s Student Progression Plan.

5 A list of any additional initial student eligibility requirements for participation in the dual enrollment program.
An identification of eligibility criteria for student participation in dual enrollment courses and programs. Counselors employed by high schools within the Franklin County School District shall, through appropriate testing and counseling, determine students who may reasonably be expected to succeed in college-level courses. To be eligible to enroll in postsecondary academic and career technical courses under this agreement, a student must meet the following criteria:

- Be an eligible secondary student as defined in 1007.271(2), Florida Statutes.
- Have demonstrated prior high school academic achievement on a minimum of five credits by attaining a minimum of a 3.0 unweighted cumulative grade point average for Associate in Arts courses or a 2.0 unweighted cumulative grade point average for career technical courses. *
- Present qualifying designated placement test scores (CPT, **PERT, SAT, or ACT) for computation and communication courses
- Obtain permission of a parent/guardian.
- Provide verification from the high school guidance counselor that he/she has met the dual enrollment academic admission criteria and has a student record reflecting good attendance, appropriate conduct, and responsible behavior.

*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.

**PERT (Post-Secondary Education Readiness Test)

A dual-enrolled student is required to satisfy the college preparatory testing requirement in the areas of reading, writing, and mathematics by the time the student has earned twelve (12) credit hours. Exceptions to the twelve (12) college credit hour rule will only be made if the high school grants the student permission to continue, the school district has notified the student in writing of the college-ready deficiency, and the student (as verified by the high school) is concurrently enrolled in a secondary course(s) in the basic competency area for which they have been deemed deficient.

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

A delineation of high school credits earned for completion of each dual enrollment course. All college-credit courses offered will meet the guidelines for transferability of credit under 1007.22, Florida Statutes. Dual enrollment will utilize the common course designation and number system approved by the Department of Education.

In accordance with 1007.271(18), Florida Statutes, Franklin County District Schools will weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

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

The high schools will inform students of college-level expectations to include:

a) Any letter grade below a C will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, F.A.C.; however, all grades are calculated in a student’s GPA and will appear on his/her college transcript.

b) All grades, including W for withdrawal, become a part of the student’s permanent college transcript and may affect subsequent postsecondary admission.

c) While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.

d) The selection of courses to meet degree requirements is extremely important, including approved program common prerequisite courses, in order to minimize student and state costs for excess hours.

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 including distance-learning courses. 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 on 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 Franklin County 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, Franklin 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), Franklin County 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 Franklin County 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 Franklin County 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 Franklin County 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 Franklin County School Board.
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/).