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>Holmes 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.
   All existing articulation agreements between Holmes 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.
   The process by which students are notified of the option to participate in the Dual Enrollment Program is as follows: Holmes County School Board will provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to students (handbooks, classroom visits, newsletters, school-based activities, college mailings, and brochures).

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
   1. Dual enrollment college-credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements as specified in the Dual Enrollment Course Equivalency List. All high schools shall accept these postsecondary courses toward meeting the requirements of 1003.436, F.S. Physical education/recreation courses, college preparatory courses, and courses that carry less than three (3) hours of college credit are excluded from this Agreement unless the class is a co-requisite lab required for the academic class. The courses offered each academic year shall be contained within the common course designation and numbering system approved by the College and the State Course Numbering System (SCNS).
A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

The process by which students are notified of the option to participate in the Dual Enrollment Program is as follows: Holmes County School Board will provide a mechanism for communicating the educational and economic benefits, as well as the requirements for participation and enrollment procedures to students (handbooks, classroom visits, newsletters, school-based activities, college mailings, and brochures).

A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

**B. Student Eligibility Criteria for Initial Enrollment for Public Schools in Holmes County**

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

2. Students must meet the following to be eligible for participation in the college credit dual-enrollment program:
   a. Be an eligible secondary student as defined in 1007.271, Florida Statutes. Have demonstrated prior high school academic achievement on a minimum of five credits by attaining a minimum un-weighted cumulative high school grade point average of 3.0 or a 2.0 unweighted GPA for career/technical courses and college-level reading scores on the American College Test (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than two years old.
   b. Have written approval of the high school principal/designee.
   c. A student may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall and spring semester.

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

Dual enrollment college-credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements as specified in the Dual Enrollment Course Equivalency List. All high schools shall accept these postsecondary courses toward meeting the requirements of 1003.436, F.S. Physical education/recreation courses, college preparatory courses, and courses that carry less than three (3) hours of college credit are excluded from this Agreement unless the class is a co-requisite lab required for the academic class. The courses offered each academic year shall be contained within the common course designation and numbering system approved by the College and the State Course Numbering System (SCNS).

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

1. Dual enrollment students must maintain a 2.5 cumulative GPA on all attempted Associate in Arts (AA) degree college-level work and a 2.0 cumulative GPA on all career and technical college coursework each semester for continued participation in the program. If a student’s GPA falls below the required GPA, he/she will be prohibited from enrolling for one semester (fall or spring). Students who fail to complete 50 percent of attempted coursework may jeopardize continued participation in the dual enrollment program. Two terms of earning a GPA below 2.5 in AA coursework and a 2.0 in career and technical coursework will result in dismissal from the Dual Enrollment program.
2. Program students cannot re-take classes in which a grade of C or higher has been earned.
3. Any letter grade below a C will not count as credit toward satisfaction of the General Education requirement for the Gordon Rule requirement; however, all grades are calculated in a student’s GPA and will appear on his/her college transcript.
4. Dual enrollment and early admissions students may repeat college-credit courses in which they have earned grades of W, D, or F if given permission by the high school. (Third attempts are not allowed until after high school graduation.) All grades including W for withdrawal, become part of the student’s permanent college transcript and may affect subsequent post-secondary admission. Dual enrollment and early admission students are not allowed to audit classes.

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.

2. Students must meet the following to be eligible for participation in the college credit dual-enrollment program:
   a. Be an eligible secondary student as defined in 1007.271, Florida Statutes. Have demonstrated prior high school academic achievement on a minimum of five credits by attaining a minimum un-weighted cumulative high school grade point average of 3.0 or a 2.0 unweighted GPA for career/technical courses and college-level reading scores on the American College Test (ACT), Scholastic Aptitude Test (SAT), or Postsecondary Education Readiness Test (PERT). Scores can be no more than two years old.
   b. Have written approval of the high school principal/designee.
   c. A student may pursue up to 7 semester hours of college work during a summer session and up to 11 semester hours during the fall and spring semester.
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.

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

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

The college granting postsecondary credit for a dual enrollment course is responsible for assigning grades for those courses. School districts are prohibited from changing any grade (once assigned by the college) when posting grades to the high school transcript. At the end of each semester, Gulf Coast State College will provide a report to each high school that lists dual enrollment student names and the grade earned for on-line courses and the grade earned on the Gulf Coast State College campus. The list of student names and grades earned is separated by schools and sent to the appropriate high school principal and guidance counselor so the grade can be entered on the high school transcript. The college departmental grading policy shall be utilized for all dual enrollment courses. The grading policy is outlined in the course syllabus. The letter grade earned by a dual enrollment student in the college credit course must be the same letter grade earned in the high school course. Dual enrollment courses taught at high school sites are college courses which earn college credit and therefore, must conform to college grading policy.

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

1. Public school students participating in the Program will not be assessed matriculation fees, laboratory fees, or textbook costs.
2. The College and the Board will claim FTE earned by enrolled students through the appropriate state procedures.
3. The Board shall provide and maintain appropriate educational and support facilities for the delivery of services to the enrolled students at no cost to the College.
4. The Board will provide appropriate instructional materials. These materials will be considered as Board property from the date of issuance. The Board or its designee will be responsible for the monitoring, reissuing/reusing, and accounting of instructional materials used by public school students pursuant to 1006.29 and 1007.271, Florida Statutes.
5. The College will select textbooks used in all dual enrollment courses. Instruction materials used in program classes must be the same as those used with other postsecondary courses at the college with the same course prefix and number. The College will advise the school district of instructional material requirements as soon as that information becomes available, but no later than one term prior to a course being offered.
6. Any student who withdraws from a public high school or receives a GED during the time he/she is enrolled in this program will be liable for all fees for the term in which the GED was earned.
7. For dual enrollment academic courses offered on the Gulf Coast State College Campus or online, the Board will pay the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP).
8. The Board does not receive funding from FEFP during the summer and will not be responsible for paying dual enrollment tuition during the summer terms.

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

The student shall be responsible for providing transportation if the 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.
Dual Enrollment Articulation Agreement Submission Site

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 (850-747-3243) for dual courses taught on any college location. 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/).