

REVISED

FLORIDA GATEWAY COLLEGE  
AND  
BAKER COUNTY SCHOOL DISTRICT  
2013-2014  
DUAL ENROLLMENT ARTICULATION AGREEMENT

SECTION I

**WHEREAS**, Florida Gateway College, hereafter referred to as the **College**, and the Baker County School Board, hereafter referred to as the **School Board**, subscribe to the educational philosophy and policy that each individual student should have the maximum opportunity to enhance his/her learning opportunities in courses suited to his/her educational, career, and personal needs, and

**WHEREAS**, Section 1007.27 and 1007.271, Florida Statutes specifies that a variety of articulated acceleration mechanisms be available for secondary school students attending Florida public or non-public schools, and Section 1001.64-1001.65, Florida Statutes, specify that dual enrollment articulation agreements shall be executed between college boards of trustees and district school boards within each college district, and shall establish an articulation committee, and

**WHEREAS**, the **College** and the **School Board** desire to implement the above statutes by creating opportunities for high school students to pursue college-level instruction, through an articulated acceleration program.

**NOW THEREFORE**, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment program (the Program) between the **College** and the respective **School Board**. In implementing this Program, the parties agree to these general principles:

**A. COURSE PROGRAM OFFERINGS**

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 10-12 qualify who 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 courses not creditable toward a high school diploma.

Unless the student has successfully completed the entry level examination required by Section 1008.30, Florida Statutes, 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 10-12 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 s. 1008.44, Florida Statutes (F.S.), which count toward the high school diploma. Students may be part-time or full-time in vocational Dual Enrollment.

**Early Admissions:** 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.

- c. **Advanced Placement/Dual Enrollment:** Students in grades 10-12 qualify who are enrolled in a Dual Enrollment/Advanced Placement course taught by a college or state university. The course must integrate, at a minimum, the course structure recommended by the **College Board** and the structure that corresponds to the common course number. The student may choose Advanced Placement credit or academic Dual Enrollment credit for the course, but not both. If the student selects Advanced Placement credit the student must score a minimum of three on a five-point scale on the applicable Advanced Placement examination to receive college credit. (Section 1007.271 and 1007.272, Florida Statutes.)
- d. **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.
- e. **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.
- f. **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 AAS/AS Degree in 2013, 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 Career Pathways Coordinator. Please refer to: [http://www.fldoe.org/workforce/dwdframe/artic\\_indcert2aas.asp](http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp). The **College** Career Pathways Coordinator is the coordinator of the Career Pathways Articulation Agreements.

2. In mutual consideration thereof, both parties to the agreement contained herein agree to the following conditions:
  - a. The **College** shall offer college level courses that meet the requirements of Section 1007.27 and 1007.271, Florida Statutes, with the exclusion of physical education and recreation courses, where sufficient high school facilities exist and are made available.
  - b. The **College** shall award credit for student completion of a Dual Enrollment and Advanced Placement course based on the stated preference of the student, as either Dual Enrollment or Advanced Placement credit. No student shall claim double credit based on the completion of a single joint Dual Enrollment and Advanced Placement course.
  - c. Courses offered for dual credit will be determined by mutual agreement between the **College** and the **School Board** and displayed in this agreement.
  - d. Special request courses and the addition of classes offered for each academic year shall be designated in a letter(s) of understanding between the **School Board** Superintendent of Schools and the **College** President. The classes will be scheduled whenever possible to assure maximum publicity prior to fall and spring registration.
  - e. The **College** courses are complementary to the high school curriculum, and no unnecessary duplication will occur.

Students who complete their U.S. History requirement through dual enrollment are exempted from taking the U.S. History EOC Assessment. All students must, however,

complete the Algebra I assessment. For students who wish to be eligible for the "Scholars" diploma designation, they must pass the Algebra I, Biology, US History, and Algebra II (when available) assessments. Students who complete related subject area coursework through dual enrollment should be advised of this requirement and be provided material by the **School Board** to increase their likelihood of success on the EOC.

- f. The **School Board** shall be responsible for incorporating all Dual Enrollment courses within the District "Student Progression Plan."
- g. Dual Enrollment courses will utilize the common course designation and numbering system approved by the Florida Department of Education (DOE).
- h. The **College** shall determine course content in accordance with the Southern Association of Colleges and Schools (SACS) criteria and select instructional materials. The high school will use course syllabi provided by the **College** for all Dual Enrollment courses. 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.
- 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.
- j. Unless prohibited by statute or rule, nothing in this agreement shall prevent students in the districts from enrolling in regular college credit or career certificate classes, which do not carry high school credit, conducted by the **College**. Students in this category shall file regular college admissions applications and shall be responsible for their own tuition, books, and other expenses.
- k. Pursuant to s. 1007.271, F.S., Dual Enrollment students may enroll in courses offered by the **College** during school hours, after school hours, and during the summer terms unless prohibited by **School Board** policy. Dual enrollment courses may be available online, on the high school campus, on the college campus, or at the college centers.
- l. The **College** shall designate the Dual Enrollment Coordinator to coordinate the Dual Enrollment Program. The coordinator, in conjunction with the high school counselor, will ensure that each student will make a selection of courses to meet degree requirements, including approved program prerequisite courses. This effort is to improve articulation and minimize excess credit hours. In addition, pursuant to s. 1007.23, F.S., a dual enrollment student entering college in 2013-2014 and thereafter, seeking an associate of arts degree, will indicate a baccalaureate degree program offered by their institution of interest by the time they have earned 30 semester hours. The dual enrollment coordinator at the **College** shall inform the student of the

prerequisites for the baccalaureate degree program offered by their institution of interest.

NOTE: Section 1001.7065, F. S., allows that a preeminent university may require its incoming first-time-in college students to take a 9-credit to 12-credit set of courses specifically determined by the state university. The state university may require that they be taken at the specific state university involved and that credit for any such required courses cannot be fulfilled through any acceleration, transfer, or other similar mechanism.

- 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.
- n. The **College** will provide a transcript with a letter grade. Letter grades awarded by the **College** at the end of each semester are: A, B, C, D, F, I, or W. Any letter grade below a "C" will not count as credit toward satisfaction of the Gordon Rule graduation requirement and the requirement in Rule 6A-10.030; however, all grades are calculated in a student's GPA and will appear on the college transcript. Any student earning a D or F in a course will be permitted to repeat the same course under the Dual Enrollment Program one time for grade forgiveness. Any student receiving a "W" in a course may be permitted to repeat the course and will be considered on a case-by-case basis. All grades, including "W" for withdrawal, count as course attempts and become part of the student's college transcript; they may affect subsequent postsecondary admission.
- o. Section 1007.271(18), F.S., states that "school districts and Florida College System institutions must 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."

This provision relating to GPA weighting includes all dual enrollment courses, including career education courses. In addition, there should be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the *Dual Enrollment Course—High School Subject Area Equivalency List*.

- p. Students taking Dual Enrollment classes taught by **College** faculty are required to follow the **College** Code of Academic Ethics and Code of Conduct outlined in the 2013-2014 *FGC Student Handbook*. (Page 15 of the articulation agreement pertains specifically to dual enrollment students).
- 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.

## B. STUDENT ELIGIBILITY CRITERIA

1. The **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 10-12;
  - b. be at least fifteen years of age. No student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19<sup>th</sup> birthday. However, it will be possible to review cases on individual basis. In very rare circumstances, the **College** Vice President of Student Services will consider a recommendation to allow a student under the age of 15 to be tested for Dual Enrollment purposes. Recommendations should come from the high school principal or his/her designee and be based on the student's:
    - 1.) academic preparation
    - 2.) maturity level and
    - 3.) ability to study and learn independently

The letter should be attached to the dual enrollment application. If after reviewing the recommendation the Vice President grants the exception, then the student would be tested and if he/she obtains the appropriate scores, will only be allowed to enroll into either Dual Enrollment courses taught on the high school campus or on-line courses.

- 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 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.
- d. meet with the high school guidance counselor or **Board** designee, complete the Dual Enrollment/Early Admissions application form, and be approved to enroll by the Dual Enrollment Coordinator, prior to August 8, 2013 for Fall 2013 term; December 6, 2013 for Spring 2014 term; April 30, 2014 for Summer A & C 2014 terms; and June 16, 2014 for Summer B 2014 term. Application forms must be approved prior to the published college deadlines.
- e. complete the Dual Enrollment/Early Admissions registration forms by the end of the Add/Drop period for each term as listed in the Critical Dates 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 academic 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 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. 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 Dual Enrollment Coordinator.
  7. The high school principal or designee will certify students eligible for Dual Enrollment. If students drop below a 2.0 cumulative FGC 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.

### C. CALENDAR

1. The **College** shall select and schedule classes eligible for Dual Enrollment using the **College** calendar for classes taught outside the regular school hours.
2. During regular public school hours the **School Board** shall, with the concurrence of the **College**, select and schedule Dual Enrollment classes taught on the high school campus using the public school class and bell schedule and the **College** calendar.
3. The **School Board** and the **College** shall make reasonable efforts to avoid conflicts in scheduling.
4. The **College** agrees to conduct, if possible, Dual Enrollment courses at the high school, using the school class and bell schedule and the **College** calendar.
5. All logistical and scheduling information regarding Dual Enrollment courses taught by high school teachers at the high school must be provided to the **College** Dual Enrollment Coordinator by the admissions application deadline in the Critical Dates Calendar published by the **College**. Special circumstances will be determined by the appropriate academic vice president. A representative from each high school should contact the **College** with credentialed instructor name(s) and the course(s) each instructor will be teaching, as well as the specific days/times the course(s) will be taught.

### D. DUAL ENROLLMENT FACULTY

1. The staff will be selected on approval of the **College** and the high school principals from teachers employed at the high school or the **College**, who have filed college transcripts and applications with the **College**, and who meet the degree and certification requirements of the **College**, and pursuant to SACS. These criteria apply to all faculty teaching postsecondary courses regardless of the physical location of the course being taught. The postsecondary institution awarding the credit shall ensure faculty teaching Dual Enrollment courses meet these qualifications. Preference will be given high school faculty as adjunct teachers for Dual Enrollment courses.
2. The **College** shall approve Dual Enrollment faculty and will provide them with a copy of the current faculty handbook. Faculty shall adhere to the professional guidelines, rules, and expectations therein. Faculty will also be provided with a current student handbook detailing information that includes, but is not limited to, add/drop and withdrawal policies, student code of conduct, grading policies, and critical dates. Dual Enrollment faculty shall verify that every student sitting in their college course is listed on their course section roster no later than the first week of each semester. No student shall be permitted to remain in a college class in which they are not enrolled. Faculty must adhere to the guidelines, rules, and expectations therein that apply to faculty.



3. The **College** shall conduct an administrative evaluation of all faculty teaching Dual Enrollment students. This evaluation will be conducted by the appropriate dean or designee.
4. The **College** shall also conduct student evaluations of Dual Enrollment faculty. This evaluation will be coordinated by the appropriate vice president or designee.
5. At the end of the term, textbooks will be collected according to **School Board** policy, and Dual Enrollment faculty will submit signed final grade rolls as required to the appropriate instructional division or **College Registrar** by the published deadline. The **College** will submit student transcripts to the respective high school guidance counselor.
6. The **College** will provide all faculty members a copy of course plans and objectives for the college course they are teaching. In addition, faculty shall be provided with information on additional requirement relating to Rule 6A-10.030, F.A.C., if applicable. All course objectives and identified competencies must be included in the course plan and covered per the syllabus during the term.

**Faculty members will be required to submit a course syllabus which will be reviewed by the College prior to the start of each term. Content of the syllabus must meet the same criteria as required for all college courses offered by the College. The syllabus will be kept on file at the College. Each faculty member should also submit a faculty schedule which will include the days and times the college course(s) will be taught, as well as the faculty member's designated office hours.**

7. The following curriculum standards for course content, syllabi, exams, and grades shall apply to college credit Dual Enrollment:
  - a. Dual Enrollment classes taught on the high school campus must meet all competencies expected and outlined in the postsecondary course plan. To ensure equivalent rigor with on-campus courses, the **College** shall be responsible for developing and providing a comprehensive end-of-course assessment or a series of expected learning outcomes in accordance with SACS. Assessments shall be provided to the high school campus in a timely manner to ensure availability prior to scheduled administration dates. Completed, scored exams will be returned to the **College** and held on file for one (1) year by the appropriate academic vice president.
  - b. Textbooks and instructional materials used in Dual Enrollment courses must be comparable with those used with other postsecondary courses at postsecondary institutions with the same course prefix and number. The **College** will advise the **School Board** of instructional material requirements as soon as it becomes available, but no later than one term prior to a course being offered.
  - c. Course requirements such as tests, papers, or other assignments for Dual Enrollment students must be at the same level of rigor or depth as those for non-Dual Enrollment postsecondary students. All faculty teaching Dual Enrollment courses must observe the **College** procedures and deadlines for submission of grades in the appropriate format. All faculty members will be advised of the **College**-wide grading guidelines prior to teaching a Dual Enrollment course.

- d. The **School Board** will ensure there are minimal interruptions of instructional time. A student shall lose eligibility to participate in the Dual Enrollment Program if a student is being disruptive to the learning process, such that the progress of other students and the efficient administration of the course are hindered. Dual Enrollment courses may not be combined with other high school courses, except in accordance with Section 1007.272, Florida Statutes.

## E. COST

1. A student who is enrolled in a dual enrollment or early admission program through Florida College System institution or state university is exempt from the payment of tuition and fees, pursuant to s. 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 Florida College System institution campus, the **School Board** pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2013-2014, the standard tuition at a Florida College System 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 of the instructor and other actual costs. For dual enrollment courses offered on the high school campus by a high school teacher, the **School Board** is responsible for the college's actual costs associated with dual enrollment. This actual cost is **\$10.00** per credit hour.
4. For dual enrollment students enrolled in programs leading to a career certificate or applied technology diploma, the standard tuition rate shall be **\$2.33** per contact clock hour.
5. The **School Board** will only pay the standard rate of tuition or the college's actual costs associated with dual enrollment during the **College** fall and spring terms. The **School Board** does not pay the **College** the standard rate of tuition or pay the **College** the actual costs associated with dual enrollment 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.
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 Section 1007.271, Florida Statutes.
    - 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 subsequent terms.
    - d. The sale of all instructional materials purchased under Section 1007.271, Florida Statutes, 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. Consumable items such as workbooks and electronic access codes must be purchased by the **School Board** each term. 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.

## F. ENROLLMENT PROCEDURES

1. The Director of Enrollment Management and Dual Enrollment Coordinator shall coordinate the admission of 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 Florida Gateway College Dual Enrollment/Early Admission Application for Admission form by the dates listed above in Students Eligibility Criteria, B2(d).
4. By the dates listed above in Students Eligibility Criteria B2(d), all students must complete a Florida Gateway College Dual Enrollment Registration Form each term and have it signed by the high school counselor and **College** Dual Enrollment Coordinator. This form must be submitted to the **College** Registrar no later than the dates published in the Critical Dates Calendar. Registration will not be complete until this form is filed with the **College** Registrar. When registration forms have been faxed, the original signed copies of the same faxed registration forms must be received (mailed or hand delivered) to the Dual Enrollment Coordinator within 3 business days.
5. Completion of the Dual Enrollment registration form by the high school representative will constitute recertification of the student's Dual Enrollment eligibility.
6. Students with disabilities who wish to have accommodations provided for their college classes need to register with the Disability Services office. They should make an appointment to meet with the **College** Coordinator of Disability Services and bring documentation of their disability, signed by an appropriate professional. Students with learning disabilities should bring a copy of the educational psychology testing that identified their disability, signed by the psychologist. Once registered, the student will receive the appropriate accommodations through a joint effort on the part of the High School and the **College**.

7. The Florida Gateway College Dual Enrollment Registration Form must be completed prior to issuance of course textbooks. This form will serve as the voucher for issuing textbooks to the student according to the **School Board** and **College** procedures.
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. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit limitation may be granted by the postsecondary institution provided the student is concurrently enrolled in a secondary course(s) in the basic competency area(s), for which they have been deemed deficient by the postsecondary readiness assessment. In addition, the secondary student who has accumulated twelve (12) college credit hours and has not demonstrated proficiency in the basic competency of reading, writing, and mathematics must be advised in writing by the **School Board** of the requirements for associate degree completion and state university admission, including information about future financial aid eligibility and the potential costs of accumulating excessive college credit, as outlined in Section 1009.286, F.S.
9. Students making any schedule changes must complete a Florida Gateway College Dual Enrollment Registration Form, have it signed by the high school counselor and the **College** Dual Enrollment Coordinator, and deliver it and the textbooks 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 Critical Dates 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 add/drop period will be dropped from their classes. Any student not withdrawn 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 Florida Gateway College students. As with all students, official final high school transcripts must be on file with the **College** Admissions Office prior to students being admitted as regular students.
13. Students must conform to all Dual Enrollment policies and procedures established by their high schools. For a single semester, both **School Board** and **College** may agree to extend Dual Enrollment participation in Student Success (SLS 1101) courses to high school students who do not meet the statutory GPA and testing eligibility. All statutory requirements must be met prior to any student continuing in the program.
14. Students are not permitted to enroll in independent study courses except for special circumstances. Special circumstances are to be determined by the appropriate **College** Vice-President.

#### **G. INSERVICE**

The **College** agrees to cooperate with the **School Board** in offering in-service that will be mutually beneficial to all concerned. This in-service may be conducted at either the **College** campus, District school campus, or other site mutually agreed upon.

#### **H. 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.

## **Dual Enrollment Program Code of Academic Ethics**

The faculty of FGC is committed to a policy of honesty in academic work. Conduct which may be subject to administrative and/or disciplinary penalties, up to and including suspension or expulsion, includes:

1. **Dishonesty** is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.
2. **Plagiarism** is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

**In case of dishonesty or plagiarism:** The instructor may take academic action consistent with college policy that may result in loss of credit for a specific course and removal from the Dual Enrollment Program.

## **Dual Enrollment Program Code of Conduct**

1. Attendance at FGC is a privilege, and to maintain the college ideals of scholarship and character development, the right is reserved to withdraw any student at any time for any reason deemed sufficient, and the student concedes this right to the college.
2. Each registered student assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct of the college.
  - Disruptive behaviors, if they take place on our campus or at our off-campus college centers, may lead to suspension or dismissal from the college.
  - Any of the following violations may constitute a form of disruptive behavior:
    - Cheating in any form
    - Deliberate interference with the rights of others
    - Behavior that intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the college. This applies to acts conducted at our college campus or any off-campus college center.

## SECTION I

### DUTIES OF THE ARTICULATION COMMITTEE

1. The Articulation Committee will be composed of school district administrators and guidance counselors representing the five county district area, **College** administrators, and the **College** Dual Enrollment Coordinator.
2. The Articulation Committee shall meet at least twice a year.
3. The committee shall prepare the Dual Enrollment Articulation Agreement.
4. The committee shall develop mechanisms and strategies for reducing the incidence of postsecondary remediation in math, reading, and writing for first-time enrolled recent high school graduates based upon the findings in the Postsecondary Readiness for College Report produced pursuant to 1008.37 Florida Statutes.
5. The committee annually shall analyze and assess the effectiveness of the mechanisms toward meeting the goal of reducing postsecondary remediation needs.
6. The committee shall annually present to the **College** Board of Trustees and to the District **School Board** the results of this assessment.

(See Appendix Four for 2013-2014 plan of strategies and mechanisms for reducing the incidence of postsecondary remediation in math, reading, and writing for first time enrolled recent high school graduates.)

## SECTION II

### ALTERNATIVE SCHOOL SITE

The **College** agrees to serve as an Alternate School Site for testing dropouts from the public school, to provide TABE (Test of Adult Basic Education) and high school diploma or high school equivalency, notify the school district of student enrollment, and provide the school district with a copy of high school diploma or high school equivalency and test scores.

## SECTION III

### INITIATION OF COURSES

It is agreed that neither the **College** Board of Trustees nor the District **School Board** shall initiate a program or course that is not part of a program, until such has been incorporated into this Inter-institutional Agreement.



## SECTION IV

### ACCOUNTABILITY & ASSESSMENT

These provisions shall not prevent a Board assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another Board or agency, subject to review by the two local education agencies.

For each of these programs, all related enrollment projections, FTE reports, cost analyses, and other elements required for the allocation of funds shall be the sole responsibility of the assigned board unless herein indicated.

The following accountability and assessment standards shall apply to college credit Dual Enrollment:

The **College** shall analyze student performance in Dual Enrollment to ensure the level of preparation and future success is comparable with non-Dual Enrollment students. Analyses and recommendations shall be shared and reviewed with the principal and **School Board**.

The **School Board** shall analyze course and instructor evaluations for Dual Enrollment courses on the high school campus. Analyses and recommendation shall be shared and reviewed by both the **College** and **School Board**.

Any course, discipline, college, or system-wide assessment that the **College** requires in non-Dual Enrollment sections of a course shall also be used in all Dual Enrollment sections of the course.

The **College** shall compare student performance, to include final grade and exam, of Dual Enrollment course offerings on the high school campuses and college campuses to ensure that results are comparable to non-Dual Enrollment sections. Results will be made available to the principal, local school district, the **College** president, and DOE.

## SECTION V

### **Administration of the Florida Postsecondary Education Readiness Test to Public High School Students Purpose of Agreement**

The purpose of this Agreement is to establish specifications for the implementation of a testing program as allowed by the provisions of Rule 6A-10.0315, FAC, and Title: XLVIII, Chapter 1008.30 (3) FS K-20 Education Code, between Florida Gateway College and the School Board of Baker County. Specifically, the **School Board** will provide the opportunity for students enrolled in Baker County High School to take the PERT.

#### **I. Purpose of Testing Program**

The purpose of the testing program is to provide the high school students with information and material for obtaining or determining: remedial instruction prior to entering postsecondary education, counseling regarding future college and career planning, and eligibility for Dual Enrollment and Gold Seal Scholarships.

Per State Board Rule 6A-10.0315, F.A.C., Florida high schools will now administer the PERT. The **College** will work cooperatively with our district high schools to meet the testing needs of our district high schools during this transition period. Once further information from DOE has been received, the **College** and **School Board** will have established responsibilities.

The **College** will purchase and provide test units for the district schools for students who are exempt from State Board Rule 6A-10.0315, F.A.C. until further information from DOE is received. At this time, testing materials for students with disabilities include paper and pencil test units or the option of testing with The Accessibility Wizard, compatible with JAWS—allowing for enlargement of text and font displayed on the screen, and also altering text and background colors to assist students who have vision concerns.

The **School Board** will:

- a. be responsible for informing students about the test administration and that the test is optional.
- b. make any unusual test site accommodations for disabled students.
- c. administer the test on-site.
- d. maintain security of the test materials as specified by law.
- e. provide individual(s) to monitor students during the test administration.
- f. provide a comfortable, well-lit room.
- g. provide a room with adequate seating.
- h. be responsible for reporting test results to the students within five days after the test dates, excepting unforeseen circumstances.

## II. Retesting

High school students who do not have the required scores on the ACT or SAT subtests to be placed in college-level courses need to contact their guidance office. If the student elects to take the test at the **College**, they will be required to obtain a form/letter from the high school certifying they are eligible to test at the **College**.

Rule 6A-10.0315 states that as of July 27, 2013 there are no restrictions on the number of times a student can take the P.E.R.T. However, prior to administering a retest, the test administrator must require documentation from the student that will verify alternative remediation has occurred since the prior attempt.

P.E.R.T. records and test scores are considered confidential educational records under Section 1002.221, F.S. The **College** shall accept the test scores from the public high school transcript as an official record of scores and comply in maintaining confidentiality of these records.

**SECTION VI**

**EFFECTIVE DATE**

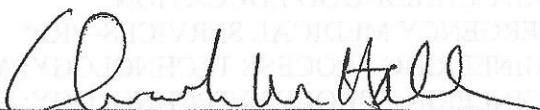
This resolution and the policies and allocation of responsibility shall be effective upon being signed by the District Superintendent and the College President, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon the mutual agreement of the College President and the District Superintendent. Courses and programs are to be incorporated into the agreement before instruction begins.

This Agreement shall be valid for the 2013-2014 academic school year.

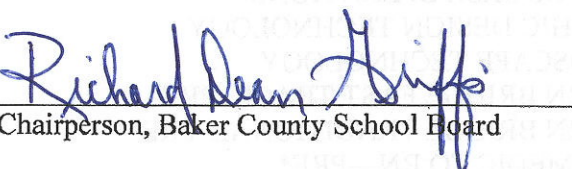
This agreement will be in effect from July 1, 2013 to June 30, 2014 and may be renewed annually upon mutual written consent of both parties.

**IN WITNESS WHEREOF**, the **School Board** of Baker County and the District Board of Trustees of the **College** have adopted this agreement and caused it to be executed in accordance with Section 1001.64-1001.65, Florida Statutes Dual Enrollment Articulation Agreements.

7/15/13  
Date

  
President, Florida Gateway College

9-3-2013  
Date

  
Chairperson, Baker County School Board

9-3-2013  
Date

  
Superintendent, Baker County School District

PRESENTED AND APPROVED  
IN OPEN BOARD MEETING  
DATE: 9-3-2013  
MIN. BK# 35  
MIN BK PAGE # \_\_\_\_\_

## APPENDIX ONE

### DUAL ENROLLMENT ADMISSIONS REQUIREMENTS

#### FGC ASSOCIATE IN ARTS DEGREE PROGRAMS

- Submit completed application for admission to the College
- Submit official evidence of previous education:
  - A transcript of high school record of credits and grades with graduation date indicated, or
  - Evidence of admission to Dual Enrollment status
- Submit ACT, PERT, or other approved placement test scores

#### FGC ASSOCIATE IN SCIENCE DEGREE PROGRAMS

BIOTECHNOLOGY (In partnership with Santa Fe College)  
BUSINESS ADMINISTRATION  
COMPUTER INFORMATION TECHNOLOGY  
COMPUTER PROGRAMMING AND ANALYSIS  
CRIMINAL JUSTICE TECHNOLOGY CORRECTIONS  
CRIMINAL JUSTICE TECHNOLOGY GENERAL  
CRIMINAL JUSTICE TECHNOLOGY LAW ENFORCEMENT  
EARLY CHILDHOOD EDUCATION  
EMERGENCY MEDICAL SERVICES–PRE\*  
ENGINEERING PROCESS TECHNOLOGY: ADVANCED MANUFACTURING  
ENGINEERING PROCESS TECHNOLOGY: QUALITY  
ENVIRONMENTAL SCIENCE TECHNOLOGY  
GOLF COURSE OPERATIONS  
GRAPHIC DESIGN TECHNOLOGY  
LANDSCAPE TECHNOLOGY  
LPN-RN BRIDGE FAST TRACK–PRE\*  
LPN-RN BRIDGE TRADITIONAL–PRE\*  
PARAMEDIC TO RN—PRE\*  
PHYSICAL THERAPIST ASSISTANT–PRE\*  
REGISTERED NURSING– PRE\*  
RESPIRATORY CARE TECHNOLOGY (In partnership with Santa Fe College)  
SUPPLY CHAIN MANAGEMENT  
TURF EQUIPMENT MANAGEMENT  
VETERINARY TECHNOLOGY–PRE (In partnership with St. Petersburg College)

- \* Limited Access/Limited Enrollment. Applicants must receive academic advisement from Program Coordinator prior to submitting program application.

These are very competitive programs. Students are accepted on first come first serve basis after they have met all of the following admissions requirements:

- Submit completed application for admission to the **College**
- Submit official evidence of previous education
- Evidence of admission to Dual Enrollment status
- Submit ACT, PERT, or other approved placement test scores

#### **NURSING (ASSOCIATE DEGREE) R.N.**

**Note:** Students may not be admitted into the Nursing Associates Degree RN program until they have earned the high school diploma or high school equivalency. NUR 1142, Pharmacology, is the only specific program course which may be taken under Dual Enrollment.

#### **PHYSICAL THERAPIST ASSISTANT\***

**Note:** Students may not be admitted into the Physical Therapist Assistant program until they have earned the high school diploma or high school equivalency.

## FGC CERTIFICATE PROGRAMS

### College Credit Certificates

- Complete an application for admission to the **College**
- Be admitted to Dual Enrollment status
- Submit appropriate level placement test scores

ACCOUNTING TECHNOLOGY  
BUSINESS MANAGEMENT  
CHILD CARE PROFESSIONAL  
CHILD CARE CENTER MANAGEMENT  
CHILD CARE CENTER MGMT – Infant/Toddler Specialization  
CHILD CARE CENTER MGMT – Pre School Specialization  
CISCO  
COMPUTER OFFICE SPECIALIST WITH PROGRAMMING  
COMPUTER SUPPORT SPECIALIST WITH PROGRAMMING  
EMERGENCY MEDICAL TECHNICIAN–PRE\*(Students must be at least 18 yrs old)  
ENGINEERING TECHNOLOGY—SUPPORT SPECIALIST  
GRAPHIC DESIGN PRODUCTION  
HORTICULTURE  
LEAN MANUFACTURING  
LEAN SIX SIGMA GREEN BELT  
LOGISTICS & TRANSPORTATION SPECIALIST  
PNEUMATICS, HYDRAULICS, & MOTORS FOR MANUFACTURING  
PARAMEDIC–PRE\*  
SIX SIGMA BLACK BELT  
VIDEO GAME DESIGN  
WATER QUALITY TECHNICIAN

\* Limited Access/Limited Enrollment. Applicants must receive academic advisement from Program Coordinator prior to submitting program application.

### Vocational Credit Certificates

- Complete an application for admission to the College
- Be admitted to Dual Enrollment status
- Submit appropriate TABE test scores

APPLIED WELDING TECHNOLOGY\*

COSMETOLOGY\*

FIREFIGHTER MINIMUM STANDARDS\*(Students must be at least 18 yrs old)

HEATING AND AIR CONDITIONING TECHNOLOGY

LAW ENFORCEMENT – BASIC RECRUIT (Students must be at least 18 yrs old)

PATIENT CARE TECHNICIAN

PRACTICAL NURSING–PRE\*

- \* Limited Access/Limited Enrollment. Applicants must receive academic advisement from Program Coordinator prior to submitting program application.



## **COSMETOLOGY AND SPECIALITIES\***

- Complete application for admission to the **College**
- Admission to cosmetology requires departmental approval based upon the student's interview with the cosmetology instructor and completion of the required data for the State Board of Cosmetology. Failure to attend classes on time and complete the minimum required hours will result in a student's being required to take an additional semester. Interviews are required with the program instructor. In addition, the applicant must:
  - Take the TABE on campus with a grade level of 8.0 in Math and Language, and 9.0 in Reading. Be at least 16 years old, and be admitted to Dual Enrollment status.
- Classes are limited. Students will be accepted according to the date the application is received in the cosmetology department and the requirements listed above are completed. A grade of 85 or higher must be attained in both theory and clinic work for successful completion of the course.
- Transfer students in cosmetology will be tested in each cosmetology area, and evaluation credit will be awarded accordingly.

## **PRACTICAL NURSING\***

**Note:** Students may not be admitted into the Practical Nursing program until they have earned the high school diploma or high school equivalency. PRN 0080, Body Structure and Function, is the only program course which may be taken under Dual Enrollment.

### **Applied Technology Diploma**

- Complete an application for admission to the **College**
- Be admitted to Dual Enrollment status
- Submit appropriate TABE test scores

MEDICAL CODER/BILLER  
MEDICAL RECORD TRANSCRIBING  
PEST CONTROL OPERATIONS

## APPENDIX TWO

### TEST OF ADULT BASIC EDUCATION GRADE LEVEL REQUIREMENTS

The students in the following programs must be tested using the TABE and achieve these specified skills levels or be remediated until meeting the required grade level equivalents on retests. The required grade level equivalent on the TABE, which must be achieved for each certificate program, is as follows:

	GRADE LEVEL EQUIVALENT		
	<u>MATH</u>	<u>LANGUAGE</u>	<u>READING</u>
Heating & Air Conditioning Technology	10.0	9.0	9.0
Cosmetology	8.0	8.0	9.0
Medical Coder/Biller	10.0	11.0	11.0
Medical Records Transcribing	10.0	11.0	11.0
Patient Care Technician	10.0	10.0	10.0
Pest Control Operations	10.0	10.0	10.0
Applied Welding Technology	8.0	8.0	8.0

## APPENDIX THREE

### DUAL ENROLLMENT APPROVED COURSES

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course—High School Subject Area Equivalency List*, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course—High School Subject Area Equivalency List* may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, the **School Board** is not prohibited from granting subject area credit for those courses not included on the list, if appropriate.

\*Note: Current law allows for any course in the Statewide Course Numbering System, with the exception of developmental education, physical education skills, and recreation courses, to be offered as dual enrollment courses.

### DUAL ENROLLMENT SCHEDULING OF COURSES

Florida Gateway College is continuing to be proactive in developing new courses. However, the availability of Florida Gateway College programs and course offerings are contingent upon student interest and demand.

## APPENDIX FOUR

During the 2013-2014 school year, the five school districts and the **College** will:

- Schedule a fall and spring meeting of the Articulation Committee to revise the articulation agreement utilized by the **College** and the school districts.
- Expand the **College** “Career Days” activities for secondary school students on campus to include middle school as well as high school students.
- Establish programs for eighth grade students and parents—advising them of courses necessary for college and university preparation.
- Use the **College** Testing Center to help students access the Test Center web page to download study guides for the PERT.
- Schedule communication between high schools and FGC for math, English, and reading—using the compressed video conferencing system developed for distance learning, and available at: Union County High School, FGC Dixie Center, FGC Gilchrist Center, and FGC Public Service Training/Olustee Center.
- Provide the teachers in the **College’s** School District through the Education Preparation Institute with:
  - \*Alternative certification
  - \*Professional development for recertification or endorsements
  - \*Hours towards specific certification or certification deemed necessary by State/School District

Florida Gateway College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Florida Gateway College. The Commission is to be contacted only if there is evidence that appears to support an institution’s significant non-compliance with a requirement or standard.

FGC will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. Students may obtain further assistance and information by calling Janice Irwin, coordinator of disability services, at (386) 754-4215. The Disability Services Office is located in Building 017, Room 021, 149 SE College Place, Lake City, Florida 32025.

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, religion, national origin, gender, age, disability, marital status, genetic information, or any other legally protected status in accordance with the law. The Equity Officer is Sharon Best, Director of Human Resources, 149 SE College Place, Lake City, FL 32025, and may be reached at (386) 754-4313.

