

ARTICULATION AGREEMENT BETWEEN THE BAY DISTRICT SCHOOL BOARD  
AND GULF COAST STATE COLLEGE  
2013-2014

The following articulation agreement has been developed as required in the Laws of Florida, FS. 1007.271. The purpose of this agreement is to outline the conditions under which college-level courses shall be conducted and evaluated in high schools throughout the region served by Gulf Coast State College (GCSC). Gulf Coast State College has worked with the Bay District School Board for many years in meeting the objectives of this rule; this articulation agreement is intended to further enhance relationships between the Bay District School Board and Gulf Coast State College.

This agreement, entered into this 5<sup>th</sup> day of September, 2013, by Bay District Schools and the District Board of Trustees of Gulf Coast State College. All existing articulation agreements between Bay District Schools and Gulf Coast State College are hereby modified to conform with the terms of this agreement.

Bay District School Board and Gulf Coast State College agree to establish the Articulation Committee with representative membership from each entity. This committee will monitor the activities established within this agreement, recommend enhancements and changes, and promote articulation. Articulation Committee membership shall consist of two representatives from the School Board and two representatives from the College, appointed by the superintendent of Bay District Schools and the president of Gulf Coast State College.

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

All such courses shall be carefully screened so as to be consistent with the goals of the Bay District 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.

Gulf Coast State College will provide advising workshops for the high school guidance counselors and provide each high school with a dual-enrollment handbook. The College will also jointly host a dual-enrollment meeting with the high school instructional coordinators at the beginning of each academic year. Students will receive instructions on how to access the Florida Virtual Campus 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, Florida Virtual Campus will assist these students with identifying the general requirements and any prerequisites for entrance into selected baccalaureate-degree programs.

- (2) A delineation of the process by which students and their parents are informed about opportunities to participate in articulated acceleration programs. Bay District Schools shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration. As each eighth grade student develops his/her ePEP, the 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. Bay District School Board 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 have sophomore status or higher as defined by the district's student progression plan shall be eligible for dual enrollment. Sophomores, who meet the eligibility criteria for dual enrollment and choose the dual enrollment option, will receive academic advising as to which college-level courses will fulfill their high school graduation requirements.

- (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 from a parent/guardian, and the student. The student will also need a letter of approval from the high school when attending GCSC's campus. The dual enrollment registration record certifies the student's eligibility; assessment scores will also be verified at this time. The completed forms must be submitted to the high school dual-enrollment coordinator when the student registers for his/her classes located on the high school's campus and forwarded to the Dual Enrollment Office. The completed forms will be submitted by the student to the Office of Dual Enrollment 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.

- (4) 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 Section 1007.22, Florida Statutes. Dual enrollment will utilize the common course designation and number system approved by the Department of Education.

In accordance with section 1007.271, (2), Florida Statutes, Bay District Schools, beginning with students entering grade 9 in the 2006-2007 school year, 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.

- (5) Provision for postsecondary courses that meet the criteria for inclusion in a district articulated acceleration program to be counted toward meeting the graduation requirements of s. 1003.43. Gulf Coast State College and Bay District School Board will follow the recommendations of the Articulation Coordinating Committee as to which postsecondary courses will fulfill the high school graduation requirements of s. 1003.43.

- (6) An identification of eligibility criteria for student participation in dual enrollment courses and programs. Counselors employed by high schools within the Bay 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 vocational courses under this agreement, a student must meet the following criteria:

- Be a high school student with sophomore status or higher as defined by the district's Student Progression Plan.
- Have demonstrated prior academic achievement 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 vocational courses.
- Present qualifying designated placement test scores (CPT-PERT (Post Secondary Education Readiness Test), 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 and approved by the Vice President of Institutional Effectiveness and Strategic Planning , Gulf Coast State College.

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 (12) twelve 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.

- (7) 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 Section 6A-10.0315 to enroll in dual enrollment courses in communication and computation. Student progress during enrollment in dual enrollment courses will be monitored by the faculty member teaching the course. The performance in subsequent courses will be analyzed on a yearly basis.
- (8) Criteria by which the quality of dual enrollment courses and programs are to be judged. Quality of instruction shall be assessed jointly by principals within the high schools and the academic department chairs of Gulf Coast State College. The assessment of quality will be determined by course outlines and syllabi, by tests and exams, and by the success of students in subsequent courses. The tests and exams will be jointly evaluated by appropriate high school and college officials.

The following accountability and assessment measures will apply to college credit dual enrollment: The Office of Institutional Effectiveness and Strategic Planning/Dual Enrollment at Gulf Coast State College will assess the dual-enrollment program to analyze participation and success rates. Course and instructor evaluations will also be assessed along with performance comparisons between dual enrollment sections versus non-dual enrollment sections of the same course. The results of the program review will be shared with the school district.

Dual enrollment students must maintain a 2.5 cumulative GPA on all attempted AA college-level work and 2.0 cumulative GPA on all vocational college-coursework each semester, for continued participation in the program. If a student's GPA falls below the required GPA, he/she will be placed on probation for one semester. Students who fail to complete 50% of attempted coursework may jeopardize continued participation in the dual enrollment program. All dual enrollment students are subject to college rules and policies and all public laws. Students who violate college rules or policies are subject to disciplinary action as provided in

the Student Conduct Code found in the *Student Handbook*. Dual enrolled students must comply with the add/drop/withdrawal/attendance policies and deadlines of Gulf Coast State College.

With the high school counselor's approval, dual enrollment students are allowed to repeat a course one time. Third and subsequent attempts must be paid for by the student after completion of high school graduation and will be charged the full cost of instruction, which is roughly equivalent to out of state tuition. Although all course attempts appear on the transcript, only the grade earned in the most recent attempt is calculated in the GPA at the College. If a student stops attending class, the grade earned, usually an *F*, is assigned and posted

Faculty employed to teach dual enrollment courses shall be those mutually agreed upon by the Bay District School Board and Gulf Coast State College. The academic preparation of the faculty members selected must meet the criteria used by Gulf Coast State College and required by the Southern Association of Colleges and Schools (SACS). Dual-enrollment faculty credentials must be on file with the College. Dual-enrollment faculty will be observed and evaluated using the same criteria as for all other full-time and/or adjunct faculty. Copies of current course syllabi will be filed with the College's department chairs prior to the start of each term and chairs will ensure that final exams mirror the equivalent rigor of on-campus courses. *Cumulative end-of-course assessments must be provided/approved by the appropriate department/curriculum chair two (2) weeks prior to scheduled administration date.* Completed scored exams will be returned to GCSC and held on file for a period of 1 year.

Courses taught on the high school campus will only be comprised of dual-enrolled students. High schools requesting to offer dual enrollment courses will do so at the beginning of each academic semester and, upon approval to offer the courses, will **submit student registrations within the first two weeks of class.**

Dual enrolled courses taught on the high school campus will ensure minimal interruptions of instructional time.

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

1. 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 their college transcript.
2. All grades, including "W" for withdrawal, become a part of the student's permanent college transcript and may affect subsequent postsecondary admission.
3. 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.

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

- (9) A delineation of institutional responsibilities for assuming the costs of dual enrollment courses and programs. Revenues derived from the delivery of college credit courses are specified in Florida Statutes. Both the Bay District School Board and Gulf Coast State College shall apply for appropriate funding through established procedures. Additionally, when dual enrollment is provided on the high school site by postsecondary institutional faculty, Bay District Schools shall reimburse GCSC the costs associated with the instructor's salary and benefits (\$636 + Medicare .0145% per credit hour). 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. To defray the costs associated with offering the program (specifically administrative, instructional, and other expenses related with the delivery of instruction and implementation of the program), the college will compensate the school district. A fee of \$550 per credit hour will be paid for each course in which there is a minimum of 15 students enrolled in a dual enrollment course taught at the district high school and for which the district provides the teacher.

For those dual enrolled courses located on the high school campus in which there are fewer than 15 registered students, the college will reimburse the district \$25 per credit hour for each student. This reimbursement of \$25 per credit hour per student will apply to Associate in Arts, Associate in Science, Associates in Applied Sciences, and certificate coursework. Revenues shall be paid as directed by the Bay District School Board.

For dual-enrolled classes offered on one of GCSC's campuses (fall and spring terms), Bay District School Board agrees to pay the standard tuition rate per credit hour from the Florida Education Finance Program FEFP). For 2013-2014, the standard tuition at the Florida College System institution is \$71.98 per credit hour.

Credit earned through dual enrollment that are necessary to meet high school graduation requirements will be identified according to Florida Statute 1007.271, paragraph (6): "Such equivalencies shall be determined solely on comparable course content and not on seat time traditionally allocated to such courses in high school."

Instructional materials for such courses shall be provided, in accordance with the student progression plan, to the student without charge by the Bay District School Board. The college agrees to assist in defraying the cost of instructional materials (i.e., textbooks, lab manuals, calculators, study guides, and other ancillary books and materials required by the instructor) for students attending classes at a GCSC campus. The amount to be defrayed will be based upon the school board's year-end dual-enrollment textbook expenditures, to be

determined at a future date, and will be mutually agreed upon by both parties. The books shall be those textbooks recommended by Gulf Coast State College except in special circumstances mutually agreed upon by designees of Gulf Coast State College and the Bay District School Board. Whenever possible, the same version of a textbook will be used for three (3) years.

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

- (10) 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 providing the student transportation will be determined by the Bay County School District.
- (11) Counseling services. Students enrolled under the cooperative agreement between Gulf Coast State College and the Bay District School Board shall receive counseling through the high school counseling staff in the high school where the course or courses shall be offered. Gulf Coast State College will assist in the counseling process by providing special speaking engagements, seminars, and planned advising workshops for the purpose of working with high school counselors in coordinating the student's academic program. Gulf Coast State College will also provide each high school with a stand up kiosk so that students on the high school campuses can easily obtain information about the College. A web page will provide static information, links to GCSC resources, and services such as counseling and registration. The kiosk will also provide short videos on available degree programs along with forms that can be completed and emailed directly to academic departments to for additional information. Each kiosk will also be equipped with a web camera and desktop videoconferencing to connect students with individuals on campus for one-to-one personal assistance across the web. The school district will provide space in each high school (easily accessible to students) and network connection to the Internet.
- (12) Library services. Students enrolled in the dual enrollment program will have total access to resources of the Gulf Coast State College Library. The students may also use the libraries within the public high schools.
- (13) 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 s. 1007.235. Working together, Gulf Coast State College and Bay District Schools shall establish a Developmental Studies Task Force consisting of a dual-enrollment coordinator from each high school, a representative from the district office, and a representative from GCSC. This committee shall be under the joint direction of the Director of K-12 and Adult Instructional

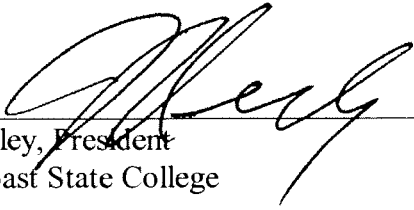
Services, Bay District Schools and the Vice President of Institutional Effectiveness and Strategic Planning, Gulf Coast State College. The committee will analyze college-readiness trends unique to the school district and communicate outcomes at the conclusion of each academic year. Strategies may include, but not be limited to, the establishment of a summer bridge academic tutorial program, the development of career transition plans (assistance with the selection of majors/courses), the delivery of workshops in reading, writing, and math for rising juniors performing poorly on the FCAT, and other professional development activities the committee recommends.

In addition to the strategies listed above, Bay District Schools will administer the Florida Postsecondary Education Readiness Test (P.E.R.T.) to high school students, prior to their senior year, who have not met or exceeded the established cut scores as outlined in s. 1008.30(3), F.S. Enrollment in college preparatory instruction in the area of deficiency is required if the student earns a score less than the established college-ready cut score on any of the approved assessments. The College will continue to offer the P.E.R.T to prospective dual-enrolled students meeting the GPA eligibility requirements.

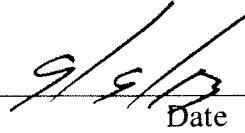
Tech Prep will be addressed through the establishment of career academies as outlined in the Bay County School District five-year Career and Professional Education (CAPE) plan. The College will help promote career and technical programs and assist with integrating associate in applied science and associate in science degree programs with career and professional academies. Students will be provided with the opportunity to earn postsecondary credit as well as industry certification. Students will have access to GCSC's vocational and technical programs through the kiosk located at each high school site. The College and the School District will jointly develop career pathways and offer technical dual enrollment programs.

- (14) Teacher preparation and in-service pursuant to s.1007.271, F.S. Gulf Coast State College and the Bay District School Board will jointly develop professional development activities that provide innovative instructional approaches to improve and evaluate student achievement, especially in the area of college readiness. The committee will obtain continuous updates (through local and national research) on rapidly changing technology, business practices, learning-centered pedagogy, and retention strategies with the goal of incorporating these findings into revised curricula.
- (15) Activities not covered by this agreement. Problems or concerns related to the operation of dual enrollment courses not specified in this agreement shall be negotiated through the designees of the president of Gulf Coast State College and the superintendent of schools of the Bay District School Board.
- (16) This agreement remains in effect until such time that modifications are deemed necessary by either party.

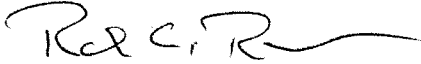




Jim Kerley, President  
Gulf Coast State College



Date



Ralph Roberson, Chairman  
District Board of Trustees  
Gulf Coast State College

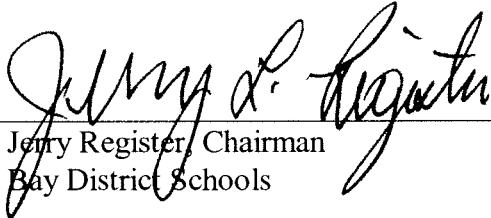
Date



William Husfelt, Superintendent  
Bay District Schools

8/27/13

Date



Jerry Register, Chairman  
Bay District Schools

8/27/13

Date

## Approved Courses for Dual Enrollment

| <b>Core Requirements</b>                           | <b>Sem Hrs.</b> |
|--|-----------------|
| * ENC 1101 English Composition I.....              | 3               |
| *+ ENC 1102 English Composition II.....            | 3               |
| EUH 1000 or 1001 Western Civilization I or II..... | 3               |
| POS 2041 American National Government.....         | 3               |
| PSY 2012 General Psychology or                     |                 |
| SYG 2000 Principles of Sociology.....              | 3               |

|   |   |
|---|---|
| <b>Physical Science (Choose One)</b> .....  | 3 |
| AST 1002 Descriptive Astronomy  |   |
| CHM 1032 General, Organic, Biochemistry   |   |
| + CHM 1040 Fundamentals of Chemistry  |   |
| + CHM 1045 General Chemistry  |   |
| EVR 1001 Introduction to Environmental Science  |   |
| GLY 1010 Physical Geology   |   |
| MET 1010 Introductory Meteorology   |   |
| OCE 1001 Fundamentals of Oceanography   |   |
| + PHY 1023 Survey of General Physics  |   |
| + PHY 2048 University Physics I   |   |
| + PHY 2053 College Physics I  |   |
| + PSC 2341 Physical Science Survey  |   |
| ESC 2000 Earth and Space Science Survey or higher level physical science courses as approved by adviser |   |

|   |   |
|---|---|
| <b>Biological Sciences (Choose One)</b> .....   | 3 |
| + BSC 1005 General Biological Science   |   |
| + BSC 2010 Biology for Science Majors I   |   |
| + BSC 2085 Human Anatomy and Physiology or higher level biological science courses as approved by adviser |   |
| + BSC 2311 Introduction to Marine Biology   |   |

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|--|---|
| <b>*Mathematics</b> .....  | 6 |
| (At the level of STA, MAC, or MGF as approved by adviser and/or defined by major.) |   |

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|--|----|
| <b>**Foreign Language</b>                      |    |
| <b>and/or +Approved Electives</b> .....        | 24 |
| (Approved by adviser and/or defined by major.) |    |

+Prerequisites and/or corequisites required. See course descriptions.

\*Minimum grade of "C" required.

**Humanities** - All students are required to successfully complete a minimum of three semester hours from Area I, Area II, and Area III. Students must complete ENC 1101 with a minimum grade of "C" before taking Area II and must complete ENC 1102 with a minimum grade of "C" before taking Area III. Some programs may require additional hours in the humanities.

|                                       |   |
|---------------------------------------|---|
| <b>Area I (Choose One)</b> .....      | 3 |
| + ARH 2000 Understanding Visual Arts  |   |
| + MUL 2010 Understanding Music        |   |
| + THE 2000 Understanding Theatre      |   |
| + ARH 2050 Art History I              |   |
| + ARH 2051 Art History II             |   |
| + MUL 2110 Survey of Music Literature |   |
| + THE 2071 Survey of Film             |   |

|   |   |
|---|---|
| <b>Area II (Choose One)</b> .....   | 3 |
| (Students must complete ENC 1101 with a minimum grade of "C" before taking Area II) |   |
| *+ PHH 2060 Introduction to Classical Philosophy                                    |   |
| *+ PHI 2002 Introduction to Modern and Contemporary Philosophy                      |   |
| *+ PHI 2600 Ethics  |   |
| *+ PHI 2635 Biomedical Ethics   |   |
| *+ REL 2000 Introduction to Religion  |   |
| *+ REL 2121 Introduction to Religion in America                                     |   |
| *+ REL 2300 Religions of the World  |   |
| *+ SPN 2200 Second-Year Spanish I   |   |

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|--|---|
| <b>Area III (Choose One)</b> .....   | 3 |
| (Students must complete ENC 1102 with a minimum grade of "C" before taking Area III) |   |
| *+ AML 2010 Amer. Lit. Through the Civil War   |   |
| *+ AML 2020 Amer. Lit: Reconstruction to Present                                     |   |
| *+ AML 2600 African-American Literature  |   |
| *+ ENG 2111 Literature and Film  |   |
| *+ ENL 2012 Eng. Lit. Through the 18th Century                                       |   |
| *+ ENL 2022 Eng. Lit: Romantics to Present   |   |
| *+ LIT 2040 World Drama  |   |
| *+ LIT 2090 Contemporary Literature  |   |
| *+ LIT 2110 World Literature: Ancient Through Renaissance                            |   |
| *+ LIT 2120 World Lit: Enlightenment to Present                                      |   |
| *+ LIT 2380 Women in Literature  |   |

**Other Courses leading to an associate in applied science degree, an associate in science degree, and the vocational career certificate will be approved upon request (mutual agreement between the school district and Gulf Coast State College).**