

DUAL ENROLLMENT ARTICULATION AGREEMENT  
BETWEEN  
THE SCHOOL BOARD OF BREVARD COUNTY,  
FLORIDA  
AND  
DISTRICT BOARD OF TRUSTEES  
EASTERN FLORIDA STATE COLLEGE  
2020-2021

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## INTRODUCTION

**WHEREAS**, the School Board of Brevard County, Florida also known as Brevard Public Schools (BPS) and Eastern Florida State College (EFSC) have a long history of cooperation, and

**WHEREAS**, Section 1007.271 (21) Florida Statutes specify that superintendents of schools and Florida College System Institution presidents are responsible for the development and implementation of a comprehensive articulated acceleration program for the students enrolled in their respective school districts and service areas, and

**WHEREAS**, it is the intent of the Legislature that a variety of articulated acceleration mechanisms be available for students attending public educational institutions, and

**WHEREAS**, Sections 1011.62, 1011.80(10), and 1007.271 of Florida Statutes specify the availability of funding with respect to instruction by Florida College System Institutions, and

**WHEREAS**, the School Board of Brevard County and Eastern Florida State College desire to implement applicable state statutes, code provisions and rules pertaining thereto to enhance articulation between the two entities and improve educational opportunities for students who are served by the two entities; now therefore be it

**RESOLVED** that the School Board of Brevard County, hereinafter referred to as the Board, and the District Board of Trustees of Eastern Florida State College, hereinafter known as the College, agree to the following assignment of programmatic responsibility for delivery of programs in the following areas:

**THIS AGREEMENT** is effective from July 1, 2019 through June 30, 2020; if any part(s) of the Agreement is in conflict with any law, statute or rule of a higher governing body, then such part(s) shall be deemed inoperative to the extent it conflicts therewith and shall be modified to conform to such law, statute, or rule.

### I. RATIFICATION OR MODIFICATION OF EXISTING AGREEMENTS

The signing of this Agreement attests to the ratification of all existing articulation agreement(s) regarding dual enrollment and other accelerated education programs between the Board and the College.

#### A. Assignment of Responsibilities

The Board and the College agree to the specific assignments of responsibilities for K-12 Postsecondary Vocational Education, Vocational Certificate Programs, Lifelong Learning, Continuing Workforce Education, Adult Basic Education, Adult Secondary Education, GED Prep, GED Testing, and Education for Disabled Adults as shown in **Exhibit A**.

The Board and the College agree that if there is an unmet Career and Technical Certificate (C.T.C.) program or Continuing Workforce Education need identified in Brevard County, the College will meet the need or will assign the Board the authority to deliver that program or course. The assignment of Career and Technical Certificates or Continuing Workforce Education programs or courses may return to the College upon mutual agreement by the Board superintendent or designee and College president or designee.

Programs may be added or deleted from this Agreement at any time if mutually approved by the Board superintendent or designee, and the College president or designee.

**B. Accountability**

The provisions contained in this agreement shall not prevent whichever party is assigned responsibility for one or more of these programs from developing joint programs or contracting for specific instructional services with another entity or agency.

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 party unless indicated herein.

The Board and the College have the following specific partnership agreements.

**C. The Associate in Science Degree Collegiate High School**

The Associate in Science Collegiate High School program is an acceleration option that enables qualified high school seniors to complete at least 30 credit hours toward an A.S. Degree that prepares them to sit for one or more CAPE industry certification exams at no cost. This program is offered as a special track within the college's Early Admission Program.

**D. Joint Use Agreements**

The Board and the College presently maintain Joint Use Agreements for facilities used by both entities and those Agreements are not included in or affected by this Agreement.

**II. NOTIFICATION PROCESS**

**A. The Board Responsibilities**

Disseminate information yearly to all secondary students regarding dual enrollment as an educational option and mechanism for acceleration through counselor meetings, the student progression plan, and parent information meetings. Information will include eligibility requirements, the option for taking dual enrollment courses during and after school hours and during the school year, how dual enrollment may be used to meet high school credits required for graduation, and the transfer guarantee statement by the State Articulation Coordinating Committee.

**B. The College Responsibilities**

1. Send EFSC staff to secondary schools to discuss college programs and postsecondary readiness expectations with students, parents, faculty, and counselors.
2. Provide comprehensive information about Dual Enrollment on the college website, including the Dual Enrollment Orientation Schedule, a Step-by-Step Guide to Dual Enrollment, eligibility criteria, and a Frequently Asked Questions section.
3. Monitor and evaluate postsecondary readiness data for student eligibility.

**C. The Board and the College Responsibilities**

Jointly agree to share mailing lists across the educational systems.

**III. COURSES AND PROGRAMS AVAILABLE**

**A. Acceleration Programs**

The Board and the College agree to offer acceleration mechanisms for eligible secondary students through Dual Enrollment, Advanced Placement, Advanced International Certificate of Education, International Baccalaureate, Advance Standing Credit, and Gold Standard Career Pathways. These programs allow students to simultaneously earn credit toward their high school diploma and college degrees through special allowances authorized by the Legislature and the State Board of Education in accordance with F.S. 1007.271 and FAC 6A-14.031.

College Level Examination Program

The College shall award credit to students who satisfactorily meet the minimum required scores on College Level Examination Program (CLEP) examinations or institutionally developed subject area examinations in accordance with college policy. The Board shall award high school credit in accordance with School Board policy. Students shall be responsible for payment of examination fees.

**B. Dual Enrollment**

The dual enrollment program shall be the enrollment of a first-time 10<sup>th</sup> - 12<sup>th</sup> grade student in a postsecondary course creditable toward a high school diploma and a career and technical certificate, a college credit certificate, an associate degree, or a baccalaureate degree. The student must meet eligibility criteria identified in this Agreement and be on track to meet promotion and graduation requirements as per the School Board Student Progression Plan. A grade level exception may be considered in accordance with Section V, Subsection E.

Eligible students shall be permitted to enroll in postsecondary courses offered during and after school hours in the fall and spring terms. Students may register for no more than one course during the summer unless the student is enrolled in the A.A. Degree Early College Program (formerly Collegiate High School). Early College Program students may enroll in up to two courses during the summer in order to complete the A.A. degree by graduation. Students are expected to enroll only in courses and programs identified in Exhibit B and Exhibit C of this Agreement unless the student receives approval to register for a course and program not included.

The Board and the College Responsibilities

Actively pursue implementation of additional appropriate college credit certificate programs or career and technical certificate programs that can be offered at the high school using credentialed high school instructors.

**C. Academic Dual Enrollment**

Academic dual enrollment is a form of dual enrollment in college credit courses leading to an Associate in Arts, Associate in Science, or a Baccalaureate Degree. Eastern Florida will award an associate degree to qualifying high school students in the same semester that the Brevard County School Board awards the high school diploma. Students seeking an A.S. Degree may dual enroll only in those A.S. Degree programs identified on the BPS/EFSC Approved List of Programs Leading to Industry Certification included in this Agreement as **Exhibit C**.

**D. Career Dual Enrollment**

Career dual enrollment is a form of dual enrollment that provides a curricular option for secondary students who wish to earn credits toward a high school diploma and a degree or certificate from a job preparatory program. Students may not take isolated vocational courses. Eastern Florida will award a college credit certificate to qualifying high school students in the same semester that the Brevard County School Board awards the high school diploma.

Eligible public secondary students may apply to enroll in vocational credit courses leading to a Career and Technical Certificate or college credit courses leading to a College Credit Certificate provided that the selected program of study is included on the BPS/EFSC Approved List of Programs Leading to Industry Certification included in this Agreement as **Exhibit C**.

Students entering a College Credit Certificate or Career and Technical Certificate program of study with a GPA below 3.0 may not change their initial program of study until the program is completed. Once students meet the qualifications to enter into an associate degree program, however, they may also

enroll in associate degree courses while continuing the College Credit Certificate or Career and Technical Certificate sequence previously declared.

**E. Early Admission**

Early Admission is a form of dual enrollment through which first-time, first semester seniors may enroll at the College instead of their high school of attendance in courses that are creditable toward the high school diploma and the associate or baccalaureate degree, a college credit certificate or a career and technical certificate. It is an option for students in the final year of high school. Early admission students are no longer eligible for dual enrollment upon completion of the spring term regardless of their high school graduation status. Early admission students must enroll in a least four courses totaling twelve credit hours or more per term and earn a sufficient number of credit hours in appropriate courses each term to meet high school graduation requirements by the end of their senior year. One credit laboratory courses do not count towards the twelve credit hours or four course requirement. The Board and College recommend students enroll in five courses.

Early admission students remain eligible to participate in all extracurricular and graduation activities at their high school of attendance in accordance with School Board rules.

**F. Full-Time Dual Enrollment**

Full-time dual enrollment is a form of dual enrollment for second semester seniors to enroll at the College instead of their high school of attendance in courses creditable toward the high school diploma and an associate or baccalaureate degree or a Career and Technical Certificate. Full-time dual enrollment students must enroll in a least four courses totaling twelve credit hours or more and earn a sufficient number of credit hours in appropriate courses during the term to meet high school graduation requirements by the end of their senior year. One credit laboratory courses do not count towards the twelve credit hours or four course requirement. The Board and College recommend students enroll in five courses.

Full-time dual enrollment students remain eligible to participate in all extracurricular and graduation activities at their high school of attendance in accordance with the Board rules.

**G. Postsecondary courses that may not be taken through dual enrollment include:**

1. Vocational preparatory, developmental education instruction, and other forms of pre-collegiate instruction.
2. Physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity.
3. Applied music courses that focus on the development of basic proficiency with a specific instrument.
4. One credit hour Service Learning Field Studies or Human Experience courses.
5. Non-credit courses.
6. 3000+ level courses may not be taken through dual enrollment.
7. Courses with activities that presume an adult level of maturity and personal responsibility. Course examples include, but may not be limited to, Criminal Justice Defensive Tactics, Criminal Justice Weapons, Vehicle Operations and Study Abroad in the Humanities.
8. Courses within selected limited access programs.
9. Recreation and leisure studies courses shall be evaluated individually in the same manner as physical education courses for potential inclusion in the program.

#### IV. PROCESS TO PARTICIPATE IN DUAL ENROLLMENT

##### **A. Established Deadlines**

Dual enrollment student registration, enrollment, add/drop and withdrawal must comply with all of the College's policies and deadlines as published on the College's website and academic calendar.

##### **B. Admission and Registration Process**

Students must complete the following admission steps when dual enrolling for the first time in an EFSC course offered at an EFSC campus or at the high school:

1. Submit the online EFSC Application for Admission.
2. Attend an EFSC Dual Enrollment Orientation and submit an official high school transcript.
3. Submit college placement test scores if dual enrolling in college credit courses.
4. Meet TABE testing requirements if enrolling in a Career & Technical Certificate program that requires TABE.

Each semester students taking a course at an EFSC campus or through EFSC online must:

1. Meet with a high school counselor to complete the dual enrollment registration form.
2. Obtain all required signatures on the registration form. If the parent and/or counselor signature has been falsified, the student will be prohibited from registering and may be subject to disciplinary sanctions.
3. Meet with a college advisor to register for courses.
4. Submit a copy of his/her college schedule to the high school guidance department.

Students registering for courses offered at the college campus or through EFSC online shall also be responsible for:

1. Obtaining personal tools/materials required in selected college credit and vocational credit courses.
2. Paying the EFSC Access Fee each enrollment term.
3. Purchasing a parking decal if driving to campus.
4. Paying user fees, fines, and parking tickets.
5. Paying the graduation application fee if applying for graduation.

Each semester high schools offering an EFSC dual enrollment course on site must:

1. Complete an EFSC registration form for each eligible student registered in the EFSC course section.
2. Ensure that ineligible students are not registered for the class under a high school number.
3. Submit the registration forms for each class section to the campus contact by the designated submission date.

##### **C. Where to Submit Admissions Application Materials**

Students submit the official high school transcript and application confirmation to EFSC staff at the mandatory Dual Enrollment Orientation.

##### **D. Students with Disabilities**

###### The Board Responsibilities

Notify students with disabilities planning to dual enroll in an EFSC campus class and needing accommodations as well as the student's parent that it is the student's responsibility to register with the EFSC SAIL Office (Student Access for Improved Learning) on the selected campus in order to be considered for accommodations and services. If the student is taking an EFSC course on the high school campus



through dual enrollment, the Board is responsible for providing the student's high school accommodations in accordance with school district rules, policies, and procedures.

#### The College Responsibilities

Provide the same level of accommodation to dual enrollment students with disabilities taking courses on an EFSC campus as the College is required by law to provide to "non-dual enrollment" students with disabilities.

#### **E. Withdrawal**

Students wishing to withdraw from a dual enrollment course(s) by the college-designated withdrawal date must first consult with their parent/legal guardian and home high school, then follow all college withdrawal procedures. The parent/legal guardian will be expected to co-sign the withdrawal form along with the student and counselor.

The student who withdraws or is withdrawn by the College or Board from dual enrollment coursework and returns during the term to the home high school of attendance will be subject to Board policies relating to the instructional hours and transfer of grades required for earning a high school credit. The College, by law, must count a course "withdrawal" for any reason after the add/drop date as an "attempt" on the student's college transcript.

Early admission or full-time dual enrollment students, who withdraw from a course and no longer meet the requirement of four courses and twelve credit hours, will be required to return to the home high school. They may continue as a part-time dual enrollment student provided, they meet dual enrollment eligibility criteria.

A student who withdraws from two college courses in a term will be ineligible for dual enrollment in the subsequent high school semester.

A student who is withdrawn by the college from a college course due to non-attendance will be ineligible for dual enrollment in the subsequent high school semester.

Students must inform the high school of any change in their class enrollment status. A student who drops or withdraws from a course without school approval or stops attending class must notify his/her high school within five school days. This applies also to students who are withdrawn from a class by the instructor. Students who do not meet this notification requirement will be ineligible for dual enrollment for two high school semesters.

#### **F. Maximum Course Loads**

Students at a high school with a seven-period day are limited to a total of seven classes per semester, up to three of which may be EFSC campus dual enrollment courses. Students taking three high school classes at a block schedule high school must register for two EFSC campus dual enrollment classes; students taking two high school classes must register for four EFSC campus dual enrollment classes. One-credit laboratory courses do not count towards the course total.

Any exceptions must be approved by both institutions using the administrative procedure specified in the most recent Early College Programs Manual. Dual enrollment courses may be taken at the high school, college, and/or through EFSC online.

Students may exceed the total number of allowable courses, as identified above, per day through the Early College Credit Option (ECCO) administered by the College. ECCO courses do not count towards high school graduation requirements and do not require approval by the high school counselor.

Early admission and full-time dual enrollment students must take four, but no more than five, courses totaling at least twelve credit hours each semester. Based on their strong academic record, students with a cumulative unweighted high school GPA of 3.5 may register for six courses each term with their high school's approval. One credit laboratory courses are not counted towards the twelve credit hours or course count. Students may exceed the total number of allowable courses through the Early College Credit Option (ECCO) administered by the College. ECCO courses do not count towards high school graduation requirements. Dual enrollment courses for early admission may be taken at the college and/or through EFSC online.

Students may not enroll in the same course more than one time through dual enrollment unless the student submits a written request to the school counselor and receives the approval of the school, the Director of High School Programs or designee, and the College's Vice President for Academic Affairs/ Chief Learning Officer, or designee.

#### **H. Grade Forgiveness**

Students who have worked diligently to successfully pass a dual enrollment class but received a grade of D or F or withdrew from the class by the deadline due to extenuating circumstances, may request approval to retake the class through dual enrollment for grade forgiveness. The students must complete the grade forgiveness process with their school guidance department. If the grade forgiveness is approved by both the Board and the College, the student may retake the course through dual enrollment.

Students who are withdrawn for non-attendance from a dual enrollment course are not eligible to retake the class through grade forgiveness.

#### **I. Grades**

All students enrolled in dual enrollment courses will be graded on the same basis as other college students in the same course. Students participating in dual enrollment at EFSC or their home high school will receive grades and credit for their course work. These grades and credits are posted on the college transcript. Dual enrollment course grades become part of a student's permanent college and high school transcript and are calculated into the student's permanent postsecondary GPA maintained by EFSC

### **V. DUAL ENROLLMENT STUDENT ELIGIBILITY REQUIREMENTS**

Students who will graduate from high school prior to the completion of the postsecondary course may not register for that course under dual enrollment.

#### **A. Academic Dual Enrollment**

**Students must meet the following eligibility criteria:**

1. Present a state cumulative unweighted high school GPA of at least 3.0.
2. Achieve college-ready Reading and Writing scores on an approved placement test.
3. Meet all prerequisites for the selected course.
4. Have a high school record of good attendance, appropriate conduct, and responsible behavior.

#### **Academic Standards**

Students must continuously maintain the unweighted high school GPA required for the program. In addition,

students are expected to complete and achieve an overall GPA of 2.0 in college coursework taken during a term.

A student whose EFSC's term GPA falls below a 2.0, and/or the student withdraws from a dual enrollment course after the college designated add/drop date, may remain eligible for dual enrollment for one subsequent term so long as his/her unweighted state cumulative high school GPA, including the grades earned in dual enrollment coursework, remains at 3.0+. The student's dual enrollment status, however, will be considered provisional and the student must achieve in the subsequent term at least a cumulative college GPA of 2.0 and a term GPA of 2.00 and complete all coursework to maintain eligibility.

A student who fails to meet the above requirements will be ineligible for dual enrollment for a period of one term after which time the student may again be considered for eligibility if all admission standards are met.

### **B. Career and Technical Dual Enrollment**

Students must meet the following eligibility criteria:

1. Present a state cumulative unweighted high school GPA of at least:
  - 2.5 for college credit courses leading to a College Credit Certificate (C.C.C.).
  - 2.0 for vocational credit courses leading to a Career and Technical Certificate (C.T.C)
2. Provide college ready reading and writing scores from an approved college placement test if enrolling in a C.C.C. program offered at an EFSC campus.
3. Meet all prerequisites for the selected course.
4. Meet age requirement specified by the College.
5. Have a high school record of good attendance, appropriate conduct, and responsible behavior.

### **Academic Standards**

Students must continuously maintain the unweighted high school GPA required for the program. In addition, students are expected to complete and achieve an overall GPA of 2.0 in college coursework taken during a term.

A student whose EFSC's term GPA falls below a 2.0 and/or the student withdraws from a dual enrollment course after the college designated add/drop date may remain eligible for dual enrollment for one subsequent term so long as his/her unweighted state cumulative high school GPA, including the grades earned in dual enrollment coursework, meets the degree or certificate admission criteria. The student's dual enrollment status, however, will be considered provisional and the student must achieve in the subsequent term at least a cumulative college GPA of 2.0 and a term GPA of 2.0 and complete all coursework to maintain eligibility.

A student who fails to meet the above requirements will be ineligible for dual enrollment for a period of one term after which time the student may again be considered for eligibility if all admission standards are met.

### **C. Early Admission**

Students must meet the following eligibility criteria:

1. Must have completed the 11<sup>th</sup> grade and be entering the fall semester of the 12<sup>th</sup> grade for the first time.
2. Present an unweighted state cumulative high school GPA of at least 3.0.
3. Provide college-ready scores in Reading, Writing, and Mathematics on an approved college placement test and meet the state mandated minimum test score requirement on State Assessments including end of course exams.
4. Have a high school record of good attendance, appropriate conduct, and responsible behavior.

5. Submit the EFSC Early Admission Application in accordance with published directions.
6. Must have completed all required courses for high school graduation, with the exception of up to 1.0 high school credit each in English, Science (elective), Social Studies (elective), and Math.
7. Complete any additional requirements established by the College.

### **Academic Standards**

Early admission students are expected to complete sufficient credits to meet high school graduation requirements and achieve an EFSC term GPA of at least 2.0. Early admission students who are in jeopardy of earning sufficient credits to graduate or do not maintain an overall EFSC fall term GPA of at least 2.0 may not continue in Early Admission the following semester. These students, however, may participate in part-time dual enrollment provided they meet dual enrollment eligibility criteria. Upon completion of their senior year in early admission, students are no longer eligible for dual enrollment regardless of their graduation status.

#### **D. Full-time Dual Enrollment**

**Entrance Requirements for first-time second semester seniors with an unweighted state cumulative GPA of 3.0+**

1. Must have completed the EFSC application process.
2. Complete all specific course requirements for high school graduation in Brevard County except a 0.5 credit in social studies and/or in science and two rigorous course credits.
3. Meet test score requirements for their selected dual enrollment program.
4. Have a high school record of good attendance, appropriate conduct and responsible behavior.

**Entrance Requirements for second semester seniors with an unweighted state cumulative GPA of 2.5+**

1. Must have completed the EFSC application process.
2. Complete all required courses for graduation in Brevard County with the exception of elective high school credits and two rigorous course credits.
3. Meet test score requirements for their selected dual enrollment program.
4. Have a high school record of good attendance, appropriate conduct and responsible behavior.

#### **E. Waiver of Grade-level Eligibility Requirement for Dual Enrollment**

Approval for students in grades 6 - 9 to dual enroll in an EFSC course may be made only with the recommendation of the school principal and the approval of the Director of High School Programs or designee and the Vice President for Academic Affairs/Chief Learning Officer, or designee. The applicant and/or parent of the applicant must submit a written waiver request, including the reasons for wishing to participate, to the school principal and specify the college level course the student wishes to enroll in. The applicant must also include evidence of ability to master postsecondary courses including at a minimum:

1. An unweighted state cumulative GPA of 3.85 in academic high school credit courses.
2. College-ready reading and writing scores on an approved college placement test.
3. A school record of good attendance, appropriate conduct, and responsible behavior.
4. At least two letters from the applicant's current MESH teachers attesting to his/her maturity to succeed in a postsecondary course offered at the College.

The school principal or designee will inform the student of the final decision by the Board and the College. If approved, the student must complete the EFSC admission process and meet any specific course prerequisites.

#### **F. Waiver of Grade-level Eligibility Requirement for Early Admission**

Exceptions to the grade level requirement for participation in Early Admission may be made only with the recommendation of the high school principal and the approval of the Director of Secondary Programs and

the Vice President for Academic Affairs/Chief Learning Officer, or designee. Applicants must submit the waiver request in writing, identifying the reasons for wishing to participate, to the high school principal. Students must also provide evidence of ability to master advanced courses and successfully complete at least four courses totaling twelve or more credit hours each term.

At minimum, students seeking an exception to the grade level requirement for Early Admission must be able to complete high school graduation requirements by the end of the spring term and have:

1. An unweighted state cumulative GPA of at least 3.50 in secondary courses.
2. College-ready scores in Reading, Writing, and Mathematics on an approved college placement test.
3. A record of good attendance, appropriate conduct, and responsible behavior.
4. Completed all required courses for graduation with the exception of up to 1.0 high school credit each in English, Science (elective), Social Studies (elective), and Math and a 0.5 credit in Performing Arts.

The high school principal or designee will inform the student of the final decision by the Board and the College. If approved, the student must complete the EFSC admission process for early admissions.

## **VI. HIGH SCHOOL CREDIT**

### **A. The Board Responsibilities**

1. Incorporate dual enrollment courses into the Student Progression Plan and award a 0.5 high school credit for each eligible three semester hour course unless otherwise indicated on the Florida Department of Education *Dual Enrollment Course- High School Subject Area Equivalency List* or by mutual consent of both institutions.
2. Permit qualified students to satisfy subject-area graduation requirements through dual enrollment in postsecondary courses identified by the Florida Department of Education as equivalent in accordance with F.S. 1007.271 (6). (*Dual Enrollment Course-High School Subject Area Equivalency List*) However, completion of required science sequence through dual enrollment is limited to the following:
  - a. Students in the high school Biology, Chemistry and Physics/EQ Science Sequence may satisfy up to three required science credits through successful completion of an equivalent postsecondary Biology, Chemistry and/or Physics/EQ Science course (s).
  - b. Students in the Physical Science, Biology, EQ Science Sequence may satisfy up to two required science credits through successful completion of an equivalent postsecondary Biology and/or EQ Science course (s) (Physical Science must be completed on the high school campus).
  - c. Other science courses identified on the Dual Enrollment Course List shall count as science elective credits toward graduation.
3. Permit qualified students to satisfy high school identified elective-credit requirements through dual enrollment in postsecondary courses contained in the statewide course numbering system and considered "eligible" by statute and by this Agreement
4. Permit qualified students to satisfy the graduation requirements, including the rigorous course requirements for BPS graduation requirements, through dual enrollment in postsecondary academic courses and/or technical programs/courses.
5. Post the grade earned in a dual enrollment course on the high school transcript in accordance with F.S.1007.271(20).

### **B. Weighting of Dual Enrollment Course Grades**

Dual enrollment, college-level, and academic courses are weighted by the Board at 5.0 on a scale of 4.0 pursuant to 1007.271(18), F.S.

## **VII. POLICIES AND PROCEDURES RELATING TO STUDENT BEHAVIOR AND ACADEMIC EXPECTATIONS**

### **A. The College Responsibilities**

Ensure that each first-time dual enrollment student attends a Dual Enrollment Orientation that addresses:

1. College placement testing
2. Study expectations
3. College attendance and grading policies
4. Add/Drop and withdrawal policies
5. Impact of poor grades on the student's high school and college record
6. Adult level course content and design
7. Behavior expectations
8. Potential costs for students
9. FERPA considerations

## **VIII. EXCEPTIONS FOR STUDENTS**

On a case by case basis, exceptions to the GPA requirement for a high school technical dual enrollment course in a College Credit Certificate or Career and Technical Certificate program may be granted for a student who has demonstrated an interest in the specific technical program and the ability to successfully master the course content. The waiver process shall include a written request from the high school counselor documenting support from the CTE teacher, and other relevant information. Upon approval of the Board's Director of Career and Technical Education or designee, the waiver request will be submitted to the College Vice President, Academic Affairs/Chief Learning Officer, or designee for consideration. Upon approval by both institutions, the student may register for the class.

## **IX. POSTSECONDARY REGISTRATION POLICIES**

Dual enrollment students must comply with all EFSC registration policies and deadlines identified on the EFSC website and academic calendar and in this Agreement, including the last day to add/drop a class, withdraw from a class, apply for graduation, and pay fees and fines.

## **X. FACULTY PROFESSIONAL RULES, GUIDELINES, AND EXPECTATIONS**

### **A. The Board Responsibilities**

1. Ensure that high schools submit their requests for academic and vocational dual enrollment courses in writing, including the number of sections in accordance with the administrative procedure specified in the most recent Early College Programs Manual.
2. Require that the School Board teachers assigned to teach dual enrollment courses at the high school meet the same minimum qualifications for employment as specified by the Southern Association of Colleges and Schools (SACSCOC) for instructors employed by the College and comply with all requirements of EFSC's credentialing process prior to the first day of class.
3. Provide each teacher/instructor employed by the Board or the College with the Teacher's Edition of the textbook used in the assigned dual enrollment course offered at a high school site and shall require each instructor to adhere to EFSC's attendance and grading policies.

### **B. The College Responsibilities**

1. Be responsible for ensuring that the curriculum and assessment procedures in dual enrollment courses meet College and SACSCOC standards regardless of whether the dual enrollment courses



are taught on the college or the high school campus; provide dual enrollment instructors a copy of course objectives and requirements prior to the beginning of the semester.

2. Ensure academic quality by adhering to the Statement of Standards, Dual Enrollment/Early College Programs in the Florida State College System.
3. Ensure the appropriate EFSC administrator approves (contingent upon College approval of the instructor's qualifications) or denies each high school dual enrollment course request, including the number of sections, within two weeks of receiving the request.
4. Review the educational credentials of each proposed first-time high school dual enrollment instructor and inform the Board promptly if proposed candidate meets mandatory qualifications.
5. Upon request, loan available college instructional support materials, such as audiovisuals, to dual enrollment teachers employed by the Board.
6. Require college instructors teaching dual enrollment courses at the high schools to meet all Board employment screening requirements, including criminal background checks and to return Teacher Edition textbooks to the Board at the conclusion of the dual enrollment course.
7. Upon request, provide high schools all information needed for ordering textbooks required for EFSC courses offered at the high school. Whenever possible, the College will approve the use of a textbook for a period of three years.

**C. The Board and the College Responsibilities**

Collaborate to ensure that the course content and objectives of high school dual enrollment courses reflect college and SACSCOC standards of rigor.

**XI. RESPONSIBILITIES REGARDING STUDENT ELIGIBILITY AND MONITORING**

**A. Student Conduct Standards**

Dual enrollment students are expected to adhere to the policies and procedures, including attendance requirements, at the institution where the dual enrollment course is offered and to exhibit appropriate conduct at all times. Inappropriate and disruptive behavior will not be tolerated and may result in administrative withdrawal by the College and/or Board from college coursework. The College and Board shall consider the offending student ineligible for dual enrollment for one or more terms following the withdrawal action.

The Board shall notify the College when an accelerated education student is expelled from the school district or expelled from the regular school program and assigned to an expulsion abeyance center. That student shall be considered ineligible for acceleration and shall be administratively withdrawn from all EFSC courses by the College. The student will remain ineligible for dual enrollment for one term following completion of the expulsion penalty or assignment to an abeyance center.

Dual enrollment in EFSC courses may not be considered as an alternative or as an additional placement to the Abeyance Program during the expulsion period.

**B. The Board Responsibilities**

1. Screen high school applicants for acceleration programs in compliance with the Articulation Agreement.
2. Conduct all evaluations relating to a dual enrollment student's disability.
3. Provide required accommodations to dual enrolled students with disabilities in a postsecondary course offered at a high school site.

**C. The College Responsibilities**

Upon request by the high school, administer the PERT at the high school site at least one time each during the school year.

**D. The Board and the College Responsibilities**

Monitor the success of students participating in dual enrollment courses offered under this Agreement and use the success rate of students as the primary criterion for judging the quality of dual enrollment courses and programs and for identifying areas for program improvement.

**XII. RESPONSIBILITY OF THE COLLEGE FOR THE TRANSMISSION OF STUDENT GRADES**

The College will provide a master list for EFSC campus courses taken through dual enrollment organized by high school with each student's name, EFSC course titles, and grade earned in each course.

**XIII. RESPONSIBILITY OF THE BOARD FOR THE TRANSMISSION OF STUDENT GRADES**

The Board will provide the grade report for each student in a dual enrollment course offered at the high school to the College by due dates identified on the dual enrollment administrative calendar.

**XIV. DUAL ENROLLMENT FUNDING**

Students shall be exempt from payment of registration, matriculation, textbook and laboratory fees; however, students seeking to complete a career program that requires ownership of personal tools/materials shall be responsible for the purchase of these items.

**A. The Board Responsibilities**

1. Provide college-required textbooks for all students enrolled in dual enrollment courses. Textbooks will be the property of the Brevard County School Board. Students will be responsible for the purchase of consumable materials, such as lab manuals.
2. Reimburse the College as follows:
  - a. At the College's then-applicable standard tuition rate of \$71.98 per college credit hour and \$2.33 per contact hour for career certificate programs as defined by the Division of Colleges for all classroom instruction provided to dual enrolled students that takes place on any College campus.
  - b. For all College costs (to be calculated by the College) associated with the portion of salary and benefits and other actual costs of the College for instruction to dual enrolled students by College faculty at Board locations.
3. Submit payment pursuant to the terms of the invoice rendered by the College, but no later than December 31 for the Fall semester; June 30 for the Spring semester; and August 31 for the Summer semester.
4. The Board shall be responsible for payment of College semester credit hours for the summer term if funding is provided by the State for this purpose.

**B. The College Responsibilities**

1. By October 31 for the Fall semester; March 31 for the Spring semester; and June 30 for the Summer semester, the College shall invoice the Board for financial obligations set forth in subparagraph 2 of this section entitled "The Board Shall". The invoice will include the total credit hours and amount billed for the semester and shall provide sufficient detail including:
  - a. Student identifying number (BNO)
  - b. Student name (LNAME, FNAME, MNAME, SUFFIX)
  - c. Student birth date (BDATE)
  - d. Program type (TYPE)



- e. Term (TERM)
  - f. Part of term (PTERM, SDATE, EDATE)
  - g. Course (CRN, COURSE, SECTION, TITLE)
  - h. Credit hours (CRED)
2. The college will provide the following supplemental information, when available, from college records. Supplemental information is provided to assist the board in identifying and classifying students. Supplemental information is non-essential to the invoice process and payment shall not be withheld for outdated or inconsistent data.
- i. High School (HSCODE, HSCODE2)
3. Invoices shall be submitted electronically to Elaine Lindo and Nancy Howser.
4. Continue to work with the Board to reduce Board costs for textbooks used by dual enrolled students.

**XV. TRANSPORTATION**

Students attending dual enrollment classes at a location other than their public high school shall provide their own transportation. The BPS/EFSC Early College Program (formerly Collegiate High School) is an accelerated program for students whose goal is to earn an A.A. Degree by high school graduation. By exception, the Board may provide transportation for tenth grade students in the Early College Program (formerly Collegiate High School) who are enrolled in EFSC campus classes during the designated Early College Program (formerly Collegiate High School) period. On a space available basis eleventh and twelfth grade Early College Program students may ride the Early College Program high school bus.

**XVI. EXECUTION OF AGREEMENT**

1. Agree that exceptions of an administrative nature may be made to this Agreement with the approval of the Board superintendent or designee and EFSC president or designee.
2. Agree that issues that cannot be resolved within the guidelines of this Agreement shall be referred to the Board superintendent or designee and the EFSC president or designee for resolution.

IN WITNESS THEREOF, the parties hereto have adopted this Agreement, effective as of the last date set forth below.

THE SCHOOL BOARD OF  
BREVARD COUNTY, FLORIDA

EASTERN FLORIDA STATE COLLEGE

By \_\_\_\_\_  
Mark W. Mullins, Ed.D.                                  Date  
Superintendent of Schools

By \_\_\_\_\_  
Dr. James H. Richey                                  Date  
President

By \_\_\_\_\_  
Misty Belford    Date  
School Board Chairperson