

**INTERINSTITUTIONAL ARTICULATION AGREEMENT  
BETWEEN  
THE SCHOOL BOARD OF BREVARD COUNTY  
AND  
BREVARD COMMUNITY COLLEGE**

**WHEREAS**, The School Board of Brevard County and the Brevard Community College have a long history of cooperation, and

**WHEREAS**, Section 1007.235 F.S., specifies that superintendents of schools and community college 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**, Section 1011.62 and section 1011.80 (10) of Florida Statutes specify the availability of funding with respect to instruction by community colleges, and

**WHEREAS**, the School Board of Brevard County and Brevard Community College desire to implement the statutes and rules to enhance articulation between the two entities to improve educational opportunities for students who are served by the two entities; now therefore be it

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

## **A. RATIFICATION OF AGREEMENTS**

The signing of this Agreement supersedes existing Interinstitutional Articulation Agreements and shall remain in effect until modified or terminated by either party upon ninety (90) days written notice prior to the end of a term or by mutual consent of the College president and the Board superintendent.

## **B. ASSIGNMENT OF RESPONSIBILITIES**

The Board and the College agree to the specific assignments of responsibility 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 detailed in Exhibit A. However, either agency may request from the other agency authority to offer a course not assigned to them through the superintendent, or designee, and president, or designee.

## **C. ACCELERATION PROGRAMS**

The Board and College agree to provide acceleration opportunities for eligible Brevard County public high school students through the dual credit (Academic and Vocational/Technical Dual Enrollment, Collegiate High School and Early Admissions), Advanced Placement, the Advanced International Certificate of Education, Advance Standing and International Baccalaureate programs. Details of the agreements for the acceleration programs are provided in Exhibit B. In addition, the College agrees to offer Credit in Escrow to eligible students.

## **D. OTHER ARTICULATION EFFORTS**

The Board and the College agree to work toward other articulation agreements that will share resources, enhance educational activities, enhance outreach efforts (Exhibit C), teach advanced skills, and limit unnecessary duplication of instruction across the two entities.

## **E. JOINT USE AGREEMENTS**

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

## **F. TRANSFERABILITY OF CREDIT**

As applicable, the College and Board agree to permit students to transfer credit between institutions. For courses to which common course numbers have been assigned, such numbers shall provide the basis for transferability of credit.

## **G. ACCOUNTABILITY**

The provisions contained in this agreement shall not prevent whichever Board 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 Board unless indicated herein.

**H. ARTICULATION COMMITTEE**

- I. The Board and the College agree to establish the Brevard Education Articulation Committee with representative membership from each entity. This committee will monitor the activities established within this agreement, recommend enhancements and changes, and generally promote articulation between the Board and the College. The committee will select a Chairperson from its membership, alternating annually between representatives of the Board and the College.
- II. Articulation Committee Membership shall consist of equal representation from the Board and from the College. The superintendent shall appoint those members who represent the School Board of Brevard County. The college president shall appoint those members who represent Brevard Community College.

**BE IT FURTHER RESOLVED THAT** this Agreement shall be effective upon being signed, but shall be executed before registration for the fall term of the following school year and shall continue until modified or terminated. 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.

**IN WITNESS WHEREOF**, the parties hereto have adopted this Agreement, effective \_\_\_\_\_, 2009

**THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA**

**THE DISTRICT BOARD OF TRUSTEES BREVARD COMMUNITY COLLEGE**

By \_\_\_\_\_  
Chairman, School Board of Brevard County

\_\_\_\_\_  
Chairman, Board of Trustees Brevard Community College

Attest \_\_\_\_\_  
Superintendent

\_\_\_\_\_  
President

## EXHIBIT A

### DELIVERY OF VOCATIONAL EDUCATION AND ADULT GENERAL EDUCATION

- I. In the spirit of cooperation and clarification, the Board and the College agree to the assignment of responsibilities for Postsecondary Vocational Education (PSV), Postsecondary Adult Vocational Education (P.S.A.V.), Continuing Workforce Education, Lifelong Learning, Adult Basic Education, Adult Secondary Education, GED Prep and GED Testing, and Education for Disabled Adults as shown in the following Responsibility Matrix and discussion.

#### A. Responsibility Matrix

##### Delivery Systems

PROGRAM AREAS	Brevard District Schools	Brevard Community College	Comments
<b>K-12 CAREER &amp; TECHNICAL PROGRAMS</b>			
Programs	X		
Courses	X		
<b>POSTSEC. ADULT VOCATIONAL (PSAV)</b>			
Programs	X	X	*
Courses	X	X	*
<b>POSTSEC. VOCATIONAL (PSV)</b>			
Programs		X	
Courses		X	
<b>CONTINUING WORKFORCE EDUCATION</b>	X	X	*
<b>LIFELONG LEARNING</b>	X	X	
<b>ADULT BASIC EDUCATION</b>	X		
<b>ADULT SECONDARY</b>	X		
<b>DISABLED ADULT</b>	X	X	
<b>GED PREP</b>	X		
<b>GED TESTING</b>	X		

Upon agreement with the College, the District may offer selected courses/programs. See I, page 6.

## **B. Delivery Responsibilities**

1. **Career and Technical Education**  
(Secondary & Below)
  - a. Primary responsibility: School Board of Brevard County
  - b. Shared arrangement: None
  
2. **Postsec. Adult Vocational (PSAV)**
  - a. Primary responsibility: Brevard Community College
  - b. Shared arrangement: Upon agreement, the District may offer selected courses/programs. See I. p. 6
  
3. **Postsec. Vocational (PSV)**
  - a. Primary responsibility: Brevard Community College
  - b. Shared arrangement: None
  
4. **Continuing Workforce Education**
  - a. Primary responsibility: Brevard Community College
  - b. Shared arrangement: Upon agreement, the District may offer selected courses/programs. See I. p. 6
  
5. **Lifelong Learning**
  - b. Shared arrangement: The College and the Board have a shared responsibility for these programs
  
6. **Adult Basic Education**
  - a. Primary responsibility: School Board of Brevard County
  - b. Shared arrangement: None
  
7. **Adult Secondary**
  - a. Primary responsibility: School Board of Brevard County
  - b. Shared arrangement: None
  
8. **Disabled Adults**
  - b. Shared arrangement: The College and the Board have a shared responsibility for these programs
  
9. **GED Prep**
  - a. Primary responsibility: School Board of Brevard County
  - b. Shared responsibility: None
  
10. **GED Test**
  - a. Primary responsibility: School Board of Brevard County
  - b. Shared responsibility: None

- I. The Board and College agree that if there is an unmet Postsecondary Adult Vocational Certificate (P.S.A.V.) 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 Postsecondary Adult Vocational Certificate or Continuing Workforce Education programs or courses provided by the Board may return to the College upon mutual agreement by the superintendent and the president.
  
- II. Programs may be added or deleted from this Agreement at any time if mutually approved by the Superintendent or designee, and the college President or designee.

## EXHIBIT B

### ARTICULATED ACCELERATION PROGRAMS

The Board and the College agree to offer a variety of articulated acceleration mechanisms for eligible secondary students. It is the intent of the Legislature that articulated acceleration serve to shorten the time necessary for students to complete the requirements associated with the conference of a high school diploma and a postsecondary degree, broaden the scope of curricular options available to students, or increase the depth of study available for a particular subject. Articulated acceleration mechanisms and programs shall include, but not be limited to, Dual Enrollment, Early Admission, Advanced Placement (AP), Collegiate High School, Credit by Examination, Advanced International Certificate of Education (AICE) and the International Baccalaureate Program (IB).

#### I. DUAL CREDIT PROGRAMS

##### 1. DUAL ENROLLMENT PROGRAM

The dual enrollment program shall be the enrollment of an eligible secondary student in a postsecondary course creditable toward a high school diploma and a vocational certificate or an associate degree or a baccalaureate degree. Eligibility for dual enrollment shall be reviewed each semester.

To be eligible to enroll in postsecondary academic and technical courses under this Agreement, a student must:

1. Be a Brevard County public school student in grades 10 through 12;
2. Meet testing requirements in effect at the College for the selected program;
3. Have a high school record of good attendance, appropriate conduct and responsible behavior;
4. Have a state cumulative unweighted high school GPA of:
  - 3.0 for college credit academic courses leading to an Associate in Arts (A.A.) Degree.
  - 2.5 for college credit technical courses leading to an Associate in Science (A.S.) or Associate in Applied Science (A.A.S.) Degree.
  - 2.5 for college credit technical courses leading to a College Credit Certificate (C.C.C.) or Applied Technology Diploma (A.T.D.).
  - 2.0 for vocational credit courses leading to a postsecondary adult vocational certificate (P.S.A.V.).
5. Complete the application process to the college, including attendance at a dual enrollment orientation and submission of:
  - a) the BCC Application for Admission,
  - b) a current high school transcript,
  - c) testing information if enrolling in a college credit program, and
  - d) any other required paperwork.
6. Submit a completed *Accelerated Education Programs Application* when registering for a BCC campus-based course and a completed BCC course registration form for BCC classes at the high school;
7. Provide verification from the high school each term of enrollment that he/she has met all dual enrollment eligibility criteria.

Students must complete the BCC admissions process prior to registering for a BCC course offered either at the college or at the high school campus. Students taking a high school dual enrollment class must meet all prerequisites for the course prior to registration. All required paperwork must be submitted by the college designated deadline. Students not fully qualified for the class may not participate in the

course under a high school number. Exceptions will be considered on a case by case basis using a standard waiver process, and will require approval by both institutions.

Eligible students, including those in a Career Academy or Small Learning Community at their high school, shall be permitted to dual enroll in BCC courses conducted during and after school hours and during fall, spring and summer terms. They may also enroll in courses offered through distance learning. Schools may not require students to register for dual enrollment courses offered at the high school. Schools may not prohibit students from registering for a course at the college if the same course is available at the high school.

Students may not enroll in the same course more than one time through dual enrollment unless the student meets the established criteria for re-taking the course for purposes of grade forgiveness. Seniors may not register under dual enrollment for courses that conclude after their high school graduation.

Students may dual enroll in up to three postsecondary courses or 11 postsecondary credits per semester. Any exceptions must be approved by both institutions using the administrative procedure specified in the most recent Accelerated Programs Manual. Early admission and full-time dual enrollment students must take four or more courses totaling at least 12 credit hours each semester.

During the BCC summer term students may dual enroll in a total of two courses in addition to any dual credit special program courses offered jointly by BCC and the SBBC, such as the Summer Fine Arts Program and/or the Governor's Summer Program.

Students must meet with a high school counselor and a BCC advisor for scheduling and advisement prior to registration and, once registered, meet Dual Enrollment Conduct Standards and Dual Enrollment Academic Standards to maintain eligibility each term. Staff at both institutions shall assist students in identifying their educational/career goals and the coursework needed to reach these goals.

FS 1007.235 (b)1. A delineation of courses and programs available to students eligible to participate in dual enrollment. This delineation must include a plan for the community college to provide guidance services to participating students on the selection of courses in the dual enrollment program. The process of community college guidance should make maximum use of the automated advisement system for community colleges. The plan must assure that each dual enrollment student is encouraged to identify a postsecondary education objective with which to guide the course selection. At a minimum, each student's plan should include a list of courses that will result in an Applied Technology Diploma, an Associate in Science degree, or an Associate in Arts degree. If the student identifies a baccalaureate degree as the objective, the plan must include courses that will meet the general education requirements and any prerequisite requirements for entrance into a selected baccalaureate degree program.

Pursuant to 1007.235 (b)1 and as part of the mandatory Dual Enrollment Orientation, the College shall provide instruction to first-time dual enrollment students on accessing FACTS.org and the BCC website to view advising tools and the courses that make up their selected program of study, including the general education courses required for the A.A. degree.

Students enrolled in postsecondary instruction that is not creditable toward the high school diploma shall not be classified as dual enrollment. These students shall be required to assume the cost of instruction and instructional materials and must meet the criteria outlined in the BCC College Catalog.

**DUAL ENROLLMENT/EARLY ADMISSION CONDUCT STANDARDS:** Dual enrollment and early admission 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 School Board shall consider the offending student ineligible for dual enrollment for one or more terms



following the withdrawal action.

The School 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 coursework by the College. The student will remain ineligible for dual enrollment or credit in escrow for one term following completion of the expulsion penalty or assignment to an abeyance center.

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

**DUAL ENROLLMENT ACADEMIC STANDARDS:** Students must continuously meet all dual enrollment admission standards for their selected degree or certificate program to maintain eligibility. In addition, students are expected to complete and achieve an overall GPA of 2.00 in college coursework taken during a term.

A student whose BCC's term GPA falls below a 2.00 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 2.00 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 and credit in escrow for a period of one term after which time the student may again be considered for eligibility if all admission criteria are met.

**WITHDRAWAL FROM A DUAL ENROLLMENT COURSE:** 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 a counselor at their high school of attendance, then follow all college withdrawal procedures. The parent/legal guardian will be expected to co-sign the withdrawal form along with the student.

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 school 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.

**TRANSPORTATION, TUITION, FEES, AND INSTRUCTIONAL MATERIALS:** Students attending dual enrollment classes at a location other than their public high school shall provide their own transportation. Students shall be exempt from payment of registration, matriculation, textbook and laboratory fees.

Students shall be responsible for purchasing:

1. One time use materials including but not limited to individual licensing fees for electronic media and consumable workbooks.
2. Personal tools used by the student in a selected vocational or technical program.

**WAIVER OF GRADE-LEVEL ELIGIBILITY REQUIREMENT:** Exceptions to the grade level requirement for participation in Dual Enrollment may be made only with the recommendation of the high school principal and the approval of the Director of Secondary Programs and the Executive Vice President/Chief Learning Office 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 high school principal. 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 secondary coursework,
2. Appropriate college placement test scores, and
3. A record of good attendance, appropriate conduct and responsible behavior;

The high school principal or designee will inform the student of the final decision by the SBBC & BCC.

### **ACADEMIC DUAL ENROLLMENT LEADING TO AN ASSOCIATE IN ARTS (A.A.) DEGREE**

Eligible high school students in grades 10 through 12 may apply to enroll in college credit courses leading to an Associate in Arts or Baccalaureate Degree by first completing the application process to the college, including submission of required documents and testing information, and attendance at a dual enrollment orientation.

Once accepted to the college, students enrolling in a course on a BCC campus must submit a completed Accelerated Programs Application each term of enrollment; if the class is offered at the high school, the student must submit the BCC registration form each enrollment term. Students must meet all course prerequisites including test score requirements and present a state cumulative unweighted high school GPA of at least 3.0.

### **TECHNICAL DUAL ENROLLMENT**

The purpose of technical dual enrollment is to provide a curricular option for secondary students who wish to earn credits toward a high school diploma and a degree or certificate from a complete job preparatory program. Students may not take isolated vocational courses.

Students seeking to complete a technical program in a career that requires ownership of personal tools, e.g. Cosmetology, shall be responsible for the purchase of these items.

### **LEADING TO AN ASSOCIATE IN SCIENCE (A.S.) OR AN ASSOCIATE IN APPLIED SCIENCE (A.A.S.) DEGREE, A COLLEGE CREDIT CERTIFICATE (C.C.C.) OR AN APPLIED TECHNOLOGY DIPLOMA (A.T.D.)**

Eligible high school students in grades 10 through 12 may apply to enroll in college credit courses leading to an A.S. or A.A.S. Degree, C.C.C. or A.T.D. by first completing the application process to the college, including submission of required documents and testing information, and attendance at a dual enrollment orientation.

Once accepted to the college, students enrolling in a course on a BCC campus must submit a completed Accelerated Programs Application each term of enrollment; if the class is offered at the high school, the student must submit the college registration form each enrollment term. Students must meet all course prerequisites and present a state cumulative unweighted high school GPA of at least 2.5.

**Students with a state cumulative GPA below 3.0:** Students with a state cumulative GPA below 3.0 may enroll only in technical courses that are a part of their selected program of study. Students enrolled in an A.S. or A.A.S. degree program must take at least one course each term of enrollment from the list of "major" and/or "core" courses within the program while others may be technical support or technical elective courses in the same program. They may not enroll in general education, academic, and or foreign language/sign language courses

identified as part of their selected program.

Students with a state cumulative cumulative GPA of 3.00 or above may also enroll in general education courses required in their program of study or in college courses leading to an A.A. degree.

### **LEADING TO A POST SECONDARY ADULT VOCATIONAL CERTIFICATE**

Eligible high school students in grades 10 through 12 may apply to enroll in vocational credit courses leading to a Postsecondary Adult Vocational Certificate by first completing the application process to the college, including submission of required documents and attendance at a dual enrollment orientation.

Once accepted to the college, students enrolling in a course on a BCC campus must submit a completed Accelerated Programs Application each term of enrollment; if the class is offered at the high school, the student must submit the college registration form each enrollment term.

To remain enrolled in good standing in a program requiring the TABE, the student must take the TABE within the first six weeks of the term unless the student has passing scores on a college placement test. In addition students must have a state cumulative unweighted GPA of at least 2.0 or higher and meet age and any other prerequisites specified by the College.

On a case by case basis, exceptions to the GPA requirement for a high school technical dual enrollment course in an A.S., A.A.S., A.T.D., C.C.C. or P.S.A.V. 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 recommendation from the high school principal and review of the student transcript and other appropriate information. Upon approval of the District's Associate Superintendent for Curriculum and Instruction the waiver and the supporting documentation will be submitted to the BCC Executive Vice President/Chief Learning Officer for consideration. Upon approval by both institutions, the student may register for the class.

## **2. EARLY ADMISSION PROGRAM**

Early Admission shall be a form of dual enrollment through which eligible 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 or a vocational certificate. They are expected to adhere to Dual Enrollment/Early Admission Conduct Standards as a condition of participation in this program. Early admission students remain eligible to participate in all extra curricular and graduation activities at their high school of attendance in accordance with school district rules;

Participation in the Early Admission Program will be limited to students who have completed their junior year. In addition, students must:

1. Present a minimum unweighted state cumulative GPA of 3.00 or higher,
2. Submit a high school transcript with 11<sup>th</sup> grade high school grades and the BCC Early Admission Application,
3. Meet state-mandated minimum test score requirements on all parts of the ACT, CPT, FELPT or SAT and the FCAT,
4. Complete the application process to the college if a first-time dual enrollment student, including attendance at a dual enrollment orientation and submission of the following:
  - a) BCC Application for Admission,
  - b) Test score information , and
  - c) Any other required paperwork.

5. Have a record of good attendance, appropriate conduct and responsible behavior as verified by the high school,
6. Have completed all required courses for graduation with the exception of one credit in English, a .5 Performing Arts credit, a .5 credit in Economics and a .5 credit in American Government

NOTE: Beginning with the graduating class of 2011, students must have completed all required courses for graduation with the exception of up to 1.0 high school credit each in English, Science, Social Studies and Math and a .5 credit in Performing Arts.

7. Complete any additional requirements established by the College and meet the Early Admission Application deadline

Early admission students must meet with a BCC advisor for advisement, scheduling and registration purposes. Students must enroll in at least four courses total 12 credit hours or more per term and may enroll in only those courses that are creditable toward the high school diploma and an associate or baccalaureate degree or a vocational certificate. Students must earn a sufficient number of credit hours in appropriate courses each term to meet high school graduation requirements by the end of the Spring term of their senior year.

**EARLY ADMISSION ACADEMIC STANDARDS:** Early admission students are expected to complete sufficient credits to meet high school graduation requirements and achieve a BCC term GPA of at least 2.00. Early admission students who fail a course and are in jeopardy of earning sufficient credits to graduate or do not maintain an overall BCC term GPA of 2.0 or higher may not continue in Early Admission the following semester. These students, however, may participate in dual enrollment on a part-time basis, taking up to three courses or full-time dual enrollment if all required credits for graduation have been met along with other admission requirements.

**WITHDRAWAL FROM A COURSE AND/OR THE EARLY ADMISSION PROGRAM:** Early admission 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.

If, as a result of the withdrawal, the student no longer meets the Early Admission requirement of enrollment in at least four courses, the student's status may change to part-time dual enrollment and the student may be required to return to the home high school. The student returned to the home high school will be subject to School 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.

**WAIVER OF GRADE-LEVEL ELIGIBILITY REQUIREMENT:** 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 Executive Vice President/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 12 or more credit hours each term.

At minimum students seeking an exception to the grade level requirement for Early Admission must:

1. Have an unweighted state cumulative GPA of at least 3.85 in secondary coursework,
2. Meet minimum score requirements on all sections of the CPT, FELPT, ACT or SAT,
3. Be able to complete graduation requirements by the end of the spring term, and
4. Have a record of good attendance, appropriate conduct and responsible behavior.

5. Have completed all required courses for graduation with the exception of one credit in English, a .5 Performing Arts credit, a .5 credit in Economics and a .5 credit in American Government

NOTE: Beginning with the graduating class of 2011, students must have completed all required courses for graduation with the exception of up to 1.0 high school credit each in English, Science, Social Studies and Math and a .5 credit in Performing Arts.

The high school principal or designee will inform the student of the final decision by SBBC & BCC.

### **3. FULL-TIME HIGH SCHOOL DUAL ENROLLMENT (SECOND-SEMESTER SENIORS)**

Second semester seniors who have only elective high school credits remaining for graduation may dual enroll at the college as a full-time student taking at least 12 credit hours provided they have:

1. Completed the BCC application process including submission of required paperwork and testing information and attendance at a Dual Enrollment Orientation,
2. Received their acceptance to the College,
3. Met the admission standards for their selected degree or certificate program, and
4. Have earned the required FCAT scores.

Full-time dual enrollment students must meet remaining graduation requirements through dual enrollment in appropriate BCC courses.

NOTE: Beginning with the graduating Class of 2011 and thereafter the following admission criteria will be in force:

Second semester seniors with a state cumulative unweighted GPA of 3.0 or higher may participate in full-time dual enrollment provided they have:

1. Completed all specific course requirements for high school graduation except a .5 credit in social studies and/or in science and two rigorous course credits as defined in the Secondary Schools of National Prominence initiative,
2. Completed the application process, including attendance at a Dual Enrollment Orientation and been accepted by the College,
3. Met the prerequisites, including test scores, for BCC courses to be used to meet subject area graduation requirements.

Second semester seniors with a state cumulative unweighted GPA below 3.0 may participate in full-time dual enrollment provided they have:

1. Met all high graduation requirements except elective high school credits and two rigorous course credits as defined in the Secondary Schools of National Prominence initiative,
2. Completed the application process, including attendance at a Dual Enrollment Orientation and been accepted by the College,

### **4. ELIGIBLE & INELIGIBLE COURSES**

In accordance with F.S. 1007.271(11) students may dual enroll in any course in the statewide course numbering system so long as all course prerequisites including test score, age, and dual enrollment admission criteria have been met.

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

1. College preparatory instruction and other forms of precollegiate instruction,
2. Physical education courses that focus on the physical execution of a skill,
3. Applied music courses that focus on the development of basic proficiency with a specific instrument,
4. Non-credit courses,
5. 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, and
6. Courses within selected limited access programs.

## **5. FEES**

Students enrolled in dual enrollment instruction shall be exempt from the payment of registration, matriculation, and laboratory fees.

## **6. QUALIFICATIONS OF DUAL ENROLLMENT INSTRUCTORS**

School Board teachers who wish to teach a BCC course must:

1. Have an online BCC Application for Employment and official transcripts from all attended postsecondary institutions on file with the BCC Human Resources Department at 1519 Clearlake Road, Cocoa, Florida 32922
2. Meet faculty qualifications as established by BCC and by the Southern Association of Colleges and Schools in Comprehensive Standard 3.7.1 of the Principles of Accreditation.

## **II. OTHER ARTICULATED ACCELERATION MECHANISMS**

### **1. ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)**

BCC shall award credit toward a college degree to those high school students who have completed an AICE exam and earned a score that meets the state designated minimum requirement. The number of credit hours is awarded according to the score earned on the corresponding AICE exam. The specific courses for which students may receive credit is determined by the College.

### **2. ADVANCED PLACEMENT**

Credit toward a college degree is offered to those high school students with advanced placement test scores of 3, 4, or 5. The number of credit hours is awarded according to the score earned on the corresponding Advanced Placement Examination. The specific courses for which students may receive credit is determined by the College.

### **3. ADVANCE STANDING CREDIT**

Students may earn postsecondary credit by completing high school vocational courses in selected job preparatory areas that have an articulated advance standing credit program agreement between the College and the Board. Postsecondary credit will be awarded in accordance with separately negotiated BCC/SBBC agreements.

**4. CREDIT IN ESCROW**

Students in grades 10 through 12 with a state cumulative unweighted high school GPA of 2.00 or higher may enroll part-time at the College. Students must have the permission of a parent/guardian, meet placement test requirements, and consult with a BCC advisor prior to registration.

A student may enroll for a maximum of 11 hours during the fall or spring semester or 6 hours during each summer term. A student must receive the approval of the designated campus administrator (or designee) to register for 18 credit hours or more through a combination of dual enrollment and credit in escrow during the fall term, spring term and/or the summer terms.

Credits earned at the college through credit in escrow will be held “in escrow” until the student graduates from high school. Students will not earn high school credits for these courses and shall be responsible for paying tuition, fees and textbook costs.

**5. CREDIT BY EXAMINATION**

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. Students shall be responsible for payment of examination fees.

**6. INTERNATIONAL BACCALAUREATE PROGRAM**

Students who submit an official transcript of examination scores from the International Baccalaureate Office shall be awarded college credit in equivalent courses offered by the College in accordance with SBE Rule 61-10.024 (8). The College shall identify the equivalent courses that may be used for this purpose.

**III. RESPONSIBILITIES OF EACH INSTITUTION**

**THE SCHOOL BOARD SHALL:**

1. Incorporate dual enrollment courses into the Student Progression Plan and award a .5 high school credit for each eligible three semester hour course unless otherwise indicated on the Florida Department of Education Dual Enrollment Course List or by mutual consent of both institutions.
2. Post the grade earned in a dual enrollment course on the high school transcript in accordance with s.1007.235, FS.
3. 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). However, completion of required science sequence through dual enrollment is limited to the following:
  - a. Students in the high school biology, chemistry and physics sequence may satisfy up to three required science credits through successful completion of an equivalent postsecondary biology, chemistry and /or physics course.
  - b. Students in the Integrated Science sequence may satisfy one required science credit by substituting an equivalent postsecondary biology, chemistry or physics course for Integrated Science III with the permission of the Director of Secondary Programs. Other science courses identified on the Dual Enrollment Course List shall count as science elective credits toward graduation. A student may be awarded credit toward meeting the science graduation requirement for a science elective only with the approval of the Director of Secondary Programs.

3. Permit qualified students to satisfy high school 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, of the Secondary Schools of National Prominence, through dual enrollment in postsecondary academic courses and/or technical programs/courses.
5. Require that students meet all dual enrollment requirements in order to register for a BCC course offered at the high school and shall not permit ineligible students to participate in the course under a high school number. Exceptions will be considered on a case by case basis using a standard waiver process, and will require approval by both institutions.
6. Provide college-required textbooks for all students enrolled in dual enrollment courses. Textbooks will be the property of the Brevard County School Board.
7. 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 BCC’s attendance and grading policies.
8. Provide required accommodations to disabled students dual enrolled in a postsecondary course offered at a high school site.
9. Notify disabled students planning to dual enroll in a BCC campus class and needing accommodation and the parent that it is the student’s responsibility to register with the BCC Office for Students with Disabilities on the selected campus in order to be considered for accommodations and services.
10. Conduct all evaluations relating to a dual enrollment student's disability.
11. Reimburse the College in the amount of 50% of the college adjunct instructor rate of pay for each dual enrollment course taught at the high school by a college adjunct instructor; reimburse the College in the amount of 50% of the hourly rate of the average teacher salary (\$38.00) multiplied by the number of actual student contact hours per course for each dual enrollment course taught at the high school by a full-time college instructor.
12. Screen high school applicants for acceleration programs in compliance with the Interinstitutional Articulation Agreement.
13. Require that school district 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 (SACS) for instructors employed by the College and comply with all requirements of BCC’s credentialing process prior to the first day of class.
14. Ensure that high schools submit their requests for academic and vocational/technical dual enrollment courses in writing including the number of sections in accordance with the administrative procedure specified in the most recent Accelerated Programs Manual.
15. Provide the grade report for each dual enrolled student to the College by due dates identified on the dual enrollment administrative calendar.
16. Disseminate information yearly to all secondary students regarding dual enrollment as an educational option and mechanism for acceleration. Information will include eligibility requirements, the option for taking dual enrollment courses during and after school hours and during the school year and summer terms, how dual enrollment may be used to meet high school



credits required for graduation, including MAI and SSNP requirements, and the transfer guarantee statement by the Articulation Coordinating Committee.

17. In order to minimize the incidents of postsecondary remediation for first-time recent high school graduates:
  - a. Ensure secondary students, whenever appropriate, are enrolled in higher level academic courses; and
  - b. Continue the School Board's emphasis on providing professional growth opportunities for secondary math and language arts teachers along with its focus on reading, writing and mathematics in grades K-6; and
  - c. Maintain current initiatives to educate parents and students regarding the academic skills and work habits required for success in postsecondary study through informational seminars about college; and.
  - d. Analyze testing data to identify curriculum strengths and weaknesses and distribute results, including the Postsecondary Feedback Report, to schools for program improvement.

#### **THE COLLEGE SHALL:**

1. Award to students who successfully complete a postsecondary course through dual enrollment or another accelerated education option identified in this Agreement the prescribed number of credit hours in accordance with FS 1007.271.
2. Provide advisement services to accelerated education students in selecting courses that will support completion of their declared postsecondary objective through individual meetings and/or group sessions.
3. Provide the same level of accommodation to disabled dual enrollment students taking courses on a BCC campus as the College is required by law to provide to disabled "non-dual enrollment" students.
4. Be responsible for ensuring that the curriculum and assessment procedures in dual enrollment courses meet College and SACS 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.
5. Apply all credits earned in courses offered in accordance with this Agreement toward an associate degree, college credit certificate, applied technical diploma or vocational certificate for the respective student.
6. Upon request, loan available college instructional support materials, such as audiovisuals, to dual enrollment teachers employed by the Board.
7. Require college instructors teaching dual enrollment courses at the high schools to meet all school board employment screening requirements, including criminal background checks and to return Teacher Edition textbooks to the School Board at the conclusion of the dual enrollment course.
8. Reimburse the Board for the cost of each high school dual enrollment instructor based on 50% of the District's average teacher salary "hourly rate of pay " (\$38) multiplied by the number of actual student contact hours per course.
9. Upon request by the high school, administer the CPT/FELPT and TABE at the high school site at least one time during the fall term and one time during the spring term.

10. Upon request, provide high schools all information needed for ordering textbooks required for BCC courses offered at the high school. Whenever possible, the College will approve the use of a textbook for a period of three years.
11. Forward a certified transcript for courses taken through dual enrollment to each student's high school by due dates identified on the dual enrollment administrative calendar.
12. Ensure academic quality by adhering to the Statement of Standards, Dual Enrollment/Early College Programs in the Florida Community College System.
13. Ensure the appropriate BCC administrator approves (contingent upon sufficient enrollment and BCC 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.
14. Review the educational credentials of each proposed first-time high school dual enrollment instructor and inform the high school promptly if proposed candidate meets mandatory qualifications.
15. Allow eligible high school students to enroll in campus-based courses during the school day with no charge to the Board for the prorated cost of the instructional salary.
16. In order to minimize the incidents of postsecondary remediation for first-time recent high school graduates, shall:
  - a. Send BCC staff to secondary schools to discuss college programs and postsecondary readiness expectations with students, parents, faculty and counselors,
  - b. Continue to offer career exploration programs and events to public school students that focus on the connection between careers and postsecondary education,
  - c. Jointly monitor and evaluate postsecondary readiness data.

**THE BOARD AND THE COLLEGE SHALL:**

1. Direct instructional personnel for dual enrollment courses to submit final grades to both the College and the School District, including to the high school when the course is taken at the College, by the respective due dates identified on the Dual Enrollment Calendar.
2. Share the cost of each supply supplement, up to a total of \$300 per section per year, provided to high school-based dual enrollment vocational/technical programs whose curriculum requires an unusually high usage of consumable supplies, such as the Patient Care Technician Program.
3. Share the cost of the Summer Fine Arts Program in accordance with a Memorandum of Understanding to be developed annually between the College and the School Board.
4. Collaborate to identify the postsecondary academic and career/technical programs and courses that students may dual enroll in to complete the Major Area of Interest (MAI) requirement for high school graduation.
5. Jointly conduct outreach articulation efforts. (Exhibit C)
6. Require a minimum enrollment of fifteen students to implement a high school-based dual enrollment course. When a high school offers more than one section of the same dual enrollment course, the total number of students within these sections may be averaged to meet the minimum requirement of 15 per section providing no section has fewer than 12 students.

7. 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.
8. Collaborate to ensure that the course content and objectives of high school dual enrollment courses reflect college and SACS standards of rigor.
9. Work collaboratively to assist students to graduate from high school ready for postsecondary coursework. Joint initiatives shall meet the requirements of s. 1008.30 (3) Florida Statute and focus on:
  - a. Identifying 11<sup>th</sup> grade students beginning in the 2008/2009 school year who lack the skills needed for career and college success, and
  - b. Communicating with students and their parents the importance of addressing academic deficiencies prior to graduation from high school, and
  - c. Implementing in 2009/2010 appropriate postsecondary readiness courses at the high schools to assist students to graduate “college and career ready”.

During the 2008/2009 school year and with the approval of the Florida Commissioner of Education, the School Board as agreed to by BCC, including financial assistance, shall administer the ACT to all 11<sup>th</sup> grade public school students as a basis for identifying those needing additional academic readiness support.

In subsequent years the College shall administer a common placement test to students in accordance with s. 1008.30(3) Florida Statute unless this requirement is met by the School Board using an approved testing instrument.

10. Agree that to improve the preparation of prospective elementary, middle, and high school teachers
  - a. The School Board shall permit BCC students pursuing a career in teaching to attend School Board inservices on a space available basis and with prior notification of attendance.
  - b. Both institutions, whenever possible, will seek grant funds to support cooperative initiatives between the School Board, BCC, UCF and other institutions or organizations to
    1. Improve the teaching effectiveness of current and future K-12 teachers in all subject areas, but particularly in areas of critical shortage and the use of technology; and
    2. Expand mentoring relationships between prospective, first time and current teachers.
  - c. Both institutions shall consider ways to utilize former Teachers of the Year, teachers who have passed the National Teacher Certification Examination and recipients of the Distinguished Educator Award at BCC to assist prospective teachers at BCC and current teachers.
  - d. When invited, BCC education instructors will visit secondary schools to meet with students interested in careers in teaching.
11. Agree that exceptions of an administrative nature may be made to this Agreement with the approval of the Superintendent or designee and BCC President or designee.
12. Agree that issues that cannot be resolved within the guidelines of this Agreement shall be referred to the Superintendent of Schools or designee and the BCC President or designee for resolution.
13. Agree that this Agreement replaces any existing agreement between the institutions regarding dual enrollment and other accelerated education programs.

## **EXHIBIT C**

### **OUTREACH ARTICULATION EFFORTS**

- I. Jointly develop public awareness campaigns of the courses and programs recommended for high school students planning to attend a community college and/or university.
- II. Jointly agree to share mailing lists across the educational systems.
- III. Encourage all levels to coordinate direct mailings to the parents of public school students to help them be familiar with: recommended high school courses; college admission and exit requirements; transfer opportunities; financial aid; scholarship and loan opportunities; and the availability of college/high school dual enrollment courses and Early Admission.
- IV. Encourage the joint provision of visitation opportunities for students within each system (e.g. members of clubs and organizations, attendance at cultural events, participation in field trips, competitions, and internships).
- V. Encourage the utilization of various media within the educational systems and the community to transfer information to all (e.g., closed circuit, cable TV, Internet)
- VI. Encourage joint initiatives to assure that an increased percentage of academically prepared minority students will be admitted to postsecondary institutions.
- VII. Encourage joint initiatives to facilitate involvement and heighten awareness of ethnic minority students, their parents and the minority community about postsecondary opportunities, including admission and exit requirements (e.g., coordination of announcements by minority radio stations; encouragement of articles by minority newspaper publishers; communication with minority community and church leaders, sororities, fraternities, agencies, local interest groups, and local volunteer organizations such as the PTA).
- VIII. Encourage joint initiatives to promote service learning to dual enrollment students and to provide staff development opportunities to secondary and postsecondary instructors on the benefits and integration of service learning into the curriculum.
- IX. Encourage the promotion of the Honors Program at BCC for qualified students.