



April 25, 2014

Ms. Paula Gorman
New Generation Christian School
608 SW Marvin Burnett Road
Lake City, FL 32025

Dear Ms. Gorman,

Enclosed you will find a copy of the 2014-2015 Dual Enrollment Articulation Agreement between New Generation Christian School and Florida Gateway College. Please share this agreement with those constituents in which it is applicable.

After an opportunity to review, please provide your signature and return to me at the address below. Once received, Dr. Charles Hall will sign the Agreement on behalf of Florida Gateway College and I will return a signed copy to you. At that time, I will also send you applications and registration forms for students who may qualify for our Dual Enrollment Program.

Paula
Ms. Gorman, we appreciate your school's participation in the Dual Enrollment Program and we are looking forward to a great year!

Sincerely,

Linda

Linda E. Williams
Coordinator, Dual Enrollment Program
Florida Gateway College
149 SE College Place
Lake City, FL 32025
(386) 754-4443
(386) 754-4943--fax
Linda.Williams@fgc.edu

**FLORIDA GATEWAY COLLEGE
AND
NEW GENERATION CHRISTIAN SCHOOL
2014-2015
DUAL ENROLLMENT ARTICULATION AGREEMENT**

SECTION I

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

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

WHEREAS, New Generation Christian School represents that it is in compliance with Section 1002.42, Florida Statutes, and conducts a secondary school curriculum pursuant to Section 1003.43, Florida Statutes, and

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

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

A. COURSE PROGRAM OFFERINGS

1. Articulation Acceleration mechanisms shall include, but not be limited to, Dual Enrollment, Career Dual Enrollment, Early Admissions, Advanced Placement, Credit by Examination and the International Baccalaureate program.
 - a. **Academic Dual Enrollment:** Students in grades 10-12 qualify who are earning high school credit toward a high school diploma and college credit toward an associate or baccalaureate degree. They may be part-time or full-time.

The following are ineligible to be counted as Dual Enrollment:

- 1) vocational preparatory instruction
- 2) college preparatory instruction
- 3) other forms of pre-college instruction
- 4) physical education and recreation students who focus on physical execution of skill rather than the intellectual attributes of the activity.
- 5) courses not creditable toward a high school diploma

Unless the student has successfully completed the entry level examination required by Section 1008.3, Florida Statutes, the student will be ineligible for enrollment in college credit mathematics or English courses or any courses for which college credit English, reading or math is a prerequisite.

- b. **Career Dual Enrollment:** Students in grades 10-12 qualify who are seeking a degree and industry certification through a career education program or course. The student is also earning industry certifications adopted to s. 1008.44, Florida Statutes (F.S.), which count toward the high school diploma. Students may be part-time or full-time in Career Dual Enrollment.
- c. **Early Admissions:** Form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. Students who qualify will earn both high school and college/career credits for courses completed. Participation in the career early admission program shall be limited to students who have a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in ninth grade.
- d. **Advanced Placement/Dual Enrollment:** Students in grades 10-12 qualify who are enrolled in a Dual Enrollment/Advanced Placement course taught by a state college or state university. The course must integrate, at a minimum, the course structure recommended by the College Board and the structure that corresponds to the common course number. The student may choose Advanced Placement credit or academic Dual Enrollment credit for the course, but not both. If the student selects Advanced Placement credit the student must score a minimum of three on a five-point scale on the applicable Advanced Placement examination to receive college credit. (Section 1007.271, Florida Statutes).
- e. **Credit by Examination:** Students will be eligible for college credit based on the receipt of a specified minimum score on a nationally standardized general or subject area examination.

In mutual consideration thereof, both parties to the agreement contained herein agree to the following conditions:

1. The **College** shall offer college level courses that meet the requirements of Section 1007.27 and 1007.271, Florida Statutes, with the exclusion of physical education and recreation courses.
2. The college courses are complementary to the high school curriculum, and no unnecessary duplication will occur.
3. The **Board** shall be responsible for incorporating all Dual Enrollment courses within the District Pupil Progression Plan, if applicable.
4. Dual Enrollment courses will utilize the common course designation and numbering system approved by the Florida Department of Education (FDOE).
5. The **College** shall determine course content in accordance with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) criteria and select instructional materials. While appropriate for college-level study, course materials and classroom discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age and/or maturity.
6. Parties to this agreement will certify in writing that courses operated under this agreement will, when successfully completed, be accepted toward high school graduation on the basis that three college credits will equal one-half high school credit; none of which shall be remedial, preparatory, or developmental.
7. Unless prohibited by statute or rule, nothing in this agreement shall prevent students from enrolling in regular college credit or career certificate classes, which do not carry high school credit conducted by the **College**. Students in this category shall be responsible for their own tuition, books, and other expenses.
8. Dual Enrollment courses taught by the **College** may be offered during daytime hours, evening hours, Saturday hours, and during the summer terms.
9. The **College** shall designate the Dual Enrollment Coordinator to coordinate the Dual Enrollment Program. The coordinator, in conjunction with the **School** will ensure the student will make a selection of courses to meet degree requirements, including approved program prerequisite courses. This effort is to minimize excess credit hours. In addition, pursuant to s. 1007-23, F.S., a dual enrollment student entering college in 2013-2014 and thereafter, seeking an associate of arts degree, will indicate a baccalaureate degree program offered by their institution of interest by the time they have earned 30 credit hours. The dual enrollment coordinator at the **College** shall inform the student of the prerequisites for the

baccalaureate degree program offered by their institution of interest. NOTE: Section 1001.7065, F.S., allows that a preeminent university may require incoming first-time-in-college students to take 9-credit to 12-credit set of courses specifically determined by the state university. The state university may require that credit for any such required courses cannot be fulfilled through any acceleration, transfer, or other similar mechanism.

10. The **College** will make student academic transcripts available at the end of each term to **School** counselors to aid in determining continued student eligibility.
11. On the transcript, the **College** will provide a letter grade of A, B, C, D, F, I, or W at the end of each semester for each course listed on the transcript. Any letter grade below a "C" will not count as credit toward satisfaction of the Gordon Rule graduation requirement and the requirement in Rule 6A-10.030; however, all grades are calculated in a student's GPA and will appear on the college transcript. Any student earning a D or F in a course will be permitted to repeat the same course under the Dual Enrollment Program one time for grade forgiveness. Any student receiving a "W" in a course may be permitted to repeat the course and will be considered on a case-by-case basis. All grades, including "W" for withdrawal, count as course attempts and become part of the student's permanent college transcript and may affect subsequent postsecondary admission.
12. Students taking Dual Enrollment courses taught by **College** faculty are required to follow the College Student Code of Conduct outlined in the 2014-2015 Student Handbook.
13. Students will be allowed in the dual enrollment program beginning in Grade 10 and ending in Grade 12. Students cannot remain in the program beyond their 19th birthday. However, it will be possible to review cases on an individual basis. In very rare circumstances, the Vice President of Student Services at the **College** will consider a recommendation to allow a student under the age of 15 to be tested for dual enrollment purposes. Recommendations should come from the parent and be based on the student's: 1) academic preparation 2) maturity level and 3) ability to study and learn independently. The letter should be sent to the Dual Enrollment coordinator. If after reviewing the recommendation the Vice President grants the exception, then the student would be tested. If she/he obtains the appropriate test scores, the student will only be allowed to enroll into dual enrollment courses taught online.

B. STUDENT ELIGIBILITY CRITERIA

1. The **Board** shall identify the students qualified for participation in the Program. Students must demonstrate academic capabilities to pursue college level instruction.
2. In order to be eligible for participation in the Academic Dual Enrollment Program, a student must:

- a. be in grades 10-12.
 - b. be at least fifteen years of age. No student will be eligible to enroll into classes through the Dual Enrollment Program beyond their 19th birthday.
 - c. have minimum ACT/SAT/TABE/PERT test scores as established by the **College**. As specified in Section 1008.30, Florida Statutes, students who do not achieve the minimum test scores in basic computation and communication skills areas cannot take college credit courses in mathematics and English respectively, or in courses that require completion of preparatory courses or appropriate entry level test scores as prerequisites.
 - d. complete the Dual Enrollment/early admissions application forms, and be approved to enroll prior to the deadline established by the **College**. Application forms must be approved prior to August 6, 2014 for Fall 2014 term; December 10, 2014 for Spring 2015 term; April 29, 2015 for Summer A & C 2015 terms; and June 17, 2015 for Summer B 2015 term.
 - e. complete the Dual Enrollment/early admissions registration forms for the initial registration period prior to the beginning of college classes for the initial term of enrollment. Subsequent registrations must be completed by the last day of Regular registration for each term as listed in the Critical Dates Calendar published by the **College**. No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Critical Dates Calendar); a letter grade must be awarded to the student after this mid-point in the semester.
 - f. comply with the requirements specified in 1002.41 Florida Statutes for demonstration of educational progress commensurate with his/her ability.
3. For A.A. Degree Program the student must:
- a. have a minimum of 3.0 unweighted GPA based on the 4.0 scale,
and/or
 - b. be recommended by the **Board** principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.
 - c. register only for required or elective courses in the A.A. Degree Program.
4. For A.S. Degree programs and college credit certificate programs the student must:
- a. have a minimum of 3.0 unweighted GPA based on a 4.0 scale
and/or

- b. be recommended by the **Board** principal/ designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.
 - c. meet all program entrance requirements as stated in the **College** catalog.
 - d. be accepted by the appropriate Division Chairperson.
 - e. register only for courses in the A.S. degree program or electives approved by Division Chairperson of the A.S. degree program to which the Dual Enrollment student has been admitted.
5. For Technical Certificate Programs:
 - a. have a minimum 2.0 unweighted GPA based on a 4.0 scale
and/or
 - b. be recommended by the high school principal or designee, based upon evidence of the outstanding interests and aptitudes of the student, and with the concurrence of the **College**.
 - c. meet all program entrance requirements as stated in the **College** catalog.
 - d. be accepted by the appropriate Division Chairperson.
6. Exceptions to the above paragraphs 2, 3, 4, and 5 will be subject to careful examination of student qualifications by the high school counselor, principal and the appropriate **College** division chairperson and the Dual Enrollment Coordinator.
7. The **School** principal will approve students eligible for Dual Enrollment. Students may not drop below 2.0 unweighted GPA to maintain eligibility in the Dual Enrollment Program. If a student drops below a 2.0 cumulative GPA, they have one semester to achieve at least a 2.0 **College** cumulative GPA to maintain eligibility in the Dual Enrollment Program.
8. Students will be considered high school students for the purpose of student activities and student body privileges.
9. Each dual enrolled student may be issued a College I.D. and afforded all the privileges thereof.
10. Students with disabilities who wish to have accommodations provided for their college classes need to register with the Disability Services office. They should make an appointment to meet with the **College** Coordinator of Disability Services and bring documentation of their disability, signed by an appropriate professional. Students with learning disabilities should bring a copy of the educational

psychology testing which identified their disability, signed by the psychologist. Once registered, the student will receive the appropriate accommodations through a joint effort on the part of the **Board** and the **College**.

C. CALENDAR

1. The **College** shall select and schedule classes eligible for Dual Enrollment using the **College** calendar.
2. The **Board** and **College** shall make reasonable efforts to avoid conflicts in scheduling.

D. COST

1. Students participating in the Program will not be assessed application fees, registration fees, tuition fees, or laboratory fees.
2. Textbook costs and associated textbook access codes will be covered by the **Board** or parent/guardian.
3. Any other financial consideration shall be as required by current state law or as amended as such.

F. ENROLLMENT PROCEDURES

1. The Director of Enrollment Management and the Dual Enrollment Coordinator shall coordinate the admission of Dual Enrollment students.
2. The **College** will provide academic advisement services regarding the college's educational programs to students participating in the Program.
3. All students must complete prior to the dates listed in the Student Eligibility Criteria, B2(d), a **College** Dual Enrollment Application for Admission.
4. All students must complete by the dates listed in the Critical Dates Calendar, a **College** Dual Enrollment Registration Form each term and have it signed by the **Board** counselor and **College** Coordinator. This form must be submitted to the **College** Registrar no later than the last day of regular registration each semester. Registration will not be complete until this form is filed with the **College** Registrar. Completion of the Dual Enrollment Registration Form by the **Board** will constitute recertification of the student's Dual Enrollment eligibility.
5. The student must complete all sections of entry-level examinations required per Sections 1011.62 & 1008.30, Florida Statutes and the **College**.

NOTE:

*The student must complete all sections of entry-level examinations required per Section 1008.30, Florida Statutes and the **College**. Students must satisfy the college preparatory testing requirements of Rule 6A-10.0315, F.A.C., which is hereby incorporated by reference. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on a postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve (12) college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit limitation may be granted by the postsecondary institution provided the student is concurrently enrolled in a secondary course(s) in the basic competency area(s), for which they have been deemed deficient by the postsecondary readiness assessment.*

6. Students making a schedule change must complete a **College** Dual Enrollment Registration Form and have it signed by the **Board** counselor and the **College** advisor. No student may withdraw from a course for any reason after the withdrawal deadline (determined by the Critical Dates Calendar). Students who decide not to attend or wish to withdraw from a class are responsible for dropping or withdrawing from the class by the appropriate published date. Students will not be automatically dropped nor withdrawn for non-attendance. Any student not dropped nor withdrawn by the published date will remain officially registered and will be assigned an earned letter grade at the end of the semester.
7. Students will be permitted to use ACT or SAT scores for placement into college-level coursework. Students who place into Pre-Calculus or higher through ACT or SAT scores are required by the **College** to complete the Math sub-test of the PERT for placement.
8. Dual Enrollment students shall be subject to all college attendance, withdrawal, course, and grading procedures that apply to other **College** students.
9. Students must conform to all Dual Enrollment procedures established by the State and the **College**. As with all students, official final high school transcripts must be on file with the **College** Admissions Office prior to students being admitted as regular students.
10. Students are not permitted to enroll in independent study courses unless for special circumstances. Special circumstances are to be determined by the appropriate **College** Vice President.

H. TRANSPORTATION

The student shall be responsible for providing transportation to **College** classes.

Dual Enrollment Program Code of Academic Ethics

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

1. Dishonesty is cheating of any kind with respect to examinations, course assignments, or illegal possession of examination papers. If you help another student cheat, you will be subject to the same penalties as the student who is assisted.

2. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and then passing off such work as your own. If you fail to give full credit for ideas or materials taken from another, you have plagiarized.

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

Dual Enrollment Program Code of Conduct

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

SECTION II ADMINISTRATION OF THE FLORIDA POSTSECONDARY EDUCATION READINESS TEST

Purpose of Testing Program

The purpose of this testing program is to provide high school students with information and materials designed to meet testing needs in preparing them to obtain or determine the need for remedial instruction prior to enrolling in postsecondary education courses; counseling concerning future college and career planning; and eligibility for the Dual Enrollment Program.

Administration of the Test

1. The **College** will purchase the necessary test materials.
2. The test will be administered at the **College** Test Center.
3. Transportation will not be provided by the **College**. Any transportation costs shall be paid by the student(s).
4. The **College** Testing staff will perform the test administration tasks and comply with any specifications developed by the Articulation Coordinating Committee and the State Board of Education.
5. The paper version of the test will be used only if the computer-based version is not available or for requested accommodations (see F).
6. The **College** will provide appropriate test materials (Large Print, Braille, Audio Cassette) and/or other testing modifications, as requested, for disabled students. The students are responsible for providing documentation for requested accommodations to the Coordinator of Testing.
7. The **College** Testing staff will maintain and administer the test in a secure manner in order to ensure preservation of test integrity.

Test Schedule

Students should schedule testing through the FGC Test Center webpage.

Testing Criteria/Reports

Students must bring a government-issued picture ID card and know their social security number prior to testing. Students will receive scores upon completion of their test.

Other

When applying for admission to the **College** as a Dual Enrollment student, the applicant will be expected to provide the **College** with the most recent entry-level test placement scores available.

INITIATION OF COURSES

It is agreed that neither the **College** Board of Trustees nor New Generation Christian School Board of Trustees shall initiate a program or course that is not part of a program, until such has been incorporated into this Dual Enrollment Articulation Agreement.

Terms of Agreement

This agreement will be in effect from July 1, 2014 to June 30, 2015 and may be renewed annually upon mutual written consent of both parties.

Approval

This Dual Enrollment Articulation Agreement must be approved prior to implementation.

EFFECTIVE DATE

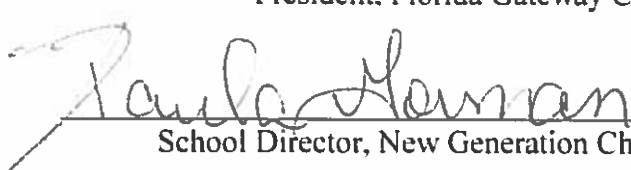
This resolution and the policies and allocation of responsibility shall be effective upon being signed by the **Board** President and the **College** President, but shall be executed before registration for the fall term of the following school year. Additions and deletions may be made at any time upon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

This Agreement shall be valid for the 2014-2015 academic school year.

IN WITNESS WHEREOF, New Generation Christian School and the District Board of Trustees of Florida Gateway College have adopted this agreement and caused it to be executed by their respective chairman and chief executive officers, in accordance with Section 1001.64-1001.65, F.S., Dual Enrollment Articulation Agreements.

Date
6/18/14

Date

President, Florida Gateway College


School Director, New Generation Christian School



APPENDIX ONE

DUAL ENROLLMENT ADMISSIONS REQUIREMENTS

FGC ASSOCIATE IN ARTS DEGREE PROGRAMS

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

FGC ASSOCIATE IN SCIENCE DEGREE PROGRAMS

BIOTECHNOLOGY (In partnership with Santa Fe College)
BUSINESS ADMINISTRATION
COMPUTER INFORMATION TECHNOLOGY
COMPUTER PROGRAMMING AND ANALYSIS
CRIMINAL JUSTICE TECHNOLOGY CORRECTIONS
CRIMINAL JUSTICE TECHNOLOGY GENERAL
CRIMINAL JUSTICE TECHNOLOGY LAW ENFORCEMENT
EARLY CHILDHOOD EDUCATION
EMERGENCY MEDICAL SERVICES-PRE* (Students must be at least 18 yrs old)
ENGINEERING PROCESS TECHNOLOGY: ADVANCED MANUFACTURING
ENGINEERING PROCESS TECHNOLOGY: QUALITY
ENVIRONMENTAL SCIENCE TECHNOLOGY
GRAPHIC DESIGN TECHNOLOGY
HEALTH INFORMATION TECHNOLOGY
LPN-RN BRIDGE FAST TRACK-PRE *
LPN-RN BRIDGE TRADITIONAL-PRE*
OFFICE ADMINISTRATION
PHYSICAL THERAPIST ASSISTANT-PRE*
REGISTERED NURSING- PRE*
RESPIRATORY CARE TECHNOLOGY (In partnership with Santa Fe College)
SUPPLY CHAIN MANAGEMENT
VETERINARY TECHNOLOGY-PRE (In partnership with St. Petersburg College)

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

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

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

NURSING (ASSOCIATE DEGREE) R.N.

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

PHYSICAL THERAPIST ASSISTANT*

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

- *Applicants must receive advisement from Program Coordinator prior to submitting program application.*

FGC CERTIFICATE PROGRAMS

College Credit Certificates

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

ACCOUNTING TECHNOLOGY

BUSINESS MANAGEMENT

CHILD CARE PROFESSIONAL

CHILD CARE CENTER MANAGEMENT

CHILD CARE CENTER MGMT – Infant/Toddler Specialization

CHILD CARE CENTER MGMT – Pre School Specialization

CISCO

COMPUTER OFFICE SPECIALIST WITH PROGRAMMING

COMPUTER SUPPORT SPECIALIST WITH PROGRAMMING

EMERGENCY MEDICAL TECHNICIAN–Basic–PRE *

ENGINEERING TECHNOLOGY—SUPPORT SPECIALIST

GRAPHIC DESIGN PRODUCTION

HORTICULTURE

LOGISTICS & TRANSPORTATION SPECIALIST

PNEUMATICS, HYDRAULICS, & MOTORS FOR MANUFACTURING

PARAMEDIC–PRE

WATER QUALITY TECHNICIAN

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

Occupational Credit Certificates

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

APPLIED WELDING TECHNOLOGY *
COSMETOLOGY*
FIREFIGHTER MINIMUM STANDARDS *
HEATING AND AIR CONDITIONING TECHNOLOGY
LAW ENFORCEMENT – BASIC RECRUIT
PATIENT CARE TECHNICIAN
PRACTICAL NURSING–PRE *

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

COSMETOLOGY AND SPECIALITIES*

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

**Applicants must receive academic advisement from Program Coordinator prior to submitting program application.*

PRACTICAL NURSING

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

Applied Technology Diploma

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

MEDICAL CODER/BILLER

APPENDIX TWO

TEST OF ADULT BASIC EDUCATION (TABE) GRADE LEVEL REQUIREMENTS

Those certificate programs listed above which do not specify college placement test (PERT, ACT) requirements have Postsecondary Adult Vocational Education basic skills in math, language and reading as specified in Florida Department of Education Rules. The student must be tested using the Test of Adult Basic Education (TABE) and achieve these specified skills levels or be remediated until meeting the required grade level equivalents on retests. The required grade level equivalent on the TABE, which must be achieved for each certificate program, is as follows:

	GRADE LEVEL EQUIVALENT		
	<u>MATH</u>	<u>LANGUAGE</u>	<u>READING</u>
Heating & Air Conditioning Technology	10.0	9.0	9.0
Cosmetology	8.0	8.0	9.0
Medical Coder/Biller	10.0	11.0	11.0
Patient Care Technician	10.0	10.0	10.0
Practical Nursing – PRE	11.0	11.0	11.0
Applied Welding Technology	8.0	8.0	8.0

APPENDIX THREE

DUAL ENROLLMENT APPROVED COURSES

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

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

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

DUAL ENROLLMENT SCHEDULING OF COURSES

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

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

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

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