

**2021-2022 GULF BREEZE HIGH SCHOOL  
EARLY ADMISSION/DUAL ENROLLMENT CONTRACT**



**Student Name:** \_\_\_\_\_ **Current Grade:** \_\_\_\_\_

Students who wish to participate in the Early Admission/Dual Enrollment Programs must meet the following conditions:

- Completion of at least 3 high school credits with a minimum cumulative, unweighted GPA of 3.0
- Must be in good standing with Santa Rosa School District
- Successfully pass FSA ELA Reading and Writing and the Algebra I EOC or a Concordant Score
- Earn appropriate scores on all subjects on **ONE** of the following tests:

	<i>PERT</i>	<i>ACT</i>	<i>SAT</i>
<i>Reading</i>	106	19	(24)
<i>English</i>	103	17	(25)
<i>Math- Inter Algebra</i>	114	19	(24)
<i>Math- College Algebra</i>	123	21	(27.5)
<i>Math- Pre-Cal, Trig</i>		24	30

**REQUIREMENTS:**

- If a dual enrollment class is offered at GBHS in the fall/spring, students are required to take it at GBHS unless the class is full.
- Eligible students shall comply with the regular admission and registration procedures of the College. This includes add/drop and withdrawal policies. For courses taught on the high school campus, the drop/add period will extend to the end of the first week of class on the high school campus. Students must obtain permission along with the proper form from their high school counselor if they intend to drop, add or withdraw from a class.
- Students are required to comply with all applicable policies and procedures which normally apply to PSC or UWF students. This includes attendance policies, which stipulate that total absences may not exceed the number of times a class meets weekly. It is strongly suggested that you attend an ONLINE orientation session to familiarize with SPYGLASS/CANVAS and PIRATEMAIL along with all policies and procedures. Students may register for the ONLINE orientation by going to PSC's homepage – STUDENTS – NEW STUDENT ORIENTATION.
- Students must maintain a 3.0 or higher unweighted high school GPA and a 2.5 or higher college GPA to remain eligible for Dual Enrollment courses. If a student's high school GPA drops below 3.0 they will not be permitted to participate in Dual Enrollment courses for the next semester. If a student's college GPA falls below a 2.5 they will have one probationary semester to meet the college GPA requirement.
- A student must be a sophomore, junior or senior to be eligible for online courses and must maintain a 3.0 college GPA to remain eligible for enrollment in online courses. It is recommended that a student's first experience with college-level coursework be in the traditional face to face classroom environment when available.
- Students who withdraw (W1) in any course or are withdrawn (W2) by their professor or other PSC Staff (non-attendance, excessive absences, disruption to the learning environment or failure to comply with any other applicable policies) or earn a D+, D or F in a PSC course will **LOST DUAL ENROLLMENT PROGRAM ELIGIBILITY FOR COURSES ON THE COLLEGE CAMPUS FOR THE NEXT SEMESTER (SUMMER TERM NOT INCLUDED)** A student with an extenuating circumstance may appeal to high school administration.
- All grades, including W for withdrawal, become a part of the student's permanent college transcript and may affect postsecondary admission.
- Students receiving a D+, D or F may repeat the course for credit one time and only the most recent grade earned will be used to calculate the PSC cumulative GPA. However, the student will be required to sit out one semester before repeating the course.
- The total number of courses that may be taken is dependent on student grade level and college semester:

<b>Student's Grade</b>	<b>Fall</b>	<b>Spring</b>	<b>Summer</b>
<b>Sixth - Tenth</b>	Two college courses plus accompanying labs	Two college courses plus accompanying labs	One college course plus accompanying labs
<b>Eleventh</b>	Four college courses plus accompanying labs (cannot exceed 18 credits)	Four college courses plus accompanying labs (cannot exceed 18 credits)	Two college courses plus accompanying labs (cannot exceed 8 credits)
<b>Twelfth</b>	Five college courses plus accompanying labs (cannot exceed 18 credits)	Five college courses plus accompanying labs (cannot exceed 18 credits)	N/A

**PROCEDURES:**

- After meeting all the requirements for dual enrollment, students must contact their counselor before completing the online registration process. Students will register online through the PSC website. Students **MUST** complete a copy of the Dual Enrollment contract. Students are responsible for creating their schedules and researching available course offerings online at [www.pensacolastate.edu](http://www.pensacolastate.edu). Click Course Search located on the top right corner of the webpage. Select the semester and campus center. For Class Type, select College Credit and for Discipline, select the ones you will be taking (i.e. English, Math, History, etc). For UWF, go to [www.uwf.edu](http://www.uwf.edu), click on Academics and select Course Search. A Dual Enrollment High School Equivalency Table can be found at <http://www.fl DOE.org/core/fileparse.php/7744/urlt/ACCAgenda-Feb2021-AppA.pdf>
- **TEXTBOOKS:** Once students can view their schedule in their **PSC SPYGLASS ACCOUNT, they will E-MAIL A COPY OF SCHEDULE TO THEIR GUIDANCE COUNSELOR AND TEXTBOOK COORDINATOR.** Textbook Coordinator is across from the media center. Textbooks are **LOANED** and must be returned from the previous semester prior to receiving textbooks for the next semester. Codes for online work submission can also be ordered at the Book Distribution window and should not be purchased by the student. **If a textbook is lost, replacement or repayment is required.** Students should NOT purchase or rent textbooks with their personal funds.
- Students may obtain parking passes and ID cards from the advising office at the college campus.

**TRANSFER OF CREDIT:**

- Grades will be entered at the end of each semester and will be included in GPA and class rank calculations. The institution will award college credit which will be recorded on your permanent college record. Please note that grades are reported alphabetically (A=95, B+=88, B=85, C+=78, C=75, D+=68, D=65, F=55) whereas dual enrollment classes taken on GBHS campus will be based on GBHS's grading scale. College faculty will not provide numeric grades for students to apply to their transcripts.
- Transfer of dual enrollment college credits within the State of Florida is protected by law; however, colleges and universities outside of Florida view high school dual enrollment credits in different ways. Therefore, we strongly advise students who are accumulating college credit while in high school to check with the individual college they plan to attend.

**ADDITIONAL INFORMATION:**

- Student's with a 504, IEP or documented disability are encouraged to contact the Office For Students with Disabilities at (850) 484-1637.
- Transportation for any student receiving Dual Enrollment instruction at any facility other than the high school campus shall be provided by the student, parents or guardians of the student.
- Dual enrollment students shall be exempt from any fees.
- While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may object to for minors. Courses will not be modified to accommodate variations in student age or maturity.
- Students are encouraged to use the free tutoring labs for writing and math, as well as the computer labs.
- Grades for off campus dual enrollment courses are not available on the GBHS Classlink.
- Students **MUST** use Spyglass and Canvas to stay abreast of classwork and grades. Students are expected to log into their **PIRATE MAIL e-mail** account regularly as ALL teacher/student communication is done through their college assigned e-mail. Professors cannot receive e-mail from gmail, yahoo, etc.
- Students wishing to earn an AA/AS degree from the college should meet with the dual enrollment advisor at PSC or UWF to ensure that they are fulfilling all degree requirements. It is the student's responsibility to research the requirements for different colleges/universities in their future degree field to ensure that their course selections will transfer.
- It is the student's responsibility to stay informed regarding scholarships, activities and information pertaining to GBHS and graduation. This information, including the full Articulation Agreement, may be found on the GBHS website at <https://www.gulfbreezehighschool.com/> under "Guidance".

**By signing below, I agree to the terms of this contract (which includes all the terms set forth in the Dual Enrollment Inter-Institutional Articulation Agreement):**

Student \_\_\_\_\_

Date \_\_\_\_\_

Parent \_\_\_\_\_

Date \_\_\_\_\_

Student email address \_\_\_\_\_

Student phone number \_\_\_\_\_

Updated 03/25/21