

**District Interinstitutional Articulation Cooperative Agreement  
for Career Pathways**

This District Interinstitutional Articulation Cooperative Agreement for Career Pathways (the "Cooperative Agreement") is entered into by and between **The District Board of Trustees of Santa Fe College, Florida** ("Santa Fe College") and the **School Board of Madison County** to be effective this 1st day of August, 2017.

**MECHANISMS AND STRATEGIES FOR PROMOTING CAREER PATHWAYS  
PROGRAMS OF STUDY**

**A. Courses and programs available to students eligible for Career Pathways**

1. A Career Pathway is a coherent sequence of rigorous academic and technical courses that prepare students for successful completion of state academic standards and support an accelerated transition to postsecondary coursework in a related career area of interest. A Secondary Career Pathways Student is defined as a career and technical education student who has earned three or more credits in a single career and technical education program and has participated in a locally developed Program of Study that has a written articulation agreement in place which establishes and validates the career pathway. Such is the purpose of this articulation agreement between Santa Fe College and the School Board of Madison County.
2. Courses to be provided by Santa Fe College under this Cooperative Agreement will be mutually agreed upon by Santa Fe College and the School Board of Madison County and will avoid unnecessary duplication of existing courses at the secondary level. Career Pathways course and program offerings will include those listed in Appendices 1-5, true and correct copies of which are attached hereto and incorporated by reference herein. Appendices 1-5, each entitled "Career Pathways Articulated Program of Study," remain in full force and effect for the full duration of the Cooperative Agreement. Alterations to this list of offerings may be made with mutual written consent of Santa Fe College's Provost and Vice President, and School Board of Madison County personnel by way of letter agreement.
3. Santa Fe College will develop a student education plan for each student who has been awarded Career Pathways college credit and has been officially enrolled at Santa Fe College. In order to develop said plan, the student will present a high school transcript, which will be evaluated for purposes of determining college credits to be applied toward an Associate of Arts (A.A.) degree, Associate in Science (A.S.) degree, Associate of Applied Science (A.A.S.) degree, technical certificate, Bachelor of Applied Science (B.A.S.) degree, Bachelor of Science (B.S.) degree or Bachelor of Arts (B.A.) degree. Said Associate of Arts (A.A.) degree, Associate in Science (A.S.) degree, Associate of Applied Science (A.A.S.) degree, technical certificate, Bachelor of Applied Science (B.A.S.) degree, Bachelor of Science (B.S.) degree or Bachelor of Arts (B.A.) degree will be the student's stated education objective.

**B. Process for notifying students and parents of the option to participate in Career Pathways Programs**

1. Santa Fe College will provide printed, published, electronic, or other information to the secondary schools regarding requirements for participation in, and the educational benefits to be derived from, Career Pathways accelerated programs.

2. The secondary schools, in turn, will utilize printed, published, electronic, or other media to notify students and their parents or guardians of the opportunity to participate in these articulated acceleration programs. The secondary schools will additionally provide information, using these same methods, to students and their parents or guardians, of the eligibility criteria for participation in these programs.
3. Eligible Career Pathways students should have transcripts reviewed by the secondary school Career and Technical Education teachers and/or guidance counselors to determine which programs at Santa Fe College are available and appropriate.

C. Process by which students and parents exercise their option to participate

1. Students and the parents or guardians of students wishing to pursue participation in a Career Pathways program should contact their secondary school guidance counselors for information about Career Pathways.
2. Students' intention of pursuing a Career Pathways program of study will be recorded on the district student database.

D. Eligibility criteria for student participation\*

1. Comprehensive College Examination:

- a) Secondary students must demonstrate mastery of courses taken with the grade specified in the Program of Study Articulation, have the recommendation of the high school career and technical program instructor and permission of the parent or guardian in order to take a college level final exam. To earn college credit, students must pass the college level final exam.
- b) When students take and pass the exam the course will be entered into the college system and students will receive college credit.
- c) A permanent college transcript with a grade point average where applicable will be generated. Students will not be officially admitted to Santa Fe College or other colleges and universities until all required admissions criteria have been met.

2. Industry Certification

- a) Secondary students must pass the industry certification specified in the Program of Study Articulation in order to earn articulated college credit. Students must also have permission of the parent or guardian in order to have an "A, B or Pass" placed on a permanent college transcript.
- b) The school district Career Pathways coordinator will provide the students' proof of industry certification to the SF Career Pathways coordinator. When the articulated credit is approved by the Career and Technical Education representative, the postsecondary course will be entered into the college system and students will receive college credit.
- c) A permanent college transcript with a grade point average where applicable will be generated. Students will not be officially admitted to Santa Fe College or other colleges and universities until all required admissions criteria have been met.

(\*NOTE: Please refer to each Career Pathways Articulated Program of Study for more specific criteria for credit beginning with Appendix 1 on page 5.)

E. Institutional responsibilities for student screening prior to enrollment and monitoring enrolled students

1. The School Board of Madison County shall identify those students who have completed Career Pathways courses of study in secondary school and shall so notify Santa Fe College.
2. Santa Fe College will make available advising services to Career Pathways students, as for all Santa Fe College students.

F. Criteria by which the instructional quality will be maintained

Santa Fe College shall be responsible for ensuring that the quality of instruction provided Career Pathways students is comparable to that afforded other Santa Fe College students.

G. Cost of Career Pathways

Students who receive Career Pathways credits shall be exempt from the payment of registration and laboratory fees for those postsecondary school classes for which they receive credit according to the articulation agreement.

H. Program review and responsibility for providing student transportation

1. Santa Fe College and School Board of Madison County personnel will, on an annual basis, review and revise existing articulated programs of study as needed to keep them aligned with the most current program and course requirements. These programs will also be reviewed and revised to accommodate and adapt to changing labor market trends and demands.
2. Santa Fe College and School Board of Madison County personnel will actively seek to develop additional articulated Career Pathways programs of study as new programs are added at the secondary and/or postsecondary levels.
3. The student will be responsible for providing transportation to and from facilities where postsecondary classes are held.

**GENERAL PROVISIONS**

- A. Nothing herein shall prevent Santa Fe College, which is assigned the responsibility for accepting Career Pathways programs, from contracting with other agencies or entities for the same or similar services as described herein.
- B. For each of the covered Career Pathways programs, all related enrollment projections, FTE reports, cost analysis, and other elements required for the allocation of funds shall be the sole responsibility of each respective party based upon students served at each institution.
- C. Santa Fe College and the School Board of Madison County agree to share student educational data under conditions consistent with the Family Educational Rights and Privacy Act (FERPA). Either party may initiate requests to share data if it has a legitimate educational interest in the data. The shared information shall be used solely to benefit the Career Pathways program and students by facilitating access to and increasing educational opportunities at both institutions. Each institution will be deemed a school official of the other for purposes of this agreement. Santa Fe College will provide information about the sharing of data in its annual notification to students.
- D. This Cooperative Agreement and the policies and allocation of responsibility shall be effective as of the designated effective date upon being signed by the Chairperson of the School Board of Madison County, and the Provost and Vice President of Academic Affairs of Santa Fe College and, preferably, should be executed before registration for the fall term of the following school year. Additions and deletions must be in writing and signed by the authorized representatives of the parties.
- E. This Cooperative Agreement shall be valid for the 2017-2018 school year. This Cooperative Agreement replaces any previously existing agreements between these parties relating to the Career Pathways program. The approved articulated components are based on the current Santa Fe College course catalog. It is understood that this agreement is subject to review on an annual basis. If no party requests modifications or termination of this agreement within the 60 days prior to the anniversary of this Cooperative Agreement, it shall continue for up to two (2) additional 12-month periods.

## Appendix 1 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Entrepreneurship program to transition into Santa Fe College's postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Madison County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

**Secondary Program**

Entrepreneurship

**Postsecondary Program**

Business Entrepreneurship A.S. (3222)  
Office Administration A.S.  
Marketing Management A.S. (3240)  
Health Services Management A.S. (3330)

**Madison County**

Madison County High School

**College**

Santa Fe College

**I. Industry Certification and College Credit**

Santa Fe College agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the industry certification listed below.

- A. Students obtaining the following industry certification will be awarded credit for the postsecondary course listed below:

Industry Certificate	SF College Courses	College Credits
Quickbooks Certified User (INTUT001)	ACG 2001 Principles of Accounting 1	3

- B. Representatives of Santa Fe College's Business programs will review this program of study, at least annually, to ensure standardization and attainment of goals.

**II. General Provisions**

- A. To receive college credit, students must pass the Quickbooks Certified User certification exam. The high school instructor and the Santa Fe College programs coordinator will make arrangements once a year through the Career Pathways coordinator to verify industry certification results. The high school and college faculty will identify course competencies.
- B. Students who pass the Quickbooks Certified User certification exam will have an "A" grade entered into the Santa Fe College system and will receive college credit

while in high school. A permanent college transcript will be generated. The proof of industry certification, provided by the school district Career Pathways coordinator, will be reported to Santa Fe College's Career Pathways coordinator and Business programs representatives.

- C. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

## Appendix 2 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Allied Health Assisting program to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Madison County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

<u>Secondary Program</u>	<u>Postsecondary Program</u>	
Allied Health Assisting	Cardiovascular Technology A.S.	Physical Therapy Assistant A.S.
	Dental Assisting Certificate	Respiratory Care A.S.
	Dental Hygiene A.S.	Radiography A.S.
	Diagnostic Medical Sonography A.S.	Surgical Technology Certificate
	Nuclear Medicine Technology A.S.	
 <u>Madison County</u> Madison County High School	 <u>College</u> Santa Fe College	

I. Articulated Courses

- A. Santa Fe College agrees to award college credit hours upon demonstration of mastery of competencies in the courses below.
- B. Applicants to the postsecondary programs listed above will be awarded admission points for the courses below according to the current year’s program admission requirements.
- C. The following high school courses must be maintained with a “B” or better before assessment will be made to award Santa Fe College credit hours:

High School Courses	SF College Courses	College Credits
8417100 Health Science Anatomy and Physiology	HSC 2531 Introduction to Human Medical Science (Medical Terminology)	3
8417110 Health Science Foundations	HSC 1000 Introduction to Health Care	3
2000350 Anatomy and Physiology or 2000360 Anatomy and Physiology Honors	BSC 2084 Human Anatomy & Physiology BSC 2084L Human Anatomy & Physiology Lab	3 1
2003340 Chemistry I or 2003350 Chemistry I Honors or 2003360 Chemistry II	CHM 1030 Elements of Chemistry I CHM 1030L Elements of Chemistry I Lab	3 1

Representatives of Santa Fe College's Health Sciences programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

## II. General Provisions

**Comprehensive College Examination:** To receive college credit, students must meet the following criteria:

- A. Students must have a minimum of a "B" average in the high school course(s) designated in this document, the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Students must pass the college comprehensive examination(s) approved by the Health Sciences programs coordinators. The high school instructor and the Santa Fe College programs coordinators will make arrangements through the Career Pathways coordinator to administer the examination once a year. The high school and college faculty will identify course competencies.
- C. Students who score a minimum of 85% on the comprehensive institutional examination for HSC 2531 or HSC 1000 will have an "A" or "B" grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

Students who score a minimum of 80% on the comprehensive institutional examination for BSC 2084 or CHM 1030 will have an "A" or "B" grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

The exam results will be reported to Santa Fe College's Career Pathways coordinator, Health Sciences programs representatives, and the school district Career Pathways coordinator.

- D. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

### Appendix 3 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Industrial Biotechnology program to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Madison County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

Secondary Program  
Industrial Biotechnology

Postsecondary Program  
Biotechnology Laboratory Technology A.S.

Madison County  
Madison County High School

College  
Santa Fe College

I. Articulated Courses and College Credit

Santa Fe College agrees to award college credit hours or admission points to the postsecondary programs listed above upon demonstration of mastery of competencies in the courses below either through Career Pathways College Credit Assessment or through Industry Certification.

- A. *College Credit through Career Pathways College Credit Assessment:* The following high school course sequence must be maintained with a “B” or better before assessment will be made to award Santa Fe College credit hours and/or admission points:

High School Courses	SF College Courses	College Credits
3027010 Biotechnology 1 <b>AND</b> 3027020 Biotechnology 2 <b>AND</b> 8736030 Biotechnology 3	BSC1421 Introduction to Biotechnology BSC1421L Introduction to Biotechnology Lab	3 1
2003340 Chemistry I <b>OR</b> 2003371 AICE Chemistry I	CHM1030 Elements of Chemistry I CHM1030L Elements of Chemistry I Lab	3 1

- B. *College Credit through Industry Certification:* Students obtaining the following industry certification(s) will be awarded credit for the postsecondary courses listed below:

Industry Certification	SF College Courses	College Credits
CERHB001 Biotechnician Assistant	BSC1421 Introduction to Biotechnology BSC1421L Introduction to Biotechnology Lab	3 1

Representatives of Santa Fe College’s Emerging Technologies programs and Health Sciences programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.



## II. General Provisions

*Comprehensive College Examination and Industry Certification:* To receive college credit, students must meet the following criteria:

- A. Students must have a minimum of a “B” average in the high school course(s) designated in this document, the recommendation of the high school career and technical program instructor and permission of the parent or guardian to take a college comprehensive examination for the articulated course(s).
- B. Students must pass the college comprehensive examination(s) approved by the Emerging Technologies programs and Health Sciences programs coordinators or obtain the Biotechnician Assistant certification. The high school instructor and the Santa Fe College programs coordinators will make arrangements once a year through the Career Pathways coordinator to administer the examination(s) or to verify industry certification results. The high school and college faculty will identify course competencies.
- C. Students who score a minimum of 80% on the college comprehensive examination(s) will have an “A” or “B” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript with a grade point average will be generated.

The exam results, provided by the Santa Fe College proctor, will be reported to the Santa Fe College Career Pathways coordinator, Emerging Technology programs and Health Sciences programs representatives, and the school district Career Pathways coordinator.

Students who pass the Biotechnician Assistant certification exam will have a “Pass” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript will be generated.

The proof of industry certification, provided by the school district Career Pathways coordinator, will be reported to Santa Fe College’s Career Pathways coordinator and Emerging Technologies representatives.

- D. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

## Appendix 4 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Web Development program to transition into Santa Fe College’s postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Madison County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

**Secondary Program**

Web Development

**Postsecondary Program**

Computer Information Technology A.S.

**Madison County**

Madison County High School

**College**

Santa Fe College

I. Industry Certification and College Credit

Santa Fe College agrees to award college credit hours or admission points to the postsecondary programs listed above upon demonstration of mastery of competencies in the industry certification listed below. The high school curriculum should include basic concepts of computer hardware, the Microsoft operating system, file management and internet research.

- A. Students obtaining the following industry certification will be awarded credit for the postsecondary course listed below:

Industry Certification	SF College Courses	College Credits
Microsoft Office Specialist (MOS) Bundle – Word, Powerpoint and Excel (MICRO069)	CGS 1000 Introduction to College Computing	3

- C. Representatives of Santa Fe College’s Information Technology Education programs will review, at least annually, the content of the high school curriculum, as specified in this agreement, to ensure standardization and attainment of goals.

II. General Provisions

- A. To receive college credit, students must pass the MOS Bundle certification exams for the Word, Powerpoint and Excel applications. The high school instructor and the Santa Fe College programs coordinator will make arrangements once a year through the Career Pathways coordinator to verify industry certification results. The high school and college faculty will identify course competencies.

- B. Students who pass the MOS Bundle certification exams for the Word, Powerpoint and Excel applications will have an "A" or "B" grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript will be generated. The proof of industry certification, provided by the school district Career Pathways coordinator, will be reported to Santa Fe College's Career Pathways coordinator and Information Technology Education programs representatives.
  
- C. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

## Appendix 5 Career Pathways Articulated Program of Study

In a continuing effort to provide opportunities for secondary school students in the Early Childhood Education program to transition into Santa Fe College's postsecondary programs listed below, Santa Fe College agrees to award college credit to eligible Madison County students according to the criteria delineated below. These credit hours may or may not be accepted for transfer credit by other institutions.

**Secondary Program**  
Early Childhood Education

**Postsecondary Program**  
Early Childhood Education A.S.  
Early Intervention Certificate

**Madison County**  
Madison County High School

**College**  
Santa Fe College

### I. Industry Certification and College Credit

Santa Fe College agrees to award college credit hours or admission points to the secondary programs listed above upon demonstration of mastery of competencies in the industry certification listed below.

- A. Students obtaining the following industry certification will be awarded credit for the postsecondary course listed below:

Industry Certification	SF College Courses	College Credits
Early Childhood Professional's Certificate (ECPC)	EEC 1602 Education for the Young Child	3
	EDF 1006 Educational Field Experience	3
	EEC 1907 Directed Observation and Participation: Early Childhood	3


- B. Representatives of Santa Fe College's Education programs will review this program of study, at least annually, to ensure standardization and attainment of goals.

### II. General Provisions

- A. To receive college credit, students must pass the Early Childhood Professional's Certificate (ECPC) certification exam. The high school instructor and the Santa Fe College programs coordinator will make arrangements once a year through the Career Pathways coordinator to verify industry certification results. The high school and college faculty will identify course competencies.

- B. Students who pass the ECPC exam will have an “A” grade entered into the Santa Fe College system and will receive college credit while in high school. A permanent college transcript will be generated. The proof of industry certification, provided by the school district Career Pathways coordinator, will be reported to Santa Fe College’s Career Pathways coordinator and Business programs representatives.
  
- C. If the credit(s) for the articulated course(s) meet Certificate, A.A., A.A.S., or A.S. degree requirements, they will be applied toward the Certificate, A.A., A.A.S., or A.S. degree. Students will not be officially admitted to Santa Fe College until all required admissions criteria have been met.

**MEMORANDUM**

DATE: May 26, 2017  
TO: Sam Stalnaker  
FROM: Mable Baker   
RE: Madison County Career Pathways District Interinstitutional Articulation Cooperative Agreement

Enclosed are two original copies of the following District Interinstitutional Articulation Cooperative agreement between Santa Fe College and Madison County School Board. The agreement contains the following articulated programs of study:

**Santa Fe College and School Board of Madison County  
Renewal District Interinstitutional Articulation Cooperative Agreement for Career Pathways**

- 1. Business Entrepreneurship A.S.  
Office Administration A.S. - Entrepreneurship  
Marketing Management A.S.  
Health Services Management A.S.
- 2. Cardiovascular Technology A.S.  
Dental Hygiene A.S.  
Diagnostic Medical Sonography A.S.  
Nuclear Medicine Technology A.S.  
Physical Therapy Assistant A.S. -Allied Health Assisting  
Respiratory Care A.S.  
Radiography A.S.  
Dental Assisting Certificate  
Surgical Technology Certificate
- 3. Biotechnology Laboratory Technology A.S. -Industrial Biotechnology
- 4. Computer Information Technology A.S. -Web Development
- 5. Early Childhood Education A.S. -Early Childhood Education  
Early Intervention Certificate

Please request signatures on both originals in blue ink from the Chair of the Madison County School Board and the Madison County Superintendent of Schools. Return one original containing all signatures to Wendy Hofer at Santa Fe College, 3000 N.W. 83<sup>rd</sup> Street, K-230, Gainesville, FL 32606 for our President's office.

Thank you.

Mable J. Baker

Coordinator of Perkins Programs

Building I, Room 34E • 3000 83<sup>rd</sup> Street • Gainesville, FL 32606

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[www.sfcollge.edu](http://www.sfcollge.edu)

- F. This Cooperative Agreement does not provide for the following: dual enrollment programs, mechanisms or strategies for improving the need for remediation of high school graduates at Santa Fe College, or mechanisms or strategies for improving the preparation of elementary, middle, and high school teachers.
- G. No Waiver of Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Fla. Stats. (2015). This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.
- H. Compliance with Laws. Each party shall comply with all applicable federal and state laws, codes, rules, and regulations in performing its duties, responsibilities, and obligations pursuant to this Agreement.
- I. No Third Party Beneficiaries. Nothing herein shall be construed as consent by any agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of this Agreement, or to confer any rights in any third party.
- J. Non-Discrimination. The parties agree that no person shall be subjected to discrimination because of ethnicity, race, creed, color, religion, age, handicap, disability, sex (including pregnancy, gender identity, and sexual orientation), marital status, national origin, genetic information, political opinions or affiliations, or veteran status, in the performance of the parties' respective duties, responsibilities, and obligations under this Agreement.

IN WITNESS WHEREOF, the School Board of Madison County and Santa Fe College, Florida have adopted this Cooperative Agreement and caused it to be executed by their respective chairmen and chief executive officers in accordance with Section 1007.235, F.S., District Interinstitutional Articulation Agreements.

Santa Fe College

School Board of Madison County



Edward T. Bonahue,  
Provost and Vice President

5/25/17  
Date

Bart Alford June 27, 2017  
Bart Alford, Chair Date



Karen T. Pickles, Ph.D., Superintendent Date