



Advance Standing Credit Memorandum of Understanding

Brevard Public School Program: Business Technology Education

Effective Term: Spring 2019

EFSC Degree Program(s): Office Administration

Eastern Florida State College (EFSC) will award postsecondary advance standing credit to eligible students who have completed coursework at a Brevard Public High School and meet the criteria as stated below. *The student will not be charged tuition or fees for the postsecondary credit awarded through this advance standing credit agreement.*

Courses student must complete at the high school, with a grade of "C" or higher:

High School Course Number	High School Course Title	High School Credit
8207310	Digital Information Technology	1

EFSC program courses student must complete with a grade of "C" or higher:

College Course Number	EFSC College Course Title	College Credit
CGS 2100	Microcomputer Applications	3
OST 2335	Business Communications	3
	Two additional Courses in the program	6

EFSC will award advance-standing credit(s) for the following courses:

College Course Number	EFSC College Course Title	College Credit
OST 1100	Beginning Computer Keyboarding	3

How to obtain advance-standing credit

No later than three years after high school graduation, student must:

1. Apply for admission to EFSC and declare the major of (EFSC applicable Degree(s)).
2. Satisfy all admissions requirements.
3. Provide final high school or GED transcripts, indicating graduation date and completion of applicable BPS courses with a grade of "C" or higher.
4. Successfully complete 12 credits of the major courses within the program, including specified EFSC program courses. Specified courses must be completed with a grade of "C" or higher. Students who are eligible for dual enrollment may take the specified courses while they are in high school.
 - a. Student will follow degree requirements of the catalog in effect at the time of admission to the College.
 - b. If student does not maintain continuous enrollment at EFSC, student will follow requirements of the catalog in effect at the time of readmission
5. Student must complete 25% of the degree requirements through traditional coursework at EFSC.
6. Upon completion of the above requirements, student must submit the *Petition for Articulated Credit Form* through the Office of Career and Technical Programs or the Office of the Registrar.

Address questions regarding this agreement to the appropriate EFSC program faculty, the EFSC Office of Career and Technical Programs, the EFSC Office of the Registrar, or the BPS Director, Career and Technical Education.

This Memorandum of Understanding shall be effective upon the signature of the BPS Superintendent or

designee and the EFSC President or designee. This agreement shall be reviewed every two years, and will remain in effect until revoked or terminated by either party upon thirty (30) days written notice prior to the end of a term or by mutual consent.

SIGNATURES

Michelle Richard, Assoc. Prof.
Faculty Designee/Title Date 10/23/18

M. J. Mullins
BPS Superintendent or Designee Date 11/15/18

[Signature]
Chair, Academic Affairs Council Date 2/8/19

Rinda Medina
EFSC President or Designee Date 2/11/19