




August 19, 2013

## MEMORANDUM

**TO:** District Board of Trustees

**FROM:** Jim Murdaugh, President 

**SUBJECT:** Dual Enrollment Articulation Agreements with Private and Charter Schools

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### Item Description

This item presents the Dual Enrollment Articulation Agreements between the College and private and charter secondary schools in TCC's service area.

### Overview and Background

Florida statute 1007.271(24) states that postsecondary institutions may enter into dual enrollment articulation agreements with qualified private secondary schools. TCC has worked with the nine local private or charter schools that have requested access to dual enrollment for their students. These agreements parallel the agreements made with the public schools boards and are presented here for Board approval. This year TCC is proposing agreements with, Florida State University School, Community Christian School, John Paul II Catholic School, Maclay School, North Florida Christian School, Robert F Munroe Day School, Savary Academy, Seven Hills Academy, and Tallavana Christian School.

Some of these schools are still discussing strategies to incorporate the tuition cost into their fee structures, so some may not be ready to participate in Fall or in this academic year. However, we are requesting TCC Board approval now so that we will have authority to proceed if they get their plans developed prior to the next Board meeting.

### Past Actions by the Board

The Board has approved agreements with private secondary institutions in the past.

### Funding/Financial Implications

Dual enrollment students pay no tuition, fees, or lab or online course fees. The private schools pay the standard tuition rate per credit hour, \$71.98, for students taking courses on TCC's campus. This also includes online courses. The private schools also pay for the cost of the instructor if the course is taught at the high school site. The private schools are not being charged tuition for summer enrollments. Also, private schools do not pay tuition for students who take courses on the private school campus.

**Staff Resource**

Barbara Sloan

**Recommended Action**

That the Board approve the Articulation Agreements with the private and charter schools.



Tallahassee Community  
College

***Articulation Agreements  
with Florida State University  
Schools***

Dual Enrollment

2013-2014

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Florida State University Schools and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the Florida State University Schools, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Superintendent of the School of Florida State University Schools and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high schools in the district to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. Each high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

#### **IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

##### **Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript (please use FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

##### **Application Process for Early Admission Students**

Step 1 Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with your guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript (please use FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.



Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |
| Mathematics                                    | 19-20   | MAT 1033                               |
| Mathematics                                    | 21      | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Grade 10 FCAT 2.0 Reading                      |         |  |
| Reading  | 262     | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old. High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high schools and assist with P.E.R.T. testing for special circumstances.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FCAT will be required to place into college-level Mathematics **and** English **and** Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10<sup>th</sup> grade FCAT and have appropriate scores (see *Table 1*) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

**VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high schools in the district to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful

completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

#### **IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC’s Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

#### **X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

#### **XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual](#).

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must follow the same enrollment and registration procedures as the students taking courses on TCC's main campus.

**XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student is tested.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per

credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

#### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

### **XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**IN WITNESS WHEREOF**, the School of Florida State University Schools, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Florida State University School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Florida State University Schools



## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Dual Enrollment Advisor  
[dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
 Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
 850-201-6036



Tallahassee Community  
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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Community Christian School and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Community Christian School, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end June 30, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of Community Christian School and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for New Students**

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, and high school transcript during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Application Process for Early Admission Students**

Step 1: Complete TCC online application.

Step 2: Meet with your guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form and the early admission form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, high school transcript, and early admission form during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual



Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.

To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

**Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC’s Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

**Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

|   |         |  |
|---|---------|--|
| <b>P.E.R.T.</b>                                       |         |  |
| Reading   | 104     | ENC 1101                               |
| Writing   | 99      |  |
| Mathematics   | 113-122 | MAT 1033                               |
| Mathematics   | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| <b>SAT-I, The College Board</b>                       |         |  |
| Verbal  | 440     | ENC 1101                               |
| Mathematics   | 440-549 | MAT 1033                               |
| Mathematics   | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| <b>Enhanced ACT, American College Testing Program</b> |         |  |
| Reading   | 18      | ENC 1101                               |
| English   | 17      |  |
| Mathematics   | 19-20   | MAT 1033                               |

|                                  |     |  |
|----------------------------------|-----|--|
| Mathematics                      | 21  | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| <b>Grade 10 FCAT 2.0 Reading</b> |     |  |
| Reading                          | 262 | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

**Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

**Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

#### **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

#### **VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

#### **VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

## Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

### **IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC’s Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

### **X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

### **XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty.

These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must follow the same enrollment and registration procedures as the students taking courses on TCC's main campus.

**XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is the School's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

#### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5th day of class each semester.

### **XV. Responsibilities for Student Transportation**

Students and/or parents shall provide all student transportation to and from courses taken on TCC's campuses and sites and shall assume any liability incurred thereby.

**IN WITNESS WHEREOF**, the Community Christian School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Community Christian School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Community Christian School



## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Doris Pleas  
 Dual Enrollment Advisor  
[pleasedo@tcc.fl.edu](mailto:pleasedo@tcc.fl.edu)  
 850-201-6226

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
 Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
 850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with John Paul II Catholic  
School***

**Dual Enrollment**

**2013-2014**

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This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

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College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for New Students**

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, and high school transcript during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Application Process for Early Admission Students**

Step 1: Complete TCC online application.

Step 2: Meet with your guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form and the early admission form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, high school transcript, and early admission form during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual



Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.

To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

**Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC’s Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

**Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |

|                                  |       |  |
|----------------------------------|-------|--|
| Mathematics                      | 19-20 | MAT 1033                               |
| Mathematics                      | 21    | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| <b>Grade 10 FCAT 2.0 Reading</b> |       |  |
| Reading                          | 262   | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

**Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

**Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

#### **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

#### **VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

#### **VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

## Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

### **IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC’s Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

### **X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

### **XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty.

These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must follow the same enrollment and registration procedures as the students taking courses on TCC's main campus.

**XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is the School's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

#### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

### **XV. Responsibilities for Student Transportation**

Students and/or parents shall provide all student transportation to and from courses taken on TCC's campuses and sites and shall assume any liability incurred thereby.

**IN WITNESS WHEREOF**, the John Paul II Catholic School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, John Paul II Catholic School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, John Paul II Catholic School



## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Doris Pleas  
Dual Enrollment Advisor  
[pleasedo@tcc.fl.edu](mailto:pleasedo@tcc.fl.edu)  
850-201-6226

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

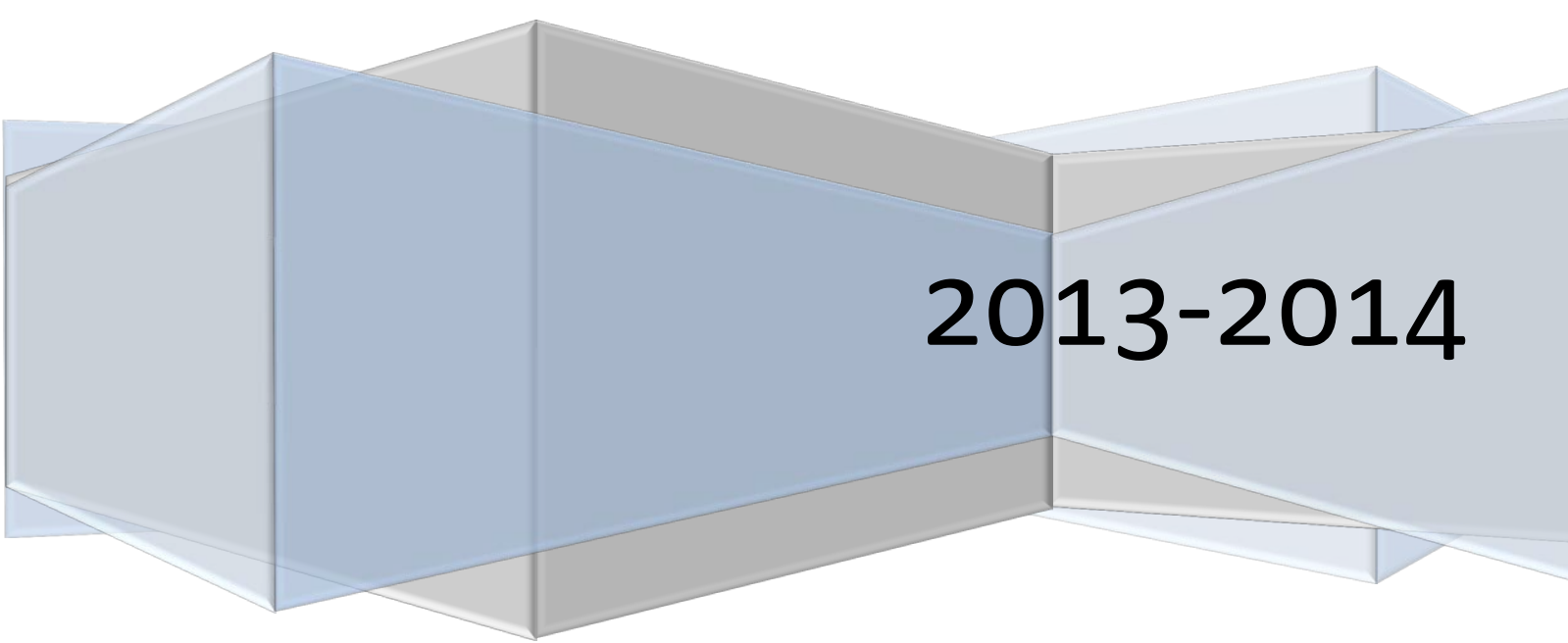
Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community College

***Articulation Agreements  
with Maclay School***

**Dual Enrollment**

A large, 3D ribbon graphic that spans the width of the page. It is light blue with a white highlight and a grey shadow, giving it a sense of depth. The ribbon is folded in the middle, creating a central crease.

**2013-2014**

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Maclay School and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Assistant Headmaster for the Upper School of Maclay School, hereinafter referred to as the Maclay School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the Maclay School will be appointed by the Assistant Headmaster for the Upper School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Assistant Headmaster (Principal) for the Upper School of Maclay School and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the Maclay School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the Maclay School to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the Maclay School to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

### **IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

#### **Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu).

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session and do NOT conflict with the Upper School daily schedule (e.g. night classes). Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 6 credit hours (2 courses) each semester. All college courses taken must count towards high school credit.

### **Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.



### Testing for Dual Enrollment Eligibility

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
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| Reading  | 262     | ENC 1101                               |

Table 1

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

### Testing for Dual Enrollment Eligibility

Students may take PERT at TCC. Remediation is required after the first attempt.

#### V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf>. Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

### **VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of Maclay School to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC’s Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual](#).

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual

enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

**XII. Responsibilities of the Maclay School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The Maclay School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The Maclay School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The Maclay School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the Maclay School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the Maclay School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School Board. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

### Standard Tuition Rate

According to the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School Board is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School Board.

TCC will not charge tuition to the School Board for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School Board's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School Board for high school faculty and counselor training and for dual enrollment services provided by the School Board.

### Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School Board will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

**XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation

**IN WITNESS WHEREOF**, the Maclay School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Headmaster and President, Maclay School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Headmaster, Maclay School



## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Dual Enrollment Advisor  
[dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with North Florida Christian  
School***

**Dual Enrollment**

**2013-2014**

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **North Florida Christian School and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and North Florida Christian School, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of North Florida Christian School and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu).

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Application Process for Early Admission Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).



Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website. . [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |
| Mathematics                                    | 19-20   | MAT 1033                               |
| Mathematics                                    | 21      | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Grade 10 FCAT 2.0 Reading                      |         |  |
| Reading  | 262     | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

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Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B". Documentation must be provided to TCC's Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC's Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual.](#)

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term.

The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.

3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

## **XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

#### **XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.



**IN WITNESS WHEREOF**, the North Florida Christian School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, North Florida Christian School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, North Florida Christian School

## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Dual Enrollment Advisor  
[dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with Robert F. Munroe Day  
School***

Dual Enrollment

2013-2014

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Robert F. Munroe Day School and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Robert F. Munroe Day School, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of Robert F. Munroe Day School and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.



#### **IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

##### **Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu).

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

##### **Application Process for Early Admission Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |
| Mathematics                                    | 19-20   | MAT 1033                               |
| Mathematics                                    | 21      | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Grade 10 FCAT 2.0 Reading                      |         |  |
| Reading  | 262     | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual.](#)

1. Provide TCC with an official copy of the postsecondary transcript.

2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

## **XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.



### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

## **XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**IN WITNESS WHEREOF**, the Robert F. Munroe Day School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Robert F. Munroe Day School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Robert F. Munroe Day School

## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Dual Enrollment Advisor  
[dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with Savary Academy***

Dual Enrollment

2013-2014

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Savary Academy and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Savary Academy, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of Savary Academy and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.



### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

#### **IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

##### **Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu).

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

##### **Application Process for Early Admission Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |
| Mathematics                                    | 19-20   | MAT 1033                               |
| Mathematics                                    | 21      | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Grade 10 FCAT 2.0 Reading                      |         |  |
| Reading  | 262     | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be

identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than "B". Documentation must be provided to TCC's Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC's Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual.](#)

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term.

The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.

3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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Dual enrolled students taking courses on the high school campus must submit the same documentation as the students taking courses on TCC's main campus.

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Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

#### **XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**IN WITNESS WHEREOF**, the Savary Academy School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Savary Academy School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Savary Academy

## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
| December 6, 2013  | TCC Last Day of Class  |                          |
| December 13, 2013 | Deadline for students to submit paperwork for Spring 2014 (applications, test scores, permission to register forms)  |                          |
| December 20, 2013 | TCC Transcripts will be delivered to high schools  | TCC                      |
| January 6, 2014   | TCC First Day of Class   |                          |
| January 10, 2014  | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| January 31, 2014  | Last Day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 01/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later. | High school              |
| March 3, 2014     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2014-2015.  | High school              |
| March 27, 2014    | Last Day to Withdraw a student   | High school              |
| April 25, 2014    | TCC Last Day of Class  |                          |

|             |   |             |
|-------------|---|-------------|
| May 5, 2014 | Deadline to submit grades to TCC                  | High school |
| May 8, 2014 | TCC transcripts will be delivered to high schools | TCC         |

**TCC Contacts:**

For advising, registration and testing, please contact the following:

Dual Enrollment Advisor  
[dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with Seven Hills Academy***

Dual Enrollment

2013-2014

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Seven Hills Academy and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Seven Hills Academy, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end June 30, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of Seven Hills Academy and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and College activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

**IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

**Application Process for New Students**

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, and high school transcript during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Application Process for Early Admission Students**

Step 1: Complete TCC online application.

Step 2: Meet with your guidance counselor to discuss testing options.

Step 3: Complete the Dual Enrollment Program Application Form and the early admission form with your guidance counselor.

Step 4: Turn in your completed packet which includes test scores, high school transcript, and early admission form during your meeting with the TCC Dual Enrollment Advisor.

Step 5: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your courses. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

**Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC.

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual

Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.

To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

**Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC’s Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

**Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |

|                                  |       |  |
|----------------------------------|-------|--|
| Mathematics                      | 19-20 | MAT 1033                               |
| Mathematics                      | 21    | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| <b>Grade 10 FCAT 2.0 Reading</b> |       |  |
| Reading                          | 262   | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process.

**Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

**Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

#### **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

#### **VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

#### **VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

## Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student’s high school matriculation.

### **IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC’s Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

### **X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

### **XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty.

These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must follow the same enrollment and registration procedures as the students taking courses on TCC's main campus.



**XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is the School's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

#### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

#### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

### **XV. Responsibilities for Student Transportation**

Students and/or parents shall provide all student transportation to and from courses taken on TCC's campuses and sites and shall assume any liability incurred thereby.

**IN WITNESS WHEREOF**, the Seven Hills Academy, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Seven Hills Academy School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Seven Hills Academy

## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
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**TCC Contacts:**

For advising, registration and testing, please contact the following:

Doris Pleas  
Dual Enrollment Advisor  
[pleasedo@tcc.fl.edu](mailto:pleasedo@tcc.fl.edu)  
850-201-6226

To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer  
Dean for Curriculum and Instruction  
[stringec@tcc.fl.edu](mailto:stringec@tcc.fl.edu)  
850-201-6036



Tallahassee Community  
College

***Articulation Agreements  
with Tallavana Christian  
School***

**Dual Enrollment**

**2013-2014**

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# **2013 – 2014 Dual Enrollment Articulation Agreement**

## **Tallahassee Christian School and Tallahassee Community College**

### **Introduction**

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and Tallahassee Christian School, hereinafter referred to as the School. The term of this agreement shall commence upon signing and shall end July 31, 2014.

The local Articulation Committee shall consist of the following: Committee members from the School will be appointed by the Superintendent of the School or designee. Committee members from TCC will be appointed by the President of TCC or designee.

Either party may cancel this Agreement upon thirty (30) days written notice should the other party fail substantially to perform in accord with its terms through no fault of the party initiating the termination. This Agreement may be amended only by written communication signed by the Director of Tallahassee Christian School and the President of Tallahassee Community College.

### **I. A ratification or modification of all existing articulation agreements**

This agreement replaces any existing agreement with TCC and the School regarding the Dual Enrollment Articulation Agreement.

### **II. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program**

It is the responsibility of the high school to inform students of the availability of the dual enrollment program requirements and currently offered courses through educational planning and guidance process. The high school will advertise dual enrollment through a variety of methods. High school personnel will direct students to meet with their high school guidance counselors if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

It is the responsibility of the high schools to notify parents about the option for their child to participate in dual enrollment courses through a variety of means.

### **III. A delineation of courses and programs available to students eligible to participate in dual enrollment**

Section 1007.271(1), Florida Statutes, establishes that “the dual enrollment program is the enrollment of an eligible secondary student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree”. A student who is enrolled in postsecondary instruction that is not creditable toward a high school diploma may not be classified as a dual enrollment student. Physical education skills courses and college preparatory instruction are not eligible for dual enrollment.

Students enrolled as dual enrollment, early admission, or career dual enrollment shall be exempt from the payment of registration, tuition, and laboratory fees. Students enrolled as dual enrollment, early admission, and career dual enrollment, will be eligible to participate in both high school and college activities as appropriate including graduation and other extracurricular activities. Participation in all college activities must be approved by the Vice President for Student Affairs.

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

College courses are offered on the main campus, high school campuses, and through distance learning.

#### **Early Admission Dual Enrollment**

Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Early admitted students will be exempt from the payment of registration, tuition, and laboratory fees. Both the high school and TCC must approve Early Admission for a high school student each semester.

#### **Career Dual Enrollment**

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. The School will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC.

#### **IV. A description of the process by which students and their parents exercise options to participate in the dual enrollment program**

##### **Application Process for New Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu).

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- High school transcript

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

##### **Application Process for Early Admission Students**

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with your guidance counselor to discuss testing options.

Step 3: Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission Form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu)

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to [dualenrollment@tcc.fl.edu](mailto:dualenrollment@tcc.fl.edu) or you can bring them to your meeting:

- Copy of test scores
- Permission to register form
- Permission for early admission form
- High school transcript

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Advisor is the only person allowed to register you for your courses.

### **Withdrawing from classes and Schedule Changes**

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates.](#)

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. [Click here for the Dual Enrollment Withdrawal Form.](#)

To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

### **Summer Enrollment**

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by TCC's Dual Enrollment Advisor.

Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

### **Maximum Course Loads**

Dual enrolled students are allowed a maximum of 11 credit hours each semester. All college courses taken must count towards high school credit.

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

**Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then he/she is not eligible for dual enrollment.

**Testing for Dual Enrollment Eligibility**

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

| P.E.R.T.                                       |         |  |
|--|---------|--|
| Reading  | 104     | ENC 1101                               |
| Writing  | 99      |  |
| Mathematics                                    | 113-122 | MAT 1033                               |
| Mathematics                                    | 123     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| SAT-I, The College Board                       |         |  |
| Verbal   | 440     | ENC 1101                               |
| Mathematics                                    | 440-549 | MAT 1033                               |
| Mathematics                                    | 550     | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Enhanced ACT, American College Testing Program |         |  |
| Reading  | 18      | ENC 1101                               |
| English  | 17      |  |
| Mathematics                                    | 19-20   | MAT 1033                               |
| Mathematics                                    | 21      | MAC 1105, STA 2023, MGF 1106, MGF 1107 |
| Grade 10 FCAT 2.0 Reading                      |         |  |
| Reading  | 262     | ENC 1101                               |

*Table 1*

Students must provide official score reports to TCC for PERT, ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old.

**Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. Remediation is required after the first attempt.

**V. A list of any additional initial student eligibility requirements for participation in the dual enrollment program**

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315).

TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading.

Students who will graduate from high school prior to completion of the postsecondary course may not register for the course through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in [TCC's Student Handbook](#).

### **Continued Enrollment for Academic Dual Enrollment**

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average. Continued eligibility for college credit dual enrollment requires the maintenance of a 3.0 unweighted high school GPA.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75%. High school students are only allowed one grace period.

### **Early Admission Eligibility**

Students who wish to participate in early admission must be a high school senior and have an unweighted high school GPA of 3.5 or higher. Additionally, students must have a TCC GPA of 3.0 or higher.

### **Continued Enrollment for Early Admission**

Students must maintain a minimum 3.5 unweighted cumulative high school GPA and a TCC GPA of 3.0.

## **VI. High School Credit Earned for the passage of Dual Enrollment Courses**

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

Other courses in the Statewide Course Numbering System, with the exception of remedial courses and physical education skills courses, can be used for dual enrollment credit and count toward high school graduation, including electives provided these courses are specified in this agreement.

Courses Not Specified on the List – Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

**VII. A description of the process for informing students and their parents of college-level course expectations**

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the high school campus. Students should understand that dual enrollment courses are college courses and the amount of work necessary to succeed may be much greater than in high school courses. In addition, dual enrollment courses become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA.

It is the responsibility of the high school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

**VIII. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis**

Section 1007.271(3), F.S., allows exceptions to the required GPA on an individual student basis if both parties agree.

Exceptions to High School Grade Point Averages Terms:

Upon recommendation by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may enroll for a maximum of 6 hours of dual enrollment courses provided that the student has shown evidence of ability to do advanced level work through successful completion of Advanced Placement, Honors, or other advanced courses or supplemental work and provided that the student is in a high school preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TCC’s Associate Dean for Curriculum.

TCC will provide a form to the high school that must be completed, signed, and returned to TCC before the student will be allowed to continue in the program. A rationale for the exception must be stated on the form.

TCC will not make exceptions to the required TCC grade point average. Students will be given a one semester grace period in which a review will take place to determine continued eligibility. The grace period can only be used once during the student's high school matriculation.

**IX. Registration Procedures for Dual Enrollment**

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 2<sup>nd</sup> options. The completed registration form will be given to TCC's Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

All deadlines are included in the Appendix.

**X. Exceptions, if any, to Professional Rules and Guidelines for Instructors teaching Dual Enrollment Courses**

There are no exceptions.

**XI. Exceptions, if any, to Rules and Guidelines stated in the student handbook which Apply to Faculty Members.**

Dual enrollment courses are college courses both in content and outcomes. Dual enrollment instructors must meet the teaching credentials established by the Southern Association of Colleges and Schools (SACS). Section 1007.271(5)(a), F.S., governs dual enrollment faculty. These provisions were taken from the *Dual Enrollment Statement of Standards*, which was codified in State Board of Education Rule 6A-14.064, FAC.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a [TCC application](#) and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual.](#)

1. Provide TCC with an official copy of the postsecondary transcript.



2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC's student handbook.

Dual enrollment courses taught on the high school campus must meet the same competencies required for courses taught on the TCC campus. To ensure equivalent rigor with courses taught at TCC, the high school instructor will provide a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per Section 1007.272, Florida Statutes, no student will be allowed duplicate credit based on enrollment in a joint AP/dual enrollment course. Dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course, per Section 1007.271 (6d), Florida Statutes.

Dual enrolled students taking courses on the high school campus must submit the same documentation as students taking courses on TCC's main campus.

## **XII. Responsibilities of the School Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment**

The School is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and who have an interest in participating in dual enrollment should be referred to their high school guidance counselor about the eligibility requirements for the program.

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School and TCC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

TCC is responsible for assigning grades for dual enrollment courses. The School is prohibited from changing any grade (once assigned by the college) when posting it to the high school transcript.

**XIII. Responsibilities of the Florida College System Institution Regarding Transmission of Student Grades in Dual Enrollment Courses to the School**

TCC will transmit student transcripts to the high schools at the end of each semester.

**XIV. Responsibilities for Funding that Delineates Costs Incurred by the School and TCC**

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees.

Textbook Costs & ADA Accommodation Costs

Textbooks will be provided to these students by the School. Textbooks purchased by the School shall remain the property of the School as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the School. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School.

Standard Tuition Rate

According to the 1007.271, F.S., the School is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses. The School is also required to pay the standard tuition rate per credit hour to TCC for dual enrolled home education students who are registered with the School.

TCC will not charge tuition to the School for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the dual enrollment program. The School's payment of tuition to TCC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TCC will also use the funding to pay the School for high school faculty and counselor training and for dual enrollment services provided by the School.

### Instructional Costs

It is the responsibility of the School to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School must reimburse TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School instructors for consideration for teaching dual enrollment courses offered at the high school.

TCC regularly uses high school faculty to teach both dual enrollment and regular TCC courses and incorporates training, mentoring, and assessment of these faculty into its regular adjunct program. Therefore, TCC's costs associated with instruction occurring on the high school site by TCC approved high school faculty who are paid by the School will be considered a normal part of TCC's obligation to its faculty for training and mentoring; no costs will be assessed.

### Invoicing for Financial Obligations

TCC will invoice the School for financial obligations within 10 business days of TCC's Census date which is normally the 5<sup>th</sup> day of class each semester.

## **XV. Responsibilities for Student Transportation**

It is the student's responsibility to provide his or her own transportation.

**IN WITNESS WHEREOF**, the Tallavana Christian School, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, The District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Tallahassee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Tallavana Christian School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Tallavana Christian School

## **Appendix A**

### **Academic & Procedural Responsibilities for the High Schools**

#### **Advising**

The high school is responsible for advising students relative to insuring that they meet the requirements for high school graduation. The high school is also responsible for advising students about Bright Futures.

#### **Completed online TCC Application**

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

#### **Class Rosters**

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person should notify TCC's dual enrollment coordinator.

#### **Changes to the Class Rosters**

The high school dual enrollment specialist is responsible for making sure that no changes to the class roster occur after the fifth day of class according to TCC's calendar.

#### **Requesting courses be taught at the high school**

It is the responsibility of the high school dual enrollment specialist to notify TCC's Associate Dean for Curriculum of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer.

## **2013-2014 Deadlines for High Schools:**

| <b>Due Date</b>   | <b>Activity</b>  | <b>Responsible Party</b> |
|-------------------|--|--------------------------|
| March 1, 2013     | Deadline to Submit “Course Request for Dual Enrollment” Form for 2013 - 2014   | High school              |
| August 1, 2013    | Last Day for students to submit all paperwork <u>and</u> test scores for enrollment in Fall 2013 semester (this deadline includes students taking courses on the high school campus)                                   | High school              |
| August 26, 2013   | TCC First Day of Class   |                          |
| August 30, 2013   | Last Day to Change Schedules or <u>drop</u> students   | High school              |
| November 4, 2013  | Last Day to Withdraw a student   |                          |
| November 15, 2013 | Deadline to make changes to course offerings at the high school for Spring 2014. Deadline to identify instructors.   | High school              |
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Dean for Curriculum and Instruction  
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850-201-6036