



May 15, 2023

## **M E M O R A N D U M**

**TO:** Jim Murdaugh, Ph.D.  
President

**FROM:** Calandra Stringer, Ph.D.  
Vice President and Provost

**SUBJECT:** Dual Enrollment Articulation Agreements with County School Boards and Public Charter Schools

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### **Item Description**

This item presents the Dual Enrollment Articulation Agreements between the College and each of the three districts in the Tallahassee Community College service district for annual approval as required by Florida law. This item also includes agreements with the public charter schools in our service district.

### **Overview and Background**

In compliance with Florida Statute 1007.271(4), the members of the Articulation Councils of three districts in the Tallahassee Community College service district for annual approval as required by Florida law. This item also includes agreements with the public charter schools in our service district.

The agreements identify College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; they define college readiness scores and high school and college GPA requirements as well as procedures for exceptions; they identify maximum and minimum course loads; they specify responsibilities for testing and record keeping; and they include other procedures and timelines.

This item includes the following charter schools: Crossroads Academy, Florida A&M University Developmental Research School, and Florida State University School.

### **Funding/ Financial Implications**

Dual enrollment students pay no tuition, fees, lab, or online course fees. The school districts pay the standard rate per credit hour, \$71.98, for students taking courses on TCC's campus. This also includes online courses. The school districts also pay for the cost of the instructor if the course is taught at the high school site by a TCC instructor. The school districts are not

charged tuition for summer enrollments. Also, school districts do not pay tuition for students who take courses on the high school campus.

**Past Actions by the Board**

The Board approves these agreements annually.

**Recommended Action**

Approve the articulation agreements.

# 2023 – 2024 Dual Enrollment Articulation Agreement

## Crossroads 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 the District School Board of Crossroads Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board 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 District School Board of Crossroads 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 Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### 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 upon request. 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 Board will inform all students of the options available and the eligibility criteria.

For 2022-2023, career dual enrollment through TCC is available.

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

**Application Process for Early Admission Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, 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 the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

**Sumer Enrollment**

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

**Maximum Course Loads**

Traditional 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.

**Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1106, MGF1107	
Mathematics	123	MAC 1105, STA 2023	
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1106, MGF1107	
Mathematics	21	MAC 1105, STA 2023	
<b>Grade 10 FSA Reading</b>			
Reading	362	ENC 1101	
<b>PSAT/NMSQT, The College Board</b>			
Reading	24	ENC 1101	

English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107
<b>Performance in High School Coursework</b>		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107

Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better	ENC1101
English IV Honors	and 3.0 GPA	

Students must provide official score reports to TCC for ACT, SAT, and/or FSA 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 high school 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 FSA or Florida Statewide Assessment Test 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 FSA or Florida Statewide Assessment 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 2.0 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 2.0 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. A delineation of the 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/core/fileparse.php/5421/urlt/0078394-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.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**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 dual enrollment courses 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

**2023-2024 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit "Course Request for Dual Enrollment" Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school

April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**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, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board 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 Board 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 district**

TCC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer terms.

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

Per 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 2022-2023 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.

TCC will not charge tuition to the School Board for Summer 2023 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 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 provide high school faculty and counselor training for dual enrollment.

#### 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 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

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



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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

TCC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Crossroads 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, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, School Board of Directors  
Crossroads Academy Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal, Crossroads Academy

# 2023 – 2024 Dual Enrollment Articulation Agreement

## FAMU Developmental Research 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 the Florida A&M University Board of Trustees for the benefit of the Florida A&M University Developmental Research School, hereinafter referred to as “FAMU DRS”. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the FAMU DRS will be appointed by the Superintendent of the District School Board of the FAMU DRS. 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 Florida A&M University Vice President for Academic Affairs 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 FAMU DRS regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### 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 upon request. 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 FAMU DRS will inform all students of the options available and the eligibility criteria.

For 2023-2024, career dual enrollment through TCC is available.

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

**Application Process for Early Admission Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, 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 the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

**Sumer Enrollment**

Students are allowed to enroll in summer courses during all Summer in sessions offered. 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**

Traditional 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.

**Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1106, MGF1107	
Mathematics	123	MAC 1105, STA 2023	
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1106, MGF1107	
Mathematics	21	MAC 1105, STA 2023	
<b>Grade 10 FSA Reading</b>			
Reading	362	ENC 1101	
<b>PSAT/NMSQT, The College Board</b>			
Reading	24	ENC 1101	

English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107
<b>Performance in High School Coursework</b>		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107

Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better and 3.0 GPA	ENC1101
English IV Honors		

Students must provide official score reports to TCC for ACT, SAT, and/or FSA 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 high school 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 FSA or Florida Statewide Assessment Test 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 FSA or Florida Statewide Assessment 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 2.0 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 2.0 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. A delineation of the 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/core/fileparse.php/5421/urlt/0078394-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.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**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 dual enrollment courses 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

2023-2024 Deadlines for High Schools:

Due Date	Activity	Responsible Party

June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit “Course Request for Dual Enrollment” Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school
April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**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, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 FAMU DRS regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The FAMU DRS 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The FAMU DRS 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 FAMU DRS 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 district**

TCC will transmit student transcripts to the FAMU DRS at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the FAMU DRS during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer terms. Textbooks purchased by the FAMU DRS shall remain the property of the FAMU DRS as specified in Section 1007.271 (17), F.S. TCC will continue its efforts to reduce the cost of textbooks and materials to the FAMU DRS. 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 FAMU DRS.

Standard Tuition Rate  
Per the 1007.271, F.S., the FAMU DRS 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 2021-2022 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.

TCC will not charge tuition to the FAMU DRS for Summer 2023 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 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 FAMU DRS’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 provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the FAMU DRS 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 FAMU DRS 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 FAMU DRS 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 FAMU DRS 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 FAMU DRS for financial obligations within 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

**XV. Responsibilities for Student Transportation**

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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.



Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

The college provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of FAMU Developmental Research 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, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael D. Johnson, Ph.D., Superintendent  
Florida A&M University Developmental Research School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sarah Price, Ph.D., Dean  
Florida A&M University College of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Allyson Watson, Ph.D., Vice President for Academic Affairs  
Florida A&M University

# 2023 – 2024 Dual Enrollment Articulation Agreement

## Florida State University 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 the District School Board of Florida State University School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board 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 District School Board of Florida State University 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 Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### 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 upon request. 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 Board will inform all students of the options available and the eligibility criteria.

For 2022-2023, career dual enrollment through TCC is available.

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

**Application Process for Early Admission Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, or you can bring them to your meeting.

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

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

**Sumer Enrollment**

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

**Maximum Course Loads**

Traditional 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.

**Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106	ENC 1101	
Writing	103		
Mathematics	114 -122	MAC1105C, MAT1033, MGF1106, MGF1107	
Mathematics	123	MAC 1105, STA 2023	
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19	ENC 1101	
English	17		
Mathematics	19	MAC 1105C, MAT1033, MGF1106, MGF1107	
Mathematics	21	MAC 1105, STA 2023	
<b>Grade 10 FSA Reading</b>			
Reading	362	ENC 1101	
<b>PSAT/NMSQT, The College Board</b>			
Reading	24	ENC 1101	

English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra I or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107
<b>Performance in High School Coursework</b>		
HS Algebra Algebra I Honors Math for College Liberal Arts HS Algebra II HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107

Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better	ENC1101
English IV Honors	and 3.0 GPA	

Students must provide official score reports to TCC for ACT, SAT, and/or FSA 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 high school 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 FSA or Florida Statewide Assessment Test 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 FSA or Florida Statewide Assessment 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 2.0 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 2.0 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. A delineation of the 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/core/fileparse.php/5421/urlt/0078394-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.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**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 dual enrollment courses 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

**2023-2024 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit "Course Request for Dual Enrollment" Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school

April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**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, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board 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 Board 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 district**

TCC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer terms.

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

Per 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 2022-2023 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.

TCC will not charge tuition to the School Board for Summer 2023 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 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 provide high school faculty and counselor training for dual enrollment.

#### 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 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

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



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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resource that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will assure educational access by providing reasonable and appropriate accommodations to those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodations.

TCC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Florida State University 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, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, School Board of Directors  
Florida State University School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal, Florida State University School

# **2023 – 2024 Dual Enrollment Articulation Agreement**

## **Gadsden County 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 District School Board of Gadsden County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2023.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board 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 District School Board of Gadsden County 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 Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### **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 upon request. 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 per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. 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 Board will inform all students of the options available and the eligibility criteria.

For 2022-2023, career dual enrollment through TCC is available.

#### **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 Dual Enrollment Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator, or you can bring them to your meeting.

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

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

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

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, 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 the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

### **Sumer Enrollment**

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

### **Maximum Course Loads**

Traditional 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.

### **Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
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<b>ACCUPLACER, The College Board (Through January 2020)</b>		
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Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
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HS Algebra II	B or Better and 3.0 GPA	
HS Algebra II Honors		
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Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
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English IV Honors		

Students must provide official score reports to TCC for ACT, SAT, and/or FSA 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 high school 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/or English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FSA or Florida Statewide Assessment Test will be required to place into college-level Mathematics and/or English and Reading 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 FSA or Florida Statewide Assessment 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 2.00 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 2.00 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. A delineation of the 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.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, apart from 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 taken that are not listed on the [Dual Enrollment Course – High School Subject Area Equivalency List](#) 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.

### **Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**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 dual enrollment courses 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 using the course syllabus which is provided 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

**2023-2024 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023 semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	

November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit “Course Request for Dual Enrollment” Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school
April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**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, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 student's taking courses on TCC's main campus.

**XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board 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 Board is prohibited from changing any grade (once assigned by TCC) 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 district**

TCC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TCC during the Summer terms. 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

Per 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 TCC's campus for dual enrolled students. The approved standard tuition for FY 2022-2023 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.

TCC will not charge tuition to the School Board for Summer 2023 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 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 provide high school faculty and counselor training for dual enrollment.

#### 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 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

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

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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TCC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TCC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Gadsden County, 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, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Gadsden County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Gadsden County School District

# 2023 – 2024 Dual Enrollment Articulation Agreement

## Leon County 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 District School Board of Leon County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board 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 District School Board of Leon County 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 Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### **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 upon request. 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 per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. 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 Board will inform all students of the options available and the eligibility criteria.

For 2023-2024, career dual enrollment through TCC is available.

#### **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 Dual Enrollment Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator, or you can bring them to your meeting.

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

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

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

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, 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 the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

### **Sumer Enrollment**

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not be eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

### **Maximum Course Loads**

Traditional 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.

### **Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106		ENC 1101
Writing	103		
Mathematics	114 -122		MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	123		MAC 1105, STA 2023
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107

Mathematics	21	MAC 1105, STA 2023
<b>Grade 10 FSA Reading</b>		
Reading	362	ENC 1101
<b>PSAT/NMSQT, The College Board</b>		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107

Performance in High School Coursework		
HS Algebra		
Algebra I Honors		
Math for College Liberal Arts		
HS Algebra II		
HS Algebra II Honors	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107
Math for College Algebra		
Math for College Statistics		
HS Pre-Calculus		
HS Trig		
HS Calculus		
English IV	B or Better and 3.0 GPA	ENC1101
English IV Honors	B or Better and 3.0 GPA	ENC1101
<p>Students must provide <u>official score reports</u> to TCC for ACT, SAT, and/or FSA Reading before being registered for courses. Scores must be less than two years old.</p>		

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 high school 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/or English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FSA or Florida Statewide Assessment Test will be required to place into college-level Mathematics and/or English and Reading 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 FSA or Florida Statewide Assessment 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 2.25 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 2.25 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. A delineation of the 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.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, apart from 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 taken that are not listed on the [Dual Enrollment Course – High School Subject Area Equivalency List](#) 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.

**Courses not listed on the Dual Enrollment Course – High School Subject Area Equivalency List**

N/A

**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 dual enrollment courses 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 using the course syllabus which is provided 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

**2023-2024 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023	

	semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit “Course Request for Dual Enrollment” Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school
April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses**

There are no exceptions.
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**XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 student's taking courses on TCC's main campus.

**XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board 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 Board 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 district**

TCC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the School Board during both the Fall and Spring semester. Textbooks will be provided by the College during the Summer terms. 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

Per 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 2022-2023 is \$71.98. The rate will be charged for courses taking place on TCC's main campus and distance learning courses.

TCC will not charge tuition to the School Board for Summer 2023 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 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 maintain 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 provide high school faculty and counselor training for dual enrollment.

#### 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 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

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

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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. The college will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TCC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Leon County, 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, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Leon County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, Leon County School District

# **2023 – 2024 Dual Enrollment Articulation Agreement**

## **Wakulla County 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 District School Board of Wakulla County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2024.

The local Articulation Committee shall consist of the following: Committee members from the School Board will be appointed by the Superintendent of the School Board 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 District School Board of Wakulla County 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 Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

### **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 upon request. 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 per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. 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 Board will inform all students of the options available and the eligibility criteria.

For 2023-2024, career dual enrollment through TCC is available.

#### **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 Dual Enrollment Students**

Step 1: Complete TCC Online Application.

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.

Step 4: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 5: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the TCC Dual Enrollment Coordinator, or you can bring them to your meeting.

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

Step 6: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form.

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

Step 1: Complete TCC Online Application.

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.

Step 4: Complete the Permission for Early Admission Form with your guidance counselor.

Step 5: Schedule a meeting with the TCC Dual Enrollment Coordinator.

Step 6: Submit the documents below prior to or during your meeting with the TCC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator, 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 the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Coordinator, you will be registered for your TCC courses that are listed on your Permission to Register Form. The TCC Dual Enrollment Coordinator 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 Coordinator 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 Coordinator before the deadline which is published on TCC's dual enrollment website: [Click here for the Course Adjustment Form.](#)

### **Summer Enrollment**

Students are eligible to enroll in summer courses during all sessions offered. Graduating high school seniors are not eligible to participate in dual enrollment during the summer. Graduating seniors who enroll in summer classes will be categorized as degree seeking college students and responsible for all instructional materials, tuition and fees assessed.

### **Maximum Course Loads**

Traditional 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.

### **Testing and Alternative Placements for Dual Enrollment Eligibility**

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

<b>P.E.R.T.</b>			
Reading	106		ENC 1101
Writing	103		
Mathematics	114 -122		MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	123		MAC 1105, STA 2023
<b>SAT-I, The College Board</b>			
Reading	440	24	ENC 1101
Writing and Language	N/A	25	
Mathematics	440	24	MAC1105C, MAT1033, MGF1106, MGF1107
Mathematics	470	25.5	MAC 1105, STA 2023
<b>Enhanced ACT, American College Testing Program</b>			
Reading	19		ENC 1101
English	17		
Mathematics	19		MAC 1105C, MAT1033, MGF1106, MGF1107

Mathematics	21	MAC 1105, STA 2023
<b>Grade 10 FSA Reading</b>		
Reading	362	ENC 1101
<b>PSAT/NMSQT, The College Board</b>		
Reading	24	ENC 1101
English	25	
Mathematics	24	MAC1105C, MAT1033, MGF1106, MGF1107
<b>PreACT</b>		
Reading	22	ENC 1101
English	18	
Mathematics	22	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Through January 2020)</b>		
Reading	83	ENC 1101
Sentence Skills	83	
Elem. Algebra	72	MAC1105C, MAT1033, MGF1106, MGF1107
<b>ACCUPLACER, The College Board (Since September 2019)</b>		
Reading	245	ENC 1101
Writing	245	
QAS (Quantitative Reasoning, Algebra, Stats)	242	MAC1105C, MAT1033, MGF1106, MGF1107
<b>End-of-Course Assessments</b>		
Algebra 1 or Geometry End-of-Course Assessment	4	MAC1105C, MAT1033, MGF1106, MGF1107
<b>Performance in High School Coursework</b>		

HS Algebra  Algebra I Honors  Math for College Liberal Arts  HS Algebra II  HS Algebra II Honors  Math for College Algebra  Math for College Statistics  HS Pre- Calculus  HS Trig  HS Calculus	B or Better and 3.0 GPA	MAC1105C, MAT1033, MGF1106, MGF1107
English IV  English IV Honors	B or Better and 3.0 GPA	ENC1101

Students must provide official score reports to TCC for ACT, SAT, and/or FSA 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 high school 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/or English and Reading.

Students who wish to enroll in dual enrollment prior to completing the 10<sup>th</sup> grade FSA or Florida Statewide Assessment Test will be required to place into college-level Mathematics and/or English and Reading 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 FSA or Florida Statewide Assessment 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 2.00 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 2.00 or completion is below 75%. High school students are only allowed one grace period. Students earning below a C in any course will need to consult with their guidance counselor before registering for the same course.

### **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. A delineation of the 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 <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.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, apart from 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 taken that are not listed on the [Dual Enrollment Course – High School Subject Area Equivalency List](#) 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.

**Courses not listed on the Dual Enrollment Course – High School Subject Area  
Equivalency List**

N/A

**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 dual enrollment courses 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 using the course syllabus which is provided 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 in high school. 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 Academic Affairs designee.

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 Academic Affairs designee.

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 during 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 policies and procedures for dual enrollment courses as determined by the postsecondary institution**

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 Coordinator who will register the student for courses that are available at the time the form is received.

**2023-2024 Deadlines for High Schools:**

<b>Due Date</b>	<b>Activity</b>	<b>Responsible Party</b>
June 16 <sup>th</sup> , 2023 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2023 B session	High school
July 20 <sup>th</sup> , 2023	Last Day to Withdraw a student from Summer 2023 B session (use withdrawal form)	
August 14 <sup>th</sup> , 2023	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2023	

	semester. This includes registration for courses on the high school campus.	
August 21 <sup>st</sup> , 2023	TCC First Day of Class	
August 25 <sup>th</sup> , 2023	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 31 <sup>st</sup> , 2023	Last Day to Withdraw a student (use withdrawal form)	
November 13 <sup>th</sup> , 2023	Deadline to make changes to course offerings at the high school for Spring 2024. Deadline to identify instructors.	High school
December 1 <sup>st</sup> , 2023	TCC Last Day of Class	
December 4 <sup>th</sup> , 2023	Deadline for students to submit paperwork for Spring 2024 (applications, test scores, permission to register forms)	
December 11 <sup>th</sup> , 2023	Deadline to submit grades to TCC	High school
December 12 <sup>th</sup> , 2023	TCC Transcripts will be delivered to high schools	TCC
January 8 <sup>th</sup> , 2024	TCC First Day of Class	
January 10 <sup>th</sup> , 2024	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 8 <sup>th</sup> , 2024	Deadline to Submit “Course Request for Dual Enrollment” Form for 2023-2024.	High school
March 25 <sup>th</sup> , 2024	Last Day to Withdraw a student	High school
April 26 <sup>th</sup> , 2024	TCC Last Day of Class	
May 6 <sup>th</sup> , 2024	Deadline to submit grades to TCC	High school
May 7 <sup>th</sup> , 2024	TCC transcripts will be delivered to high schools	

**X. Exceptions, if any, to professional rules and guidelines for instructors teaching dual enrollment courses**

There are no exceptions.
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**XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution 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 Online 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 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 and 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)).

It is the responsibility of the high school dual enrollment specialist to notify TCC's Academic Affairs designee 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. Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus.

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.

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 student's taking courses on TCC's main campus.

**XII. Responsibilities of the School Board regarding determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program**

The School Board 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 counselors to discuss the eligibility requirements for the program.

The high school must inform all students who plan to participate in dual enrollment of their obligation to complete an online TCC application.

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

It is TCC's responsibility to monitor student performance in TCC's dual enrollment courses. The School Board 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 Board 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 district**

TCC will transmit student transcripts to the School Board at the end of each semester.

**XIV. Responsibilities for funding that delineates costs incurred by the school district 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 students by the School Board during both the Fall and Spring semester. Textbooks will be provided by TCC during the Summer terms. 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

Per 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 TCC's campus for dual enrolled students. The approved standard tuition for FY 2022-2023 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.

TCC will not charge tuition to the School Board for Summer 2023 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 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 provide high school faculty and counselor training for dual enrollment.

#### 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 21 business days of TCC's Census date which is normally after the 5<sup>th</sup> day of class each semester.

A second invoice may be generated for all students who enroll in an express session if that student is not included in the main session invoice.

The school district is responsible for any student who fails to withdraw after the add/drop period.

Before invoicing, each district will need to verify enrollment. Once verification has occurred, there will be no changes to the invoices.

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

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

**XVI. Responsibilities for services and resources that are available to students with disabilities who register for enrollment**

By this agreement, Section 1007.271(25), F.S., requires that the dual enrollment articulation agreement include services and resources that are available to students with disabilities who register for dual enrollment.

Tallahassee Community College provides services and facilities accessible to, and usable by, all qualified students with disabilities. TCC will ensure educational access by providing reasonable and appropriate accommodation for those students who provide the proper documentation. An Individual Education Program (I.E.P) filed with the student's home school will suffice as appropriate documentation to receive necessary accommodation.

TCC provides physical, academic, and program access including: Extended time testing, Note-taking Services, Reader Services, Recorders, Audio Books via LearningAlly.org, E-Texts, Adaptive technology, Math accommodations, Sign Language interpreters, and Spelling accommodations.

**IN WITNESS WHEREOF**, the School Board of Wakulla County, 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.

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Date

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Chair, Tallahassee District Board of Trustees,  
Tallahassee Community College, Florida

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Wakulla County School Board

\_\_\_\_\_  
Date

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Superintendent, Wakulla County School District