



August 20, 2012

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

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

Item Description

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

Overview and Background

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

Past Actions by the Board

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

Funding/Financial Implications

Dual enrollment students pay no tuition, fees, or lab or online course fees. TCC may pay instructors to teach at the high school site if enrollments are sufficient and qualified faculty are available.

Staff Resource

Barbara Sloan, Sharon Jefferson

Recommended Action

That the Board approve the articulation agreements with these eight schools:

2012 – 2013 Dual Enrollment Articulation Agreement

Community Christian School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 Community Christian School, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Community Christian School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Community Christian School and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. 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.

B. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC’s Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		

Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement

test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at

<http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

XIV. Responsibilities for Student Transportation

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

XV. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Community Christian School Board

Date

Director, Community Christian School

Appendix A

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

Florida State University School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Florida State University School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. 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.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. College Credit Courses Offered on the High School Campuses

Section 1007.271(8), Florida Statutes, established that "District school boards shall annually assess the demand for dual enrollment and provide that information to each partnering postsecondary institution". TCC and the School Board will work collaboratively to ensure students eligible for dual enrollment shall be dually enrolled students on TCC campus, the high school campus, and/or offered through distance learning as appropriate.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application 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):

1. Meet the qualifications required by the entity accrediting the TCC. The qualifications apply to all faculty members regardless of the location of instruction. TCC will require compliance with these qualifications.
2. Provide TCC with an official copy of his or her postsecondary transcript.
3. 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.
4. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
5. Adhere to the rules, guidelines, and expectations stated in TCC's student handbook which apply to faculty members.

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 schools will be provided a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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

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

B. 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.

C. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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B. Application Process for Early Admission Students

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Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

E. Maximum Course Loads

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

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high

school credit. Special permission is required each semester for the early admission program.

F. Testing for Dual Enrollment Eligibility

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

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Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

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 placement testing only for special circumstances.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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 10th grade FCAT will be required to place into college-level Mathematics and English and Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the 10th grade FCAT and have appropriate scores (see *Table 1*) on the English and Reading areas of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. (High school students are only allowed a maximum of 2 attempts on P.E.R.T.) 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.

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

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

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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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 2nd options. The completed registration form will be given to TCC's Dual Enrollment Advisor, who will register the student for courses that are available at the time the form is received.

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There are no exceptions.

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

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

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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 Board

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

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

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board.

Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. 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.

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

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Names are provided in the Appendix.

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

Date

President, Tallahassee Community College

Date

Chair, Florida State University School Board

Date

Director, Florida State University School

Appendix A

Academic & Procedural Responsibilities for the High Schools

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TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

John Paul II Catholic School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 John Paul II Catholic School, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. John Paul II Catholic School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of John Paul II School and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. College Credit Courses Offered on the High School Campuses

Section 1007.271(8), Florida Statutes, established that "District school boards shall annually assess the demand for dual enrollment and provide that information to each partnering postsecondary institution". TCC and the School Board will work collaboratively to ensure students eligible for dual enrollment shall be dually enrolled students on TCC campus, the high school campus, and/or offered through distance learning as appropriate.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application 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):

1. Meet the qualifications required by the entity accrediting the TCC. The qualifications apply to all faculty members regardless of the location of instruction. TCC will require compliance with these qualifications.
2. Provide TCC with an official copy of his or her postsecondary transcript.
3. 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.
4. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
5. Adhere to the rules, guidelines, and expectations stated in TCC's student handbook which apply to faculty members.

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 schools will be provided a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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

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

B. 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.

C. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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Tallahassee Community College, Florida

Date

President, Tallahassee Community College

Date

Chair, John Paul II Catholic School Board

Date

Director, John Paul II Catholic School

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Doris Pleas
Dual Enrollment Advisor
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To offer courses on your high school campus or for articulation agreement questions, please contact the following:

Calandra Stringer
Associate Dean for Curriculum
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2012 – 2013 Dual Enrollment Articulation Agreement

North Florida Christian School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 North Florida Christian School, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. North Florida Christian School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of North Florida Christian School and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. College Credit Courses Offered on the High School Campuses

Section 1007.271(8), Florida Statutes, established that "District school boards shall annually assess the demand for dual enrollment and provide that information to each partnering postsecondary institution". TCC and the School Board will work collaboratively to ensure students eligible for dual enrollment shall be dually enrolled students on TCC campus, the high school campus, and/or offered through distance learning as appropriate.

Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application 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):

1. Meet the qualifications required by the entity accrediting the TCC. The qualifications apply to all faculty members regardless of the location of instruction. TCC will require compliance with these qualifications.
2. Provide TCC with an official copy of his or her postsecondary transcript.
3. 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.
4. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
5. Adhere to the rules, guidelines, and expectations stated in TCC's student handbook which apply to faculty members.

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 schools will be provided a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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

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

B. 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.

C. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

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

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and

the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

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

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. 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.

It is the full responsibility of the School Board to provide full instructional costs for School Board faculty teaching TCC dual enrollment courses as part of their contractual assignment. 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.

XV. Responsibilities for Student Transportation

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

XVI. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, North Florida Christian School Board

Date

Director, North Florida Christian School

Appendix A

Academic & Procedural Responsibilities for the High Schools

Advising

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

Completed TCC Application

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed a TCC application. All students must have a TCC dual enrollment application on file BEFORE we will test them for dual enrollment eligibility.

Class Rosters

It is the responsibility of the high school to make sure that TCC receives all the required class rosters by the required deadlines. If you are offering more than one section of a course, please make sure you designate which section of the course the student is enrolled.

Changes to the Class Rosters

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

Requesting courses be taught at the high school

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

2012-2013 Deadlines for High Schools:

Due Date	Activity	Responsible Party
March 2, 2012	Deadline to Submit "Course Request for Dual Enrollment" Form for 2012 - 2013	High school
July 20, 2012	Submit Class Roster with instructors	High school
August 23, 2012	Last Day for students to submit to all paperwork and test scores for enrollment in Fall 2012 semester	High school
August 27, 2012	TCC First Day of Class	
August 31, 2012	Last Day to Change Schedules or drop students	High school
September 5, 2012	Submit Finalized Class Roster	High school
November 6, 2012	Last Day to Withdraw a student	
November 16, 2012	Deadline to make changes to course offerings for Spring 2013	High school
December 7, 2012	TCC Last Day of Class	
December 14, 2012	Submit class roster with finalized instructors for Spring 2013	High school
December 17, 2012	Deadline to submit grades to TCC	High school
December 19, 2012	TCC Transcripts will be delivered to high schools	TCC
January 4, 2013	Last Day for students to submit to all paperwork and test scores for enrollment in Spring 2013 semester	High school
January 7, 2013	TCC First Day of Class	
January 11, 2013	Last Day to Change Schedules or drop students	High school
January 18, 2013	Submit Second Finalized Class Roster	High school
March 2, 2013	Deadline to Submit "Course Request for Dual Enrollment" Form.	High school

March 28, 2013	Last Day to Withdraw a student	High school
April 26, 2013	TCC Last Day of Class	
May 6, 2013	Deadline to submit grades to TCC	High school
May 8, 2013	TCC transcripts will be delivered to high schools	TCC

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

Robert F. Munroe Day School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 Robert F. Munroe Day School, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Robert F. Munroe Day School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Robert F. Munroe Day School and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

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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.

A. College Credit Courses Offered on the High School Campuses

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Faculty who wish to teach college credit courses that are offered on the high school campuses must complete a TCC application 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):

1. Meet the qualifications required by the entity accrediting the TCC. The qualifications apply to all faculty members regardless of the location of instruction. TCC will require compliance with these qualifications.
2. Provide TCC with an official copy of his or her postsecondary transcript.
3. 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.
4. Adhere to the professional rules, guidelines, and expectations stated in TCC's adjunct faculty handbook.
5. Adhere to the rules, guidelines, and expectations stated in TCC's student handbook which apply to faculty members.

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 schools will be provided a comprehensive, cumulative end-of-course assessment or a series of assessments of all expected learning outcomes to the appropriate Dean or designee. The completed and scored assessments must be returned to TCC and held for one year (Florida Statutes, 1007.271 (6a)).

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

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

B. 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.

C. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC's Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student's schedule, the guidance counselor must submit a written request to TCC's Dual Enrollment Advisor before the deadline which is published on TCC's Dual Enrollment Website.

If a student withdraws from Robert F. Munroe High School before the end of the semester, the student will be withdrawn from all dual enrollment classes and must contact TCC's Dual Enrollment Advisor immediately after withdrawal to discuss options for future dual enrollment opportunities.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must

provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

The above initial enrollment rules only apply to students who registered after August 1, 2012.

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

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

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

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

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.

Beginning Spring 2013, it is the full responsibility of the School Board to provide full

instructional costs for School Board faculty teaching TCC dual enrollment courses as part of their contractual assignment. 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.

XV. Responsibilities for Student Transportation

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

XVI. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Robert F. Munroe Day School Board

Date

Director, Robert F. Munroe School

Appendix A

Academic & Procedural Responsibilities for the High Schools

Advising

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

Completed TCC Application

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed a TCC application. All students must have a TCC dual enrollment application on file BEFORE we will test them for dual enrollment eligibility.

Class Rosters

It is the responsibility of the high school to make sure that TCC receives all the required class rosters by the required deadlines. If you are offering more than one section of a course, please make sure you designate which section of the course the student is enrolled.

Changes to the Class Rosters

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

Requesting courses be taught at the high school

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

2012-2013 Deadlines for High Schools:

Due Date	Activity	Responsible Party
March 2, 2012	Deadline to Submit "Course Request for Dual Enrollment" Form for 2012 - 2013	High school
July 20, 2012	Submit Class Roster with instructors	High school
August 23, 2012	Last Day for students to submit to all paperwork and test scores for enrollment in Fall 2012 semester	High school
August 27, 2012	TCC First Day of Class	
August 31, 2012	Last Day to Change Schedules or drop students	High school
September 5, 2012	Submit Finalized Class Roster	High school
November 6, 2012	Last Day to Withdraw a student	
November 16, 2012	Deadline to make changes to course offerings for Spring 2013	High school
December 7, 2012	TCC Last Day of Class	
December 14, 2012	Submit class roster with finalized instructors for Spring 2013	High school
December 17, 2012	Deadline to submit grades to TCC	High school
December 19, 2012	TCC Transcripts will be delivered to high schools	TCC
January 4, 2013	Last Day for students to submit to all paperwork and test scores for enrollment in Spring 2013 semester	High school
January 7, 2013	TCC First Day of Class	
January 11, 2013	Last Day to Change Schedules or drop students	High school
January 18, 2013	Submit Second Finalized Class Roster	High school
March 2, 2013	Deadline to Submit "Course Request for Dual Enrollment" Form.	High school

March 28, 2013	Last Day to Withdraw a student	High school
April 26, 2013	TCC Last Day of Class	
May 6, 2013	Deadline to submit grades to TCC	High school
May 8, 2013	TCC transcripts will be delivered to high schools	TCC

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

Savary Academy and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 Savary Academy, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Savary Academy School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Savary Academy and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. 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.

B. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC’s Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		

Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement

test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at

<http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

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

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board.

Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. 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.

It is the full responsibility of the School Board to provide full instructional costs for School Board faculty teaching TCC dual enrollment courses as part of their contractual assignment. 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.

XV. Responsibilities for Student Transportation

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

XVI. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Savary Academy Board

Date

Director, Savary Academy

Appendix A

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringcc@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

Seven Hills Academy and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 Seven Hills Academy, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Seven Hills Academy hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Seven Hills Academy and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. 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.

B. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC’s Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		

Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

It is the high schools' responsibility to provide P.E.R.T. for dual enrollment eligibility.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted high school grade point average and the minimum score on a common placement

test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at

<http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

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

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. 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.

It is the full responsibility of the School Board to provide full instructional costs for School Board faculty teaching TCC dual enrollment courses as part of their contractual assignment. 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.

XV. Responsibilities for Student Transportation

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

XVI. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Seven Hills Academy Board

Date

Director, Seven Hills Academy

Appendix A

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036

2012 – 2013 Dual Enrollment Articulation Agreement

Tallavana Christian School and Tallahassee Community College

- I. Section 1007.271, Florida Statutes, specifies the development of a dual enrollment articulation agreement between district school superintendents and Florida College System presidents within their respective school districts and service areas for the purpose of jointly developing and implementing a comprehensive articulated acceleration program that serves the school district. This Agreement 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 Tallavana Christian School, hereinafter referred to as the School Board. This agreement is intended to implement 1007.271, Florida Statutes, and State Board of Education Rule 6A-10.024. Tallavana Christian School hereby affirms it is in compliance with s.1002.42(2) and provides a secondary curriculum pursuant to s.1003.428, s.1003.429, or 2.1003.43 and is therefore eligible to enter into this dual enrollment agreement.

The term of this agreement shall commence upon signing and shall end June 30, 2013. 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. In the event of a termination, both schools agree that students who are currently in secondary courses working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit. This Agreement may be amended only by written communication signed by the Superintendent of the District School Board of Tallavana Christian School and the President of Tallahassee Community College.

A. Composition and Roles of Articulation Committee

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. The meeting time and location of the committee shall be determined mutually by representatives of both parties.

The role of the Articulation Committee is to work collaboratively to develop and revise the Dual Enrollment Articulation Agreement that exists between TCC and the School Board.

B. Ratification of Articulation Agreements between TCC and the School Board

This agreement replaces any existing agreement with TCC and the School Board regarding the Interinstitutional Articulation Agreement.

II. Procedures to Notify Students and Parents about the Option to Participate

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 counselor if they are interested in learning more about participation in dual enrollment. High school guidance counselors will review with the student criteria for participation in the dual enrollment program. Information will also be available to students and parents on TCC's Dual Enrollment website.

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

III. Courses And Programs Available To Eligible Dual Enrollment Students

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.

A. 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.

B. 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 2012-2013, there are no options available for career dual enrollment through TCC.

IV. Procedures for Participation in Dual Enrollment Courses

A. Application Process for New Students

Step 1: Complete TCC online application

Step 2: Meet with high school guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

B. Application Process for Early Admission Students

Step 1: Complete TCC online application

Step 2: Meet with your guidance counselor to discuss testing options. High school students are allowed a maximum of two attempts on P.E.R.T.

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

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

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

C. Withdrawing from classes and Schedule Changes

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

1. To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop before the withdrawal deadline. The request must be submitted to TCC’s Dual Enrollment Advisor before the withdrawal deadline. A withdrawal form is available on the TCC Dual Enrollment Website.
2. To change a student’s schedule, the guidance counselor must submit a written request to TCC’s Dual Enrollment Advisor before the deadline which is published on TCC’s Dual Enrollment Website.

D. Summer Enrollment

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

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

E. Maximum Course Loads

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

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

F. Testing for Dual Enrollment Eligibility

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

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2323, MGF 1106, MGF 1107
SAT-I, The College Board		

Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	450	MAC 1105, STA 2323, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2323, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Table 1

Students must provide official score reports to TCC for ACT and/or SAT scores before being registered for courses. 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.

As of August 1, 2012, TCC only administers P.E.R.T to test for dual enrollment eligibility.

Based on State Board of Education Rule 6A-10.0315, high school students are only allowed a maximum of two attempts on P.E.R.T. Beginning August 1, 2012, TCC will monitor attempts on P.E.R.T by sharing score reports. High schools must provide a P.E.R.T. test history for each student who enrolls in dual enrollment beginning August 1, 2012.

Testing for dual enrollment eligibility

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 placement testing for special circumstances.

All students who take the dual enrollment eligibility test must have completed a TCC Dual Enrollment Online Application PRIOR to testing. There are no exceptions.

V. Eligibility Requirements

A. Initial Enrollment for Academic Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in college credit dual enrollment courses must include a 3.0 unweighted

high school grade point average and the minimum score on a common placement test adopted by the State Board of Education which indicates that the student is ready for college-level coursework.

According to Florida State Board of Education Rule 6A-10.0315, the student must submit a copy of test scores (SAT, ACT, P.E.R.T.) to TCC that places the student into college-level courses. Scores must be less than two years old.

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

B. Continued Enrollment for Academic Dual Enrollment

Students must maintain a minimum 3.0 unweighted cumulative high school grade point average.

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

C. Initial Enrollment for Career Dual Enrollment

As indicated in Florida Statutes, 1007.271, student eligibility requirements for initial enrollment in career dual enrollment courses must include a 2.0 unweighted high school grade point average and the appropriate score on the entry test determined by TCC. Students may also use the Common Placement Scores as shown in *Table 1*.

D. Continued Enrollment for Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school grade point average. A high school GPA below 2.0 will result in loss of dual enrollment eligibility.

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.

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School

Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/articulation/pdf/DEList.pdf> . Eligible courses may be taken in any format that TCC offers them unless otherwise specified in the Agreement.

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

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

VII. Procedures to Inform Students and Parents about the College-Level Course Expectations

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. Procedures for Determining Exceptions to Required Grade Point Averages

TCC recommends no exceptions to the required high school grade point average. According to Florida Statutes, 1007.271(3), “Exceptions to the required grade point averages may be granted on an individual student basis if the educational entities agree and the terms of the agreement are contained within the dual enrollment articulation agreement established pursuant to subsection (21).”

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 college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section VB of this agreement and successful completion of all high school

courses with grades no lower than “B”. Documentation must be provided to TCC’s Associate Dean for Curriculum.

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

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

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

IX. Registration Procedures for Dual Enrollment

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

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

There are no exceptions.

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

There are no exceptions.

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

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 counselor about the eligibility requirements for the program. Students must have a TCC application on file before the student will be tested.

It is the School Board's responsibility as well as TCC's responsibility to monitor student performance in dual enrollment. 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 Board

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

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

Dual enrollment students shall be exempt from paying registration, matriculation, and laboratory fees. Textbooks will be provided these students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in Section 1007.271 (17), F.S. 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.

It is the full responsibility of the School Board to provide full instructional costs for School Board faculty teaching TCC dual enrollment courses as part of their contractual assignment. 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.

XV. Responsibilities for Student Transportation

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

XVI. Contacts for Dual Enrollment at TCC

Names are provided in the Appendix.

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

Date

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

Date

President, Tallahassee Community College

Date

Chair, Tallavana Christian School Board

Date

Director, Tallavana Christian School

Appendix A

TCC Contacts:

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

Doris Pleas
Dual Enrollment Advisor
pleasedo@tcc.fl.edu
850-201-6226

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

Calandra Stringer
Associate Dean for Curriculum
stringec@tcc.fl.edu
850-201-6036