



August 20, 2012

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Dual Enrollment Articulation Agreements with County School Boards

Item Description

This item presents the Dual Enrollment Articulation Agreements between the College and each of the three school districts for annual approval as required by Florida Law.

Overview and Background

In compliance with Florida statute, the members of the Articulation Councils of the three county public school districts and TCC each met for the annual review of the articulation agreements. A number of changes were made to state law effective this year, and these agreements document those changes, most of which were already in effect in our districts. The agreements identify College and School District responsibilities for informing students and parents about dual enrollment; they address faculty qualifications for teaching; they define college readiness scores and high school and college GPA requirements as well as procedures for exceptions; they identify maximum and minimum course loads; they specify responsibilities for testing and record keeping; and they include other procedures and timelines.

Past Actions by the Board

The Board approves these agreements annually.

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 the three school districts.

2012 – 2013 Dual Enrollment Articulation Agreement

Leon County Schools 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 Leon County, 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.

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 Leon County 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 at a TCC site on the high school campus, and/or 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 and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

1. Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.
2. Provide TCC with an official copy of the 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 (which apply to faculty members) that are stated in TCC's student handbook.

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

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

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

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 the 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 Postsecondary Education Readiness Test (P.E.R.T.)

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

Step 4: Turn in your completed packet which includes test scores, high school transcript, 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 degree seeking college students 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.

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 and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. (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 shall 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

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

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

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

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

IX. Registration Procedures for Dual Enrollment

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 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 is 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 Leon County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

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

Date

President, Tallahassee Community College

Date

Chair, Leon County School Board

Date

Superintendent, Leon County School District

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 they are tested 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 each student is enrolled in.

Changes to the Class Rosters

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

Requesting courses be taught at the high school

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

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

Appendix B

Career and Technical Education Tallahassee Community College & Leon County School Board Career Pathways Articulation Agreement 2012-2013

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Completion of Tallahassee Community College placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Leon County High School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Leon County High Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Leon County High Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Leon County High Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Provost of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Leon County, the TCC Career Pathways Specialist and others as so designated.

High School Career Pathway	TCC A.S., A.A.S. or Certificate	Assessment	Articulated Course and Credit(s)
Administrative Assisting Program	Office Administration A.S. (2107) CIP: 1507060300 and/or Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Criminal Justice	Criminal Justice Technology A.S. (2183) CIP: 1743010300	<i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam or IC3 Certiport Certificate	CGS1060 (3 credits) to count as program elective
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam	Three hours of professional elective credit CGS1060 (3 credits)

Early Childhood Education	Early Childhood Education A.S. (2123) CIP: 1420020203	<i>State Articulated Pathway:</i> Child Development Associate Code: CPREC001 Florida Child Care Professional Certificate (FCCPC)	Nine hours of credit as follows: EEC1308 (3 credits) EDF1004 (3 credits) EEC1907 (3 credits)
Networking	Networking Services Technology A.S. (2126) CIP: 1507030401	<i>State Articulated Pathway:</i> CompTIA Server+ Code: COMPT009 CompTIA Network+ Code: COMPT006 Microsoft Certified Systems Engineer Code: MICRO012 Cisco Certified Network Professional Code: CISCO005	TBD (3 credits) CNT1000 (3 credits) Nine hours of credit as follows: CTS2351, CTS2352, CNT1000 Six hours of credit as follows: CET2540, CET2541

		<p>Microsoft Certified Systems Administrator -Windows 2003 Code: MICRO046</p> <p>Professional (MCIT) Server Administrator Code: MICRO034</p> <p><i>TCC Articulated Pathway</i></p> <p>CCNA</p>	<p>CGS1560 (3 credits)</p> <p>TBD (3 credits)</p> <p>CET2540 (3 credits), CET2541(3 credits)</p>
Networking or PC Support	<p>Help Desk/Technical Support (2137) CIP: 1507030401</p>	<p><i>State Articulated Pathway:</i></p> <p>Desktop Support Technician Code: MICRO006</p>	<p>Three hours of credit CTS2155</p>
Web Design	<p>Web Technologies A.S. (2128) CIP: 1507039902 and/or</p>	<p><i>State Articulated Pathway:</i></p> <p>(CIW) Associate Design Specialist Code: PROSO001</p>	<p>Six hours of credit: CGS1820 and CGS1555</p>

	<p>Web Technologies Certificate (6317)</p> <p>CIP: 0507039903</p>	<p>(CIW) Master Designer</p> <p>Code: PROSO004</p> <p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p> <p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>Six hours of credit:</p> <p>COP2822 and three program elective credits</p> <p>CGS 1000 (3 credits)</p> <p>CGS 1060 (3 credits)</p> <p>Elective (3 credits)</p>
<p>Allied Health Assisting</p>	<p>Emergency Medical Services (EMS) Technology A.S. (2104)</p> <p>CIP: 1317020601</p> <p>and/or</p> <p>Emergency Medical Technician Certificate (B312)</p> <p>CIP: 0317020503</p>	<p><i>TCC Articulated Pathway:</i></p> <p>Medical Terminology Exemption Exam</p> <p>First Responder Credential</p>	<p>HSC2531(3 credits)</p> <p>EMS1059C (3 credits)</p>

<p>Information Technology and Communications Technology</p>	<p>Web Technologies A.S. (2128) CIP: 1507039902 and/or Web Technologies Certificate (6317) CIP: 0507039903</p>	<p><i>State Articulated Pathway:</i> (CIW) Associate Design Specialist* Code: PROSO001 (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1000 Exemption Exam CGS 1060 Exemption Exam Microsoft Certified Application Specialist Certifications Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>Six hours of credit: CGS1820 and CGS1555 Six hours of credit: COP2822 and three program elective credits CGS 1000 (3 credits) CGS 1060 (3 credits) Elective(3 credits)</p>
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Appendix C

Career and Technical Education Career Pathways Articulation Agreement between Lively Technical Center and Tallahassee Community College

Articulation is a method of granting college-level course credit for learning and skills accomplished as part of vocational school instruction. Lively Technical Center (Lively) and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

Tallahassee Community College will work with Lively Technical Center to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TCC admission requirements, select an A.S. or college- credit certificate and present evidence of the following:

1. Successful completion of the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Successful completion of all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
3. At least a 2.00 overall GPA completed if college credit courses have been completed.
4. Completion of the Lively Technical Center program no more than 18 months prior to enrollment at Tallahassee Community College.
5. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

Procedure

1. The Lively Technical Center designee will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Lively Technical Center program as reported by the Lively designee. This letter will identify the articulated college credit of the Career Pathway.

3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forwarded to TCC. Students will receive block credit upon submission of the Lively transcript.

Conditions of Agreement

1. Lively Technical Center and TCC’s faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Lively Technical Center and TCC’s will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Lively Technical Center and TCC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee Community College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee. The articulation committee will be composed of the Principal or designee, Lively Technical Center, the Provost and Vice President of Academic Affairs and the Dean of Technology of Professional Programs.

ARTICULATION SIGNERS

Principal,
Lively Technical Center

Date

Dean, Technology and Professional Programs
Tallahassee Community College

Date

Lively Technical Institute Program	TCC A.S. Degree or Certificate	Assessment	Articulated Credit
Accounting Operations, PSAV Program: B070110, 900 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 1507060300	Present a certification of PSAV program completion.	Six hours college credit: MNA1161 PAD2002
Administrative Assistant/Administrative Office Specialist, PSAV Program: B070330, 1050 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 1507060300	Present a certification of PSAV program completion.	Twelve hours college credit: MNA2021 PAD2002 GEB1011 MNA2130
Legal Administrative Specialist, PSAV Program: B072000, 1050 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 1507060300	Present a certification of PSAV program completion.	Twelve hours college credit: MNA2021 PAD2002 GEB1011 MNA2130
Medical Administrative Specialist, PSAV Program: B070300, 1050 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 1507060300	Present a certification of PSAV program completion.	Twelve hours college credit: MNA2021 PAD2002 GEB1011 MNA2130
Digital Design 1 PSAV Program: K700100, 600 clock hour program AND Digital Design 2 PSAV Program K700200, 600 clock hour program	Graphic Design A.S. (2125), CIP 1650040200	Present a certification of PSAV program completion.	Nine hours college credit: PGY1800C CGS1060 CAP2703

Media Technology, PSAV Program: 600 Clock Hours;	Graphic Design A.S. (2125), CIP 1650040200	Present a certification of PSAV program completion	Three hours college credit: CGS1820
Network Support Services, PSAV Program: B078000, 1050 Clock Hours	Networking Services Technology A.S. (2126), CIP 1507030401	Present a certification of PSAV program completion.	Nine hours college credit: CGS1555 CNT1000 CNT1500
PC Support Services, PSAV Program: B070400, 900 Clock Hours	Help Desk/Technical Support A.S. (2137), CIP 1507030600	Present a certification of PSAV program completion.	Nine hours college credit: CGS1000 CGS1060 CGS1555
PC Support Services, PSAV Program: B070400, 900 Clock Hours	Office Administration A.S. (2107), CIP 1507060300	Present a certification of PSAV program completion.	Six hours college credit: CGS1060 GEB1011
Structural Drafting, PSAV Program I480113, 1800 Clock Hours	Drafting and Design Technology CAD and GIS A.S., (2135 and 2136), CIP 1615020200	Present a certification of PSAV program completion.	Three hours college credit: CGS1060

2012 – 2013 Dual Enrollment Articulation Agreement

Gadsden County Schools 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 Gadsden County, 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.

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 Gadsden County 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 at a TCC site on the high school campus, and/or 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 and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

1. Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.
2. Provide TCC with an official copy of the 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 (which apply to faculty members) that are stated in TCC's student handbook.

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

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

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

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. TCC offers career dual enrollment in Basic Corrections, Telecommunications, Armed Security, and Unarmed Security. It is the full responsibility of the School Board to provide full instructional costs, as approved by the School Board for faculty teaching TCC career dual enrollment courses as part of their contractual assignment.

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 the 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 Postsecondary Education Readiness Test (P.E.R.T.)

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

Step 4: Turn in your completed packet which includes test scores, high school transcript, 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 degree seeking college students 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.

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 and who do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. (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 shall 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

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 high school college preparatory program. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V.B 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, as approved by the School Board, 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 Gadsden County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

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

Date

President, Tallahassee Community College

Date

Chair, Gadsden County School Board

Date

Superintendent, Gadsden County School District

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 they are tested 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 each student is enrolled in.

Changes to the Class Rosters

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

Requesting courses be taught at the high school

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

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

Appendix B

Career and Technical Education Tallahassee Community College & Gadsden County School Board Career Pathways Articulation Agreement 2012-2013

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Completion of Tallahassee Community College placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Gadsden County High School faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Gadsden County High Schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden County High Schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Gadsden County High Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Provost of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Gadsden County, the TCC Career Pathways Specialist and others as so designated.

High School Career Pathway	TCC A.S. Degree	Assessment	Articulated Course and Credit(s)
Administrative Assistant	Office Administration A.S. (2107) CIP: 1507060300 and/or Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam	Three hours of professional elective credit CGS1060 (3 credits)
Information Technology	Web Technologies A.S. (2128) CIP: 1507039902 and/or Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist Code: PROSO001 (CIW) Master Designer Code: PROSO004	Six hours of credit: CGS1820 and CGS1555 Six hours of credit: COP2822 and three program elective credits

		<p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p> <p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>CGS 1000 (3 credits)</p> <p>CGS 1060 (3 credits)</p> <p>Elective(3 credits)</p>
Web Development	<p>Web Technologies A.S. (2128)</p> <p>CIP: 1507039902</p> <p>and/or</p> <p>Web Technologies Certificate (6317)</p> <p>CIP: 0507039903</p>	<p><i>State Articulated Pathway:</i></p> <p>(CIW) Associate Design Specialist Code: PROSO001</p> <p>(CIW) Master Designer Code: PROSO004</p> <p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p>	<p>Six hours of credit:</p> <p>CGS1820 and CGS1555</p> <p>Six hours of credit:</p> <p>COP2822 and three program elective credits</p> <p>CGS 1000 (3 credits)</p>

		<p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>CGS 1060 (3 credits)</p> <p>Elective(3 credits)</p>
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Appendix C

2012/2013

Career and Technical Education Career Pathways Articulation Agreement between Gadsden Technical Institute and Tallahassee Community College

Articulation is a method of granting college-level course credit for learning and skills accomplished as part of vocational school instruction. Gadsden Technical Institute and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

Tallahassee Community College will work with Gadsden Technical Institute to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreements will be developed during the year and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TCC admission requirements; select an A.S. or college- credit certificate and present evidence of the following:

1. Successful completion of the articulated technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Successful completion of all applicable developmental classes. Students not requiring developmental classes will earn credit upon acceptance to TCC.
3. At least a 2.00 overall GPA completed if college credit courses have been completed.
4. Completion of the Gadsden Technical Institute program no more than 18 months prior to enrollment at Tallahassee Community College.
5. Enrollment in an A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

Procedure

1. The Gadsden Technical Institute Career and Technical Education Director will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Gadsden Technical Institute program as reported by the Career and Technical Education Director.

3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forward to TCC. Students will receive block credit upon submission of the Gadsden Technical Institute transcript.

Conditions of Agreement

1. Gadsden Technical Institute and TCC's faculty will review course textbooks, syllabi and other institutional materials as needed in order to develop articulated programs of study.
2. Gadsden Technical Institute and TCC's will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Gadsden Technical Institute and TCC will cooperate in publicizing Career Pathways in order to ensure that students are aware of the opportunities.
4. Tallahassee Community College will not charge tuition for any courses for which a student receives articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee. The articulation committee will be composed of the Principal of Gadsden Technical Institute, the Provost and Vice President of Academic Affairs and the Dean of Technology of Professional Programs.

ARTICULATION SIGNERS

Principal
Gadsden Technical Institute

Date

Dean, Technology and Professional Programs
Tallahassee Community College

Date

Gadsden Technical Institute Program	TCC A.S. Degree	Assessment	Articulated Credit
Administrative Assistant/Administrative Office Specialist, PSAV Program: B070330, 1050 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 1507060300	Certificate of clock hour completion.	Twelve hours college credit: MNA2021 PAD2002 GEB1011 MNA2130
Medical Administrative Specialist, PSAV Program: B070300, 1050 Clock Hours	Office Administration A.S. Degree, (2107), A.S. CIP 150706030	Certificate of clock hour completion	Twelve hours college credit: MNA2021 PAD2002 GEB1011 MNA2130

2012 – 2013 Dual Enrollment Articulation Agreement

Wakulla County Schools 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 Wakulla County, 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.

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 Wakulla County 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 at a TCC site on the high school campus, and/or 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 and all other procedures required by TCC's Human Resources and Academic Divisions. Applicants must be recommended for hire by the appropriate Academic Dean/Director. Faculty must also adhere to the following guidelines (Florida Statutes, 1007.271 (5a):

1. Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications.
2. Provide TCC with an official copy of the 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 (which apply to faculty members) that are stated in TCC's student handbook.

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

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

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

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 the 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 the Postsecondary Education Readiness Test (P.E.R.T.)

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

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

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

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 degree seeking college students 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.

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 and who do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. (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 the Wakulla School District is requiring that students must maintain a 3.0 TCC GPA at the time of review. The Wakulla School District will place students on probation and not allow them to participate in dual enrollment for a period of a semester until further review.

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 shall 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

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

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

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

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

IX. Registration Procedures for Dual Enrollment

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as 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 is 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 Wakulla County, Florida and The District Board of Trustees, Tallahassee Community College, Florida have adopted this agreement and caused it to be executed by their respective chairs and chief executive officers, in accordance with Section 1007.271, F.S., Dual Enrollment Articulation Agreements.

Date

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

Date

President, Tallahassee Community College

Date

Chair, Wakulla County School Board

Date

Superintendent, Wakulla County School District

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 they are tested 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 each student is enrolled in.

Changes to the Class Rosters

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

Requesting courses be taught at the high school

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

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

Appendix B

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

For 2012-2013, the following courses will be offered for dual enrollment through Wakulla's Engineering Academy:

Fall 2012

ETI 1701 Industrial Safety

College Credits Earned: 3 credits

High School Credits Earned: 0.5 elective credits

Spring 2013

ETI 1110 Quality Assurance

College Credits Earned: 3 credits

High School Credits Earned: 0.5 elective credits

Summer 2013

ETI 1420C Manufacturing Processes and Materials

College Credits Earned: 3 credits

High School Credits Earned: 0.5 elective credits

Appendix C

Career and Technical Education Tallahassee Community College & Wakulla County School Board Career Pathways Articulation Agreement 2012-2013

Articulation is a method of granting college level course credit for learning and skills accomplished as part of secondary school instruction. The secondary school and Tallahassee Community College (TCC) will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions.

TCC will work with the high school to establish Career Pathways to serve Career and Technical Education (CTE) students. Agreement will be developed during the year, and this agreement will be amended as agreements are completed.

Student Qualifications

Students must meet all TCC admission requirements and present evidence of the following:

1. Successful completion of the articulated secondary technical program of study with a grade of 2.5 (on a 4.00 scale) or better.
2. Completion of Tallahassee Community College placement testing requirements.
3. Graduation from secondary school no more than 18 months prior to enrollment at Tallahassee Community College.
4. Enrollment in an A.S., A.A.S. or certificate program appropriate to the credit to be awarded for the specified exemption exam or industry certification.

Procedure

1. The secondary school instructor provides evidence of completion to the district Career and Technical Education contact who forwards the information to the TCC's Career Pathways contact.
2. TCC's Career Pathway Specialist will issue a letter to students who have successfully completed the secondary Career Pathway program as reported by the district Career and Technical Education contact informing students of the Career Pathway articulation agreement opportunities.

Conditions of Agreement

1. Wakulla County High School faculty and TCC faculty will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.
2. Wakulla County High School and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Wakulla County High School and TCC will cooperate in publicizing this program to secondary school students in order to ensure that they are aware of these opportunities.
4. TCC will not charge tuition for any courses for which a student receives articulated credit.

This agreement may be terminated at any time by either Wakulla County High Schools or Tallahassee Community College through providing thirty (30) days' notice. In the event of a termination, both schools agree that students who are currently in secondary courses and working toward fulfilling the competencies or who are in their first semester at TCC will be allowed to complete the articulated credit.

This agreement will remain in effect and will be reviewed annually by the articulation committee and incorporated into the dual enrollment articulation agreement. The articulation committee will be composed of the Provost of Tallahassee Community College, Dean for Technology and Professional Programs of Tallahassee Community College, District Representative for Wakulla County, the TCC Career Pathways Specialist and others as so designated.

2012/ 2013 CAREER PATHWAYS
Wakulla High School to Tallahassee Community College

High School Career Pathway	TCC A.S., A.A.S. or Certificate	Assessment	Articulated Course and Credit(s)
Carpentry	Construction Engineering Technology A.A.S. (A110) Building Construction Specialization CIP: 0615100101	<i>TCC Articulated Pathway:</i> NCCER Construction Technology Code: NCCER008	Three hours of program elective credit
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam	Three hours of professional elective credit CGS1060 (3 credits)
Nursing Assistant Acute Long Care	Emergency Medical Services (EMS) Technology A.S. (2104) CIP: 1317020601 and/or Emergency Medical Technician Certificate (B312) CIP: 0317020503	<i>TCC Articulated Pathway:</i> Medical Terminology Exemption Exam First Responder Credential	HSC2531(3 credits) EMS1059C (3 credits)
Web Development	Web Technologies A.S. (2128) CIP: 1507039902	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist	Six hours of credit:

2012/ 2013 CAREER PATHWAYS
Wakulla High School to Tallahassee Community College

	<p>and/or</p> <p>Web Technologies Certificate (6317)</p> <p>CIP: 0507039903</p>	<p>Code: PROSO001</p> <p>(CIW) Master Designer</p> <p>Code: PROSO004</p> <p><i>TCC Articulated Pathway:</i></p> <p>CGS 1000 Exemption Exam</p> <p>CGS 1060 Exemption Exam</p> <p>Microsoft Certified Application Specialist Certifications</p> <p>Microsoft Office: Word, Excel, PowerPoint and Vista</p>	<p>CGS1820 and CGS1555</p> <p>Six hours of credit:</p> <p>COP2822 and three program elective credits</p> <p>CGS 1000 (3 credits)</p> <p>CGS 1060 (3 credits)</p> <p>Elective (3 credits)</p>
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