

June 16, 2025

MEMORANDUM

TO: Jim Murdaugh, Ph.D.
President

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

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

Item Description

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

Overview and Background

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

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

This item includes Gadsden, Leon, and Wakulla county school districts as well as the following charter schools: Crossroad Academy, Florida A&M University Developmental Research School, Florida State University Schools, Tallahassee Classical School, and Tallahassee Collegiate Academy.

Funding/ Financial Implications

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

Past Actions by the Board

The Board approved these agreements annually.

Recommended Action

Approve the dual enrollment articulation agreements with county school boards and public charter schools.

2025 – 2026 Dual Enrollment Articulation Agreement

Crossroad Academy and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Crossroad Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.

- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC 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.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Crossroad Academy, School Board

Date

Superintendent, Crossroad Academy

2025 – 2026 Dual Enrollment Articulation Agreement

Florida A&M University Developmental Research School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Florida A&M University Developmental Research School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.

- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC 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.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

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

Date

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

Date

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

2025 – 2026 Dual Enrollment Articulation Agreement

Florida State University School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Florida State University School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.

- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC 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.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date	Chair, Tallahassee District Board of Trustees, Tallahassee State College, Florida
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<hr/> Date	<hr/> President, Tallahassee State College
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<hr/> Date	<hr/> Chair, Florida State University Schools, School Board
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<hr/> Date	<hr/> Superintendent, Florida State University Schools
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2025 – 2026 Dual Enrollment Articulation Agreement

Gadsden County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Gadsden County Schools, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Permission to register form
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.
- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131

Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		
Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		

ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for **career dual enrollment** Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may enroll in up to 12 credit hours before demonstrating college-readiness for mathematics. To continue enrollment beyond 12 credit hours, students must meet one of the measures for mathematics as outlined in *Table 1* to demonstrate college-readiness.

Students who graduate from high school before completing the postsecondary course may not register for it through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

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

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 24, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 2025	Deadline for schools to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	
January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit "Course Request for Dual Enrollment" Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To 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 add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

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

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Gadsden County School Board

Date

Superintendent, Gadsden County Schools

2025 – 2026 Dual Enrollment Articulation Agreement

Leon County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Leon County, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

Early admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (minimum of 12 credit hours and maximum of 15 credit hours per semester) in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. Both the high school and TSC must approve early admission for a high school student each semester.

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

Additionally, TSC and School Board will collaborate on the offering of Career and Technical Education (CTE) dual enrollment AS degree pathways and ensure seamless credit transfer and course articulation for students enrolled in CTE AS degree programs.

Both parties agree to jointly review and update the list of approved CTE programs for dual enrollment. Priority will be given to including programs that lead to industry-recognized credentials and culminate in an AS degree.

The School Board and College will develop strategies to promote awareness of CTE dual enrollment opportunities, particularly those leading to AS degrees. Strategies may include joint presentations at high schools, career fairs, and workshops for students, parents, and counselors.

Online resources and informational campaigns will be established to showcase the benefits of CTE dual enrollment AS Programs.

Both parties agree to establish a process for monitoring and evaluating the effectiveness of this effort in expanding access to CTE dual enrollment AS degree programs.

Data will be collected on student participation, credit transfer rates, and program completion rates. Regular meetings will be conducted to assess progress and discuss areas for improvement.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.
- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Permission to register form
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.
- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that "school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited."

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	

Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		
Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for **career dual enrollment** Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may enroll in up to 12 credit hours before demonstrating college-readiness for mathematics. To continue enrollment beyond 12 credit hours, students must meet one of the measures for mathematics as outlined in *Table 1* to demonstrate college-readiness.

Students who graduate from high school before completing the postsecondary course may not register for it through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is between 51 – 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

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

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the GPA Exceptions for Initial Eligibility Request Form, by the principal or designee, a student with an unweighted GPA of 2.75 – 2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement.

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 district and TSC's Academic Affairs designee.

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

Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school counselor. The form must be completed with all the required information about course reference numbers as well as alternate options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	
January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary)	High school

	for enrollment in Summer 2026 June Express session	
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to **add or drop before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.

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

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

It is the responsibility of the high school to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students with a 3.0 unweighted high school grade point average and interested in participating in dual enrollment should be referred to their high school counselors to discuss the program's eligibility requirements.

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

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

It is TSC's responsibility to monitor student performance in TSC's dual enrollment courses. At the fifth and ninth week of each fall and spring term, TSC will provide early alert reports to a designee of the School Board. The report will include students earning below a 75% average in dual enrollment courses. Additionally, attendance records will be included in the reporting.

The School Board and TSC should exchange student transcripts in order to make sure that students are eligible to continue in the dual enrollment program.

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus and distance learning courses.

TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

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

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Leon County School Board

Date

Superintendent, Leon County School District

APPENDICES

Memorandum of Understanding
Tallahassee State College & Leon County School Board
Career Dual Enrollment – Emergency Medical Technician Applied
Technology Diploma Program (B312)

Program start date: August 11, 2025

Program end date: May 22, 2025

Class time: 100 minutes (2 class periods)

Class days: Monday, Tuesday, Wednesday, Thursday, and Friday (clinical days may include Saturday during the Spring semester)

Class location: Godby High School

Courses: EMS1119 – Emergency Medical Technician Lecture; EMS1119L Emergency Medical Technician Lab; EMS 1431L Emergency Medical Technician Clinical

Course Descriptions:

EMS1119 (7 credits) – This course introduces the role of the emergency medical technician. It is designed to teach students to employ critical thinking skills to assess a patient scenario, create a plan of care and implement the plan. Topics include public health, anatomy and physiology, medical terminology, patient assessment, airway management, trauma, toxicological and environmental emergencies, submersion incidents, and infection control.

EMS1119L (2 credits) – This course involves the laboratory application of concepts and procedures studied in EMS1119.

EMS1431L (3 credits) – This course provides clinical application of concepts and procedures studied in EMS1119 and EMS1119L. Clinical: At least 124 clock hours per semester.

High School Credit to be Earned by the Student: 12 elective credits

Upon successful program completion and turning 18, students can sit for the EMT certification exam through the National Registry of Emergency Medical Technicians Certification.

Student eligibility requirements:

- Godby High School Senior
- 2.0 high school unweighted grade point average
- Attend Interest Meetings and Interviews (End of April)
- Pass a Level 2 background check.
- Pass a Drug-Screening

Documents due to Joanne Gambles (TSC's dual enrollment coordinator) by August 1, 2025

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

Documents are due to the **Academic Affairs Office** by **August 15, 2025**

- Immunization Records
- TB skin test
- Flu Shot
- Background check
- Drug Screening
- Signed permission form (due in April of the student's junior year)

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$863.76 per student (based on \$71.98 per credit hour)	No cost; courses are occurring on the high school campus	N/A
Instructor: \$12,000.00	TSC	N/A
Level 2 Background Check and Drug Screening: \$150 per student	TSC	N/A
Student Uniforms: \$343 per student (Polo shirt, pants, belt, boots, penlight, stethoscope, safety vest, scrubs top and bottom)	School District	August 29, 2025
National Registry of Emergency Medical Technicians Certification Examination: \$104 per student	TSC	N/A

Memorandum of Understanding
Tallahassee State College's
Florida Public Safety Institute & Leon County School Board
Career Dual Enrollment – Firefighter I Course (FFP 0030)

Program start date: August 11, 2024

Program end date: May 22, 2025

Class time: (2) 50-minute class periods (191 Clock Hours)

Class days: Monday, Tuesday, Wednesday, Thursday, and Friday (two Saturday meetings are required)

Class location: Leon High School

Course: FFP 0030 – Firefighter I

Course Description: This course covers science of fire, breathing apparatus, ladders, hose, nozzles and fire streams. The program also includes first responder medical and awareness-level hazardous material training. Upon successful completion of the course, and a written examination, the student will receive a certificate of competency from the Bureau of Fire Standards and training as a volunteer firefighter.

High School Credit to be Earned by the Student:

No high school credits are earned by the student

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Pass a Level 2 background check.
- Leon High School Senior
- Attend Interest Meetings and Interviews (beginning April 15 and culminating by May 17)

Documents due to **Joanne Gambles** (TCC's dual enrollment coordinator) by **August 1, 2025**

- Completed TCC online application (submit online)
- High School Transcript
- Permission to register form
- TCC Career Assessment/Advising Certificate of Completion

Documents due to **Kermit Washington** by **August 1, 2025**

- Completed FPSI application
- Copy of Birth Certificate
- Copy of Social Security Card
- Signed permission form

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$509.97 per student (based on \$2.67 per clock hour)	No cost; courses are occurring on the high school campus	Fall semester after Enrollment Verification District will be invoiced
Instructor: \$6,000.00	TSC is covering the cost	
Student Uniforms: T-shirt, BDU pants, boots, gloves, protective gear	TSC is covering the cost with grant allocation	

2025 – 2026 Dual Enrollment Articulation Agreement

Tallahassee Classical School and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Tallahassee Classical School, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.

- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC 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.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Tallahassee Classical School, Board of Trustees

Date

Superintendent, Tallahassee Classical School

2025 – 2026 Dual Enrollment Articulation Agreement

Tallahassee Collegiate Academy and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Tallahassee Collegiate Academy, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

Students who withdraw from a course after drop/add period are required to meet with counselor and parent/guardian before paperwork will be provided.

Students planning to continue dual enrollment must do the following:

- Meet with high school guidance counselor to discuss course options and scheduling.
- Complete the Permission to Register Form with your guidance counselor. Your guidance counselor will help you choose courses that will count towards your high school graduation requirements. Please make sure that your guidance counselor lists the courses on the permission to register form and signs the form.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during your meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the TSC Dual Enrollment Coordinator, or you can bring them to your meeting.
 - Permission to register form
- During your meeting with the TSC Dual Enrollment Coordinator, you will be registered for your TSC courses that are listed on your Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.

- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.
- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		

Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		
ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for career dual enrollment Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may use alternative placement methods for determining math eligibility as outlined in *Table 1*.

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

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>. Eligible courses may be taken in any format that TSC 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.

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit

Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student's high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC's Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Deadline for district to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 22, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 20245	Deadline for district to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	

January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit “Course Request for Dual Enrollment” Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop **before the Add/Drop deadline**. The request must be submitted to TSC’s Dual Enrollment Coordinator using the Course Adjustment Form.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

The School Board is responsible for determining if the student is eligible to be tested for the dual enrollment program. Students who have a 3.0 unweighted high school grade point average and

who have an interest in participating in dual enrollment should be referred to their high school guidance counselors to discuss the eligibility requirements for the program.

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

TSC will use the fees collected to enhance the dual enrollment program. TSC will promote dual enrollment participation, increase capacity, and enrich the quality of services associated with the

dual enrollment program. The School Board's payment of tuition to TSC will increase the number of counselors available to the dual enrollment program in order to recruit more dual enrollment students and to help prepare students for transition to college, to counsel students in meta-majors and programs of study, and to track and provide feedback to students on their progress. TSC will also provide high school faculty and counselor training for dual enrollment.

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date	Chair, Tallahassee District Board of Trustees, Tallahassee State College, Florida
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_____ Date	_____ President, Tallahassee State College
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_____ Date	_____ Chair, Tallahassee Collegiate Academy, School Board
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_____ Date	_____ Superintendent, Tallahassee Collegiate Academy
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APPENDIX

**Memorandum of Understanding
Tallahassee State College
& Tallahassee Collegiate Academy
Career Dual Enrollment – Welding Technology Career Certificate
Program (5023A)**

Program start date: August 11, 2025

Program end date: May 22, 2025

Class time: 8:30 a.m. – 2:30 p.m. (1,050 clock hours)

Class days: Monday - Thursday

Class location: Tallahassee State College – Advanced Manufacturing Training Center

Courses: PMT0070 Welder Assistant I; PMT0071 Welder Assistant II; PMT0072 Welder, SMAW 1; PMT0073 Welder, SMAW 2; PMT0074 Welder

Course Descriptions:

PMT0070: The Welder Assistant I course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices. Contact: 150 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree. **One high school elective credit***

PMT0071: The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant I for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW). Contact: 150 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree. **One high school elective credit***

PMT0072: The Welder SMAW 1 course prepares students for entry into the welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study basic shielded metal arc welding (SMAW), Carbon Arc Gouging (GAC) principles, and visual examination skills. Contact: 150 clock hours. Additional fee. Does not count toward A.A. or A.S. degree. ***One high school elective credit***

PMT0073: The Welder SMAW 2 course is designed to build on the skills and knowledge students learned in Welder SMAW 1 for entry into welding industry as a basic Shielded Metal Arc Welder. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study employability and welding careers, and intermediate shielded metal arc welding (SMAW). Contact: 150 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree. **One high school elective credit***

PMT0074: The Welder course builds on the skills and knowledge students learned in the Welder Assistant and Welder SMAW courses. Students explore career opportunities and requirements of a professional welder. Content emphasizes skills key to the success of working in the welding industry. Students study basic and intermediate Gas Metal Arc Welding (GMAW), basic and

intermediate Flux-Core Arc Welding (FCAW), basic and intermediate Gas Tungsten Arc Welding (GTAW), and a basic understanding of pipe welding. Contact: 450 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree. **Three high school elective credits***

High School Credit to be Earned by the Student: 7 Elective High School credits for the entire program.

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 16 years of age

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Cerissa Fondo** (TSC's Director of Business and Workforce) by **August 1, 2025**

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$2,803 per student (based on \$2.67 per clock hour)	Tallahassee Collegiate Academy	Fall and Spring semesters after enrollment verification, district will be invoiced
Instructional Materials Fee \$2,808	Tallahassee Collegiate Academy	Fall and pring semesters after enrollment verification, district will be invoiced

2025 – 2026 Dual Enrollment Articulation Agreement

Wakulla County Schools and Tallahassee State College

Introduction

The Dual Enrollment Articulation Agreement, as required by Section 1007.271(21), Florida Statutes, is made by and between the District Board of Trustees of Tallahassee State College, hereinafter referred to as TSC, and the District School Board of Wakulla County Schools, hereinafter referred to as the School Board. The term of this agreement shall commence upon signing and shall end July 31, 2026.

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

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

I. A ratification or modification of all existing articulation agreements

This agreement replaces any existing agreement with TSC and the School Board regarding the Dual Enrollment Articulation Agreement existing as of the start of the term set forth above.

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

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

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

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

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

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

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available upon request. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the agreement.

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

Early Admission Dual Enrollment

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

Career Dual Enrollment

Career dual enrollment is a curricular option of elective credits toward earning the high school diploma and completing a career-preparatory certificate program (PSAV). Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program. Both clock hour and college credit courses and programs must lead toward an approved industry certification from an Industry Certification Funding List in s. 1008.44, F.S.

For 2025-2026, career dual enrollment through TSC is available.

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

Application Process for New Dual Enrollment Students

Students planning to participate in dual enrollment must do the following:

- Confirm they have a minimum 3.0 unweighted cumulative high school grade point average (GPA) and meets the testing requirements.

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete TSC Online Application
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - High school transcript (please use the FASTER system)
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Application Process for Continuing Dual Enrollment Students

- Meet with high school counselor to discuss eligibility (see Section V) and testing options.
- Complete the Permission to Register Form with your counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Schedule a meeting with the TSC Dual Enrollment Advisor.
- Submit the documents below prior to or during meeting with the TSC Dual Enrollment Advisor. Documents can be emailed to the TSC Dual Enrollment Advisor or brought to the meeting.
 - Permission to register form
- During the meeting with the TSC Dual Enrollment Advisor, students will be registered for TSC courses that are listed on their Permission to Register Form.

Eligibility Requirements for Early Admission Dual Enrollment

Students must be a high school senior, have a minimum 3.5 unweighted cumulative high school GPA and meet the testing requirements outlined on page 7-9.

TSC Application process for Early Admission Dual Enrollment Students

Students planning to apply for early admission must do the following:

- Meet with high school counselor to discuss testing options.
- Complete TSC Online Application.
- Complete the Permission to Register Form with counselor. Counselors will help students choose courses that will count towards high school graduation requirements. Counselors will list the courses on the permission to register form and sign the form.
- Complete the Permission for Early Admission Form with counselor.
- Schedule a meeting with the TSC Dual Enrollment Coordinator.

- Submit the documents below prior to or during the meeting with the TSC Dual Enrollment Coordinator. Documents can be emailed to the Dual Enrollment Coordinator or brought to the meeting.
 - Copy of test scores
 - Permission to register form
 - Permission for early admission form
 - High school transcript (please use the FASTER system)

During the meeting with the TSC Dual Enrollment Advisor, students will be registered for the TSC courses that are listed on the Permission to Register Form. The TSC Dual Enrollment Coordinator is the only person allowed to register students for courses

Maximum Course Loads

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

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

Eligibility Requirements for Career Dual Enrollment

Students must have a minimum 2.0 unweighted cumulative high school grade point average (GPA) and meet testing requirements if required for specific programs.

Eligibility Requirements to Continue Career Dual Enrollment

Students must maintain a minimum 2.0 unweighted cumulative high school GPA, a minimum 2.0 TSC GPA as well as a successful dual enrollment course completion rate of 75% (C or better).

Schedule Changes

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

Adding and Dropping Classes

To add or drop from a course(s), during drop/add period, students must provide a written request from the high school counselor verifying that the student has permission to add or drop before the Add/Drop deadline. The request must be submitted to TSC's Dual Enrollment Coordinator using the Course Adjustment Form.

Withdrawing from Classes

After the drop/add period, Requests are considered by the district in extenuating circumstances. Students provide request and documentation to school counselor for district review. School Counselor and TSC Dual Enrollment Coordinator will be notified of the decision. The course withdrawal form will then be initiated by the school designee.

Summer Enrollment

Students are eligible to enroll in summer courses during June Express.

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

Weighting of Dual Enrollment Course Grades

For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

Grade Distribution

All grades will be reported at the conclusion of each term and accessible by the student through logging into their TSC Workday account, no more than two days after the grade submission deadline passes. Final grades will not be reported in the Canvas Learning Management System.

Dual Enrollment Eligibility Through Testing

Students may demonstrate college readiness and qualify for dual enrollment by using a combination of the following, Reading, Writing, and Mathematics qualifying measures.

High schools must provide P.E.R.T. official score reports and P.E.R.T. test history if students plan to use high school P.E.R.T. scores.

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

Tests and Assessments		
(A score that meets or exceeds the standard score on any one of the assessments shall be accepted as demonstration of readiness for college-level work. TSC shall accept scores on a Florida public high school transcript in addition to official score reports from the issuing entity listed as an official record.) All scores must be less than 2 years old.		
P.E.R.T.		
Reading	106	ENC 1101C, ENC 1101
Writing	103	
Mathematics	114-122	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	123	MAC 1105, STA 2023
SAT, The College Board		
Reading	24	ENC 1101C, ENC 1101
Writing and Language	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
Mathematics	26.5	MAC 1105, STA 2023
Digital SAT, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Math Section	480-520	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
ACT with Writing or ACT, Inc.		
Reading	19	ENC 1101C, ENC 1101
English	17	
Mathematics	19-20	MAC 1105C, MAT 1033, MGF 1130, MGF 1131

Mathematics	21	MAC 1105, STA 2023
Next-Generation ACCUPLACER, The College Board (Since August 2022)		
Reading	256	ENC 1101C, ENC 1101
Writing	253	
QAS (Quantitative Reasoning, Algebra, Stats)	261-275	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	276	MAC 1105, STA 2023
Classic Learning Test (CLT)		
Sum of the Verbal Reasoning and Grammar/Writing Sections	38	ENC 1101C, ENC 1101
Quantitative Reasoning Section	16-18	MAT 1033, MGF 1130, MGF 1131, MAC 1105C
	19	MAC 1105, STA 2023
PSAT/NMSQT and PSAT 10, The College Board Since June 2023		
Reading	24	ENC 1101C, ENC 1101
English	25	
Mathematics	24-26	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	26.5	MAC 1105, STA 2023
Digital PSAT/NMSQT and PSAT10, The College Board Since June 2023		
Evidence-Based Reading and Writing Section	490	ENC 1101C, ENC 1101
Mathematics Section	480-529	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	530	MAC 1105, STA 2023
PreACT		
Reading	22	ENC 1101C, ENC 1101
English	18	
Mathematics	22	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
End-of-Course Assessments		
Algebra I or Geometry	4	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
General Education Development (GED) Test		
Reading through Language Arts	165	ENC 1101C, ENC 1101
Mathematical Reasoning	165-174	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	175	MAC 1105, STA 2023
Test Assessing Secondary Completion (TASC)		
Language Arts Reading	580	ENC 1101C, ENC 1101
Language Arts Writing	560 and 6 on Essay	ENC 1101C, ENC 1101
Mathematics	560	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	700	MAC 1105, STA 2023
High School Equivalency Test (HiSET)		
Language Arts Reading	15	ENC 1101C, ENC 1101
Language Arts Writing	15	ENC 1101C, ENC 1101
Mathematics	15	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	18	MAC 1105, STA 2023
ALEKS PPL		
Mathematics	30-45	MAC 1105C, MAT 1033, MGF 1130, MGF 1131
	46	MAC 1105, STA 2023
High School Course Equivalency (Performance in public high school coursework includes an unweighted GPA of 3.0 or better plus achievement of minimum course grade as indicated in the chart below.)		
TSC Course	High School Course	Minimum Grade in Public High School Course
Communications:		

ENC 1101C	English 4 or English 4 Honors or English Language & Literature	B
ENC 1101	English 4 or English 4 Honors or English Language & Literature or Any English course for AP, IB, or Cambridge/AICE programs	B
Mathematics:		
MAT 1033, MAC 1105C	Geometry, Algebra I, Algebra I Honors, Math for College Algebra	B
MGF 1130, MGF 1131,	Math for College Liberal Arts, Math for College Statistics, Probability and Statistics,	B
MAC 1105, STA 2023	Algebra II, Algebra II Honors, Pre-Calculus, Calculus, AICE, AP, IB	B

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

The statutory eligibility requirements for academic college credit dual enrollment include: 3.0 unweighted high school GPA and demonstrated readiness for college coursework through scores on a common placement test (as established in State Board of Education Rule 6A-10.0315). The statutory eligibility requirements for **career dual enrollment** Career Certificate: 2.0 unweighted GPA.

TSC defines readiness for college-level coursework as placement into college-level Mathematics and/or English and Reading.

Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program. Students may enroll in up to 12 credit hours before demonstrating college-readiness for mathematics. To continue enrollment beyond 12 credit hours, students must meet one of the measures for mathematics as outlined in *Table 1* to demonstrate college-readiness.

Students who graduate from high school before completing the postsecondary course may not register for it through dual enrollment.

Students may lose the opportunity to participate in the dual enrollment program if they are disruptive to the learning process. Procedure is outlined in TSC's Student Handbook.

Continued Enrollment for Academic Dual Enrollment

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

Students, who withdraw from a course after drop/add period, or earn a "D/F" in any dual enrollment course, are required to meet with the counselor and parent/guardian before enrollment paperwork will be provided for subsequent semester.

Additionally, the TSC GPA will be reviewed each semester and students must maintain a 2.25 TSC GPA at the time of review as well as a successful completion rate of 75% (C or better). Students may be given a one semester grace period if the TSC GPA is between a 2.00 and 2.24 GPA or completion is below 75%. High school students are only allowed one grace period.

Students utilizing a grace period may be subject to a reduced dual enrollment course load by one course in an effort to ensure successful matriculation at the post-secondary level.

Early Admission Eligibility

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

Continued Enrollment for Early Admission

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

VI. A delineation of the high school credit earned for the passage of dual enrollment courses

College courses as specified in the Florida Department of Education Articulation Coordinating Committee Statewide Agreement for Dual Enrollment Courses – High School Subject Area Equivalency List are eligible for dual enrollment. This list is available at <https://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList.pdf>. Eligible courses may be taken in any format that TSC offers them unless otherwise specified in the Agreement.

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

For college credit programs, postsecondary courses taken through dual enrollment for three credits or more that are part of a postsecondary career/technical program of study (College Credit Certificate, Applied Technology Diploma, Associate in Applied Science, Associate of Science) shall be awarded at least 0.5 elective credits toward high school graduation.

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.”

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

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

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

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

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

Exceptions to High School Grade Point Averages Terms:

Upon recommendation and the submission of the Exceptions to High School GPA form, by the principal or designee, a student with an unweighted GPA of 2.75-2.99 may be allowed to 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. Continuation of dual enrollment will require satisfactory progress in all college dual enrollment courses as defined in Section V of this agreement and successful completion of all high school courses with grades no lower than “B.” Documentation must be provided to TSC’s Academic Affairs designee.

Exceptions related to serious illness or other extenuating circumstances will be reviewed on a case by case basis and must be approved by both the principal and TSC’s Academic Affairs designee.

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

Students will be given a one-semester grace period during which a review will determine continued eligibility. The grace period can only be used once during the student’s high school matriculation. Students granted eligibility under the GPA exception must meet all progression criteria moving forward to continue enrollment; the allowable grace period was used for initial eligibility.

IX. Registration policies and procedures for dual enrollment courses as determined by the postsecondary institution

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course section numbers as well as 2nd options. The completed registration form will be given to TSC’s Dual Enrollment Coordinator who will register the student for courses that are available at the time the form is received. The following deadlines are established for TSC and may differ from internal deadlines of the Board.

2025-2026 Deadlines for High Schools:

Due Date	Activity	Responsible Party
August 11, 2025	Last Day for schools to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Fall 2025 semester. This includes registration for courses on the high school campus.	High school
August 18, 2025	TSC First Day of Class	
August 24, 2025	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
October 28, 2025	Last Day to Withdraw a student (use withdrawal form)	High school
November 10, 2025	Deadline to make changes to course offerings at the high school for Spring 2026. Deadline to identify instructors.	High school
November 28, 2025	TSC Last Day of Class	
December 1, 2025	Deadline for schools to submit paperwork for Spring 2026 (applications, test scores, permission to register forms)	High school
December 8, 2025	Deadline to submit grades to TSC	High school
December 9, 2025	TSC Transcripts will be delivered to high schools	TSC
January 5, 2026	TSC First Day of Class	
January 11, 2026	Last Day to Change Schedules or <u>drop</u> students (use course adjustment form)	High school
March 9, 2026	Deadline to Submit "Course Request for Dual Enrollment" Form for 2025-2026.	High school
March 22, 2026	Last Day to Withdraw a student	High school
April 26, 2026	TSC Last Day of Class	
May 3, 2026	Deadline to submit grades to TSC	High school
May 4, 2026	TSC transcripts will be delivered to high schools	TSC
June 12, 2026 (Noon)	Last Day for students to submit all paperwork <u>and</u> test scores (as necessary) for enrollment in Summer 2026 June Express session	High school
July 17, 2026	Last Day to Withdraw a student from Summer 2026 June Express session (use withdrawal form)	High school

Adding and Dropping Classes

To 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 add or drop **before the Add/Drop deadline**. The request must be submitted to TSC's Dual Enrollment Coordinator.

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

There are no exceptions.

XI. Exceptions, if any, to rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members

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

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

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

1. Provide TSC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the division dean or associate dean 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 TSC and must be approved by the appropriate TSC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in TSC's adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) stated in TSC's student handbook.

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

It is the responsibility of the high school dual enrollment specialist to notify TSC's Academic Affairs designee of all courses that the high school is requesting to offer. Each high school must complete the appropriate form for each course that the high school plans to offer. Based on need and faculty availability, TSC will decide what courses can be offered on the high school campus.

Each instructor is responsible for checking their online class rosters every day to ensure the appropriate students are sitting in the class. If a student is not on the roster, the instructor should immediately notify their academic dean. The academic dean should notify TSC's dual enrollment coordinator or Academic Affairs designee.

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

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

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

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

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

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

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

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

XIII. Responsibilities of the Florida College System institution regarding transmission of student grades in dual enrollment courses to the school district

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

XIV. Responsibilities for funding that delineates costs incurred by the school district and TSC

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

Textbook Costs & ADA Accommodation Costs

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

Standard Tuition Rate

Per the 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TSC for instruction taking place on TSC's campus for dual enrolled students. The approved standard tuition for FY 2024-2025 is \$71.98. The rate will be charged for courses taking place on TSC's main campus, TSC's educational centers, and distance learning courses. TSC will not charge tuition to the School Board for Summer 2025 dual enrollment students. TSC also will not limit dual enrollment participation based upon capacity, F.S. 1007.271(4) in any term.

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

Instructional Costs

It is the responsibility of the School Board to provide full instructional costs for dual enrollment occurring on the high school site. For instruction occurring on the high school sites by college faculty, the School Board must reimburse TSC for the costs associated with the proportion of salary and benefits.

TSC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TSC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TSC will invoice the School Board for financial obligations within 21 business days of TSC's Census date which is normally after the 5th day of class each semester.

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

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

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

XV. Responsibilities for Student Transportation

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

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

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

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

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

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

Date

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

Date

President, Tallahassee State College

Date

Chair, Wakulla County Schools Board of Trustees

Date

Superintendent, Wakulla County Schools

APPENDICES

**Memorandum of Understanding
Tallahassee State College
& Wakulla County School Board
Career Dual Enrollment – Commercial Vehicle Driving Career
Certificate Program (5029A)**

Program start date: August 11, 2025

Program end date: May 22, 2025

Class time: 9:00 a.m. – 2:00 p.m. (320 Clock Hours)

Class days: Monday – Friday

Class location: Tallahassee State College – Transportation and Logistics Center

Course: TRA0080 Tractor Trailer Truck Driving

Course Description:

TRA0080: This course will prepare students for entry into the trucking and logistics industry. Students study vehicle safety, accident prevention, operating regulations, cargo handling, documentation procedures, pre-trip preparation, vehicle inspection, maintenance, service, control procedures, backing, coupling, uncoupling, maneuvering, road and hazardous driving skills, math, communication, employability, entrepreneurship, and licensing requirements. This course will focus on broad, transferable skills and will stress understanding and demonstration of the following elements of the commercial vehicle driving industry: planning, management, finance, technical and product skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

Contact: 320 Clock Hours. Additional fee. *Does not count towards A.A. or A.S. degree.*

High School Credit to be Earned by the Student: 2 Elective Credits

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 18 years of age at the start of the program
- Have a Department of Transportation (DOT) Medical Card (Physical Exam)
- Have a clean driving record
- Pass drug screening

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Jessica Griffin** (TSC's Director of Continuing Workforce Education) by **August 1, 2025, for Fall and December 1 for Spring**

- Completed Workforce application
- Department of Transportation (DOT) Medical Card (Physical Exam)
- Driving record

- Drug screening results

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$854.40 per student (based on \$2.67 per clock hour)	School District	Fall – August 1 Spring – December 1
Instructional Materials Fee \$1,714.00	School District	Fall – August 1 Spring – December 1
Drug Test \$80.00	School District	Fall – August 1 Spring – December 1
DMV Record \$30	School District	Fall – August 1 Spring – December 1
Physical Exam \$100.00	School District	Fall – August 1 Spring – December 1
Permit Exam \$6 (retake \$16)	School District	Fall – August 1 Spring – December 1

Memorandum of Understanding Tallahassee State College & Wakulla County School Board Career Dual Enrollment – Electrical Pre-Apprenticeship Course BCV0603 Electrician Helper (8015A)

Program start date: August 18, 2025

Program end date: May 22, 2025

Class time: 7:30 a.m. – 9:30 a.m. (300 clock hours)

Class days: Monday - Friday

Class location: Tallahassee State College – Wakulla Center

Courses: BCV0603 Electrician Helper

Course Description:

BCV0603: This course provides lecture, demonstration, and hands-on practice in basic electrical skills such as basic principles, tools, safety, navigating the NEC, basic math, applied math, circuit theory, Ohm's Law, symbols, conduit bending, and residential requirements. Contact: 300 Clock Hours.
Additional fee. *Does not count towards A.A. or A.S. degree.*

High School Credit to be Earned by the Student: 2 High School Elective Credits

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Be able to read, write, and speak English proficiently for training and safety purposes

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025, for Fall and December 1 for Spring**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Cerissa Fondo** (TSC's Director of Business and Workforce) by **August 1, 2025**

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$801.00 per student (based on \$2.67 per clock hour)	School District	Fall – August 1 Spring – December 1
Instructional Materials \$300.00	School District	

Memorandum of Understanding Tallahassee State College & Wakulla County School Board Career Dual Enrollment – Landscape & Turf Management Course ORH0862 Nursery Workers (5044A)

Program start date: August 18, 2025

Program end date: May 22, 2025

Class time: 8:00 a.m. – 10:00 a.m. (300 Clock Hours)

Class days: Monday - Friday

Class location: Tallahassee State College – Wakulla Center

Course: ORH0862 Nursery Workers

Course Description:

ORH0862: This course provides technical skills and knowledge necessary for nursery workers, including aspects of horticulture and the landscape industries. Contact: 300 clock hours. Additional fee. *Does not count towards A.A. or A.S. degree.*

High School Credit to be Earned by the Student: 2 Elective High School Credits

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 16 years of age
- Be able to read, write, and speak English proficiently for training and safety purposes

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Cerissa Fondo** (TSC's Director of Business and Workforce) by **August 1, 2025**

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$801.00 (based on \$2.67 per clock hour)	School District	Fall semester after Enrollment Verification District will be invoiced
Instructional Materials Fee \$210.00	Student fees for the Landscape & Turf Management career dual enrollment programs are covered by the CAP (Career and Professional	

	Education) Grant for the 25-26 academic year. This grant provides coverage for student fees related to eligible programs reducing the financial impact on local school districts making it easier for students to participate in career dual enrollment opportunities and gain valuable career skills while still in high school.	
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**Memorandum of Understanding
Tallahassee State College
& Wakulla County School Board
Career Dual Enrollment – Marine Service Technologies Course
MTE0003C Marine Rigger (5045A)**

Program start date: August 18, 2025

Program end date: May 22, 2025

Class time: 12:00 noon – 2:00 p.m. (300 Clock Hours)

Class days: Monday – Friday

Class location: Tallahassee State College – Wakulla Center

Course: MTE0003C Marine Rigger

Course Description:

MTE0003C: This course focuses on the maintenance and repair of marine engines and related equipment. Students gain hands-on experience with two-stroke and four-stroke cycle engines, outboard motors and boating accessories. The curriculum includes training in electrical systems, fuel systems, power transfer systems, ignition systems, cooling systems, lubrication systems, drive systems, and boat and trailer rigging. Contact: 300 clock hours. Additional fee. *Does not count towards A.A. or A.S. degree.*

High School Credits to be Earned by the Student: 2 High School credits

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 16 years of age
- Be able to read, write, and speak English proficiently for training and safety purposes

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Cerissa Fondo** (TSC's Director of Business and Workforce) by **August 1, 2025**

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$801.00 per student (based on \$2.67 per clock hour)	School District	Fall semester after Enrollment Verification District will be invoiced
Instructional Materials Fee \$100.00	Student fees for the Marine Service Technologies career dual enrollment	

	<p>programs are covered by the CAP (Career and Professional Education) Grant for the 25-26 academic year. This grant provides coverage for student fees related to eligible programs reducing the financial impact on local school districts making it easier for students to participate in career dual enrollment opportunities and gain valuable career skills while still in high school.</p>	
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**Memorandum of Understanding
Tallahassee State College
& Wakulla County School Board
Career Dual Enrollment – Veterinary Assisting Course ATE0006
Veterinary Assistants and Laboratory Animal Caretakers 1 (5040A)**

Program start date: August 18, 2025

Program end date: May 22, 2025

Class time: 11:00 a.m. – 2:00 p.m. (450 Clock Hours)

Class days: Monday – Friday

Class location: Tallahassee State College – Wakulla Center

Courses: ATE0006 Veterinary Assistants and Laboratory Animal Caretakers 1

Course Description:

ATE0006: The Veterinary Assistants and Laboratory Animal Caretakers 1 course prepares students to understand the veterinary assistant profession, demonstrate proper use of veterinary science terminology, recognize normal and abnormal animal behaviors and how to restrain and control them, identify parts and functions of animal systems and various methods on how to identify animals, information related to animal control, welfare organizations, and animal-related laws, common husbandry practices and daily care of animals, preventative medicine and disease control and teaches students basic employability skills. Contact: 450 clock hours. Additional fee. *Does not count towards A.A. or A.S. degree.*

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 16 years of age
- Be able to read, write, and speak English proficiently for training and safety purposes

Documents due to Joanne Gambles (TSC's dual enrollment coordinator) by August 1, 2025

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to Cerissa Fondo (TSC's Director of Business and Workforce) by August 1, 2025

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$1,201.50 per student (based on \$2.67 per clock hour)	School District	Fall semester after Enrollment Verification District will be invoiced
Instructional Materials Fee \$100.00	Student fees for the Veterinary Assisting career dual enrollment	

	<p>programs are covered by the CAP (Career and Professional Education) Grant for the 25-26 academic year. This grant provides coverage for student fees related to eligible programs reducing the financial impact on local school districts making it easier for students to participate in career dual enrollment opportunities and gain valuable career skills while still in high school.</p>	
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**Memorandum of Understanding
Tallahassee State College
& Wakulla County School Board
Career Dual Enrollment – Welding Technology Courses PMT0070
Welder Assistant I & PMT0071 Welder Assistant II (5023A)**

Program start date: August 11, 2025

Program end date: May 22, 2025

Class time: 8:30 a.m. – 12 noon (300 clock hours)

Class days: Monday - Thursday

Class location: Tallahassee State College – Advanced Manufacturing Training Center

Courses: PMT0070 Welder Assistant I; PMT0071 Welder Assistant II

Course Descriptions:

PMT0070: The Welder Assistant I course prepares students for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study workplace safety and organization, basic manufacturing processes, metals identification, basic interpretation of welding symbols, and oxyfuel gas cutting practices. Contact: 150 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree.*

PMT0071: The Welder Assistant 2 course is designed to build on the skills and knowledge students learned in Welder Assistant I for entry into the welding industry. Students explore career opportunities and requirements of a professional welder. Content emphasizes beginning skills key to the success of working in the welding industry. Students study drawings and welding symbols, intermediate oxyfuel gas cutting practices, plasma arc cutting principles, and basic shielded metal arc welding (SMAW). Contact: 150 clock hours. Additional fee. *Does not count toward A.A. or A.S. degree.*
industry.

High School Credit to be Earned by the Student: 2 Elective High School credits

Student eligibility requirements:

- 2.0 high school unweighted grade point average
- Must be at least 16 years of age

Documents due to **Joanne Gambles** (TSC's dual enrollment coordinator) by **August 1, 2025**

- Completed TSC online application (submit online)
- High School Transcript
- Permission to register form
- TSC Career Assessment/Advising Certificate of Completion

Documents due to **Cerissa Fondo** (TSC's Director of Business and Workforce) by **August 1, 2025**

- Completed Workforce application

Program Costs	Responsible for Payment	Due Date of Payment
Tuition: \$801.00 per student (based on \$2.67 per clock hour)	School District	Fall semester after Enrollment Verification District will be invoiced
Instructional Materials Fee \$636.00	School District	