WHAT IS DUAL ENROLLMENT?

Dual enrollment enables high school students to take college-level courses that may be applied to both high school graduation requirements and college credit (Florida Statute 1007.271).

**COLLEGE CREDIT DUAL ENROLLMENT:** Students earn college credits that can be applied to an associate in arts degree, which transfers to a four-year college or university, or leads to an associate in science degree that is workforce-oriented. Selected college credit dual enrollment course work is available on high school sites. A full range of college credit courses are available to dual enrollment students on SFSC campuses.

**TECHNICAL DUAL ENROLLMENT:** Technical dual enrollment programs teach students marketable technical job skills and predominantly award certificates. Technical dual enrollment courses are available only at select SFSC campuses.

**EARLY ADMISSION:** High school students who take a full-time course load of 12 hours at an SFSC campus or center are considered to be early admission students.

### Dual Enrollment Requirements

<table>
<thead>
<tr>
<th>Eligible Grade Levels</th>
<th>College Credit Dual Enrollment</th>
<th>Technical Dual Enrollment</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>11th or 12th grade</td>
<td>10th, 11th, or 12th grade</td>
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</table>

<table>
<thead>
<tr>
<th>Minimum GPA Requirements Per Term (Cumulative, Unweighted)</th>
<th>3.0</th>
<th>2.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Score on Required College Placement Tests</td>
<td>SAT, ACT, or PERT*</td>
<td>SAT, ACT, PERT*, or TABE**</td>
</tr>
</tbody>
</table>

**All Dual Enrollment Students**

- Students should work closely with their high school guidance counselors to verify eligibility, determine availability of high school dual enrollment classes, and approve applications.
- Students must receive the permission of their parents and their high school principal or school superintendent before enrolling in dual enrollment courses.

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*Postsecondary Education Readiness Test
**Test of Adult Basic Education

NOTE: Individual school districts may have additional requirements not included in this brochure.

### What You Get from Dual Enrollment

1. College tuition and textbooks are free for approved dual enrollment courses. It is a great investment in your future.
2. College credit dual enrollment courses apply toward your associate or baccalaureate degree at a community college, state college, or university.
3. Technical dual enrollment students graduate from high school with valuable job skills and enter the workforce ahead of classmates who have not taken advantage of this opportunity.
4. As a member of the SFSC community, you may participate in college activities, join clubs, and use recreational facilities and other resources available to SFSC students.
HOW TO APPLY FOR DUAL ENROLLMENT

1. Meet with your guidance counselor to complete the SFSC dual enrollment portion of the Application for Admission and the Dual Enrollment Approval Form. The SFSC Application for Admission is available online at www.southflorida.edu/student/services/admissions.

2. Student applications must be approved by your high school principal, as noted on the last page of the SFSC Application for Admission.

3. Submit official scores from SAT or ACT tests or the Postsecondary Education Readiness Test (PERT) to enroll in college credit courses. If you are enrolling in technical courses, you must complete the Test of Adult Basic Education (TABE) or PERT.

4. Students may attend during or after school hours in any term, including summer.

AWARDING DUAL ENROLLMENT CREDIT

Grades earned from dual enrollment classes count toward high school graduation and a college degree or certificate; therefore, they are listed on both your high school transcript and your SFSC transcript. They are permanent grades and part of your permanent college transcript.

As a dual enrollment student, you must complete your college courses with a grade of A, B, or C to be considered successful. Should you receive a grade of D, F, or W, you may retake the course one additional time for dual enrollment credit, but only after you have sat out for one full academic term.

College credits earned through dual enrollment transfer to any public college or university within Florida and to many other public and private schools. If you wish to transfer your dual enrollment college credits to non-Florida institutions, you are responsible for knowing whether that college or university will accept those credits.

REQUIRED TESTING AND SCORES

Dual enrollment students are placed in college courses based on their test scores, which indicate proficiency in reading, writing, and mathematics. Students cannot enroll in a college course if they have demonstrated a deficiency in a core subject area; however, they may take courses that do not require the particular skill. Students must correct all areas of deficiency and pass all three portions before they can complete more than 12 credit hours of classes.

College placement tests, such as ACT, SAT, or PERT, are used to determine a student’s readiness for college course work.

<table>
<thead>
<tr>
<th>Test</th>
<th>Writing/Verbal</th>
<th>Mathematics</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAT</td>
<td>440</td>
<td>500</td>
<td>N/A</td>
</tr>
<tr>
<td>ACT</td>
<td>17</td>
<td>21</td>
<td>18</td>
</tr>
<tr>
<td>PERT</td>
<td>99-150</td>
<td>123-150</td>
<td>104-150</td>
</tr>
</tbody>
</table>

SCHEDULE PLACEMENT TESTING

Highlands Campus  784-7214
Lake Placid Center  465-3003
DeSoto Campus  993-1757
Hardee Campus  773-3081

Before taking MAC 1105, students must have the appropriate ACT or SAT scores and must have completed high school Algebra I, Algebra II, and Geometry.

Scores may be used from any combination of tests to qualify for dual enrollment, e.g., an ACT verbal score and an SAT mathematics score.
CHOOSING YOUR COURSES

Because dual enrollment courses provide high school and college credit, your high school guidance counselor must verify that the courses you choose meet high school graduation requirements. SFSC advisors help you create a plan for earning an associate degree or a college certificate. If you intend to transfer to another college or university, your SFSC advisor will help you customize a program of study that will meet that institution’s admissions requirements.

A list of the SFSC courses that meet high school subject area requirements is found in the appendix of the SFSC Dual Enrollment Parent and Student Guide. Requirements for all SFSC degree and certificate programs are explained in the SFSC College Catalog. These resources can be found on the college website: www.southflorida.edu.

Dual enrollment courses do not include developmental education, sports, recreation, or leisure courses. Extra courses, also referred to as excess hours, do not apply to the completion of a college degree. If you enroll in extra courses, you may be obligated to pay for tuition, textbooks, and other fees. Extra hours may also impact your ability to receive scholarships, grants, or financial aid when you transfer to a college or university.

GRADING

The performance and grades of dual enrollment students are evaluated in accordance with SFSC’s academic and technical grading criteria and other academic standards. Each faculty member establishes course grading criteria, posts the information in the course syllabus, and presents that syllabus to students on the first day of class. Dual enrollment students must complete courses with a grade of A, B, or C to be considered successful. Dual enrollment students who earn a grade of D, F, or W may retake a course one time after they have sat out for one academic term.

DROPPING OR WITHDRAWING FROM CLASSES

Student attending classes on an SFSC campus must follow the term deadlines listed in the college’s academic calendar. The academic calendar is listed in the SFSC College Catalog or the SFSC Student Handbook, which can be found on the SFSC website: www.southflorida.edu.

The high school guidance counselor and your college dual enrollment coordinator handle your requests to drop or withdraw from a course. It is important that you discuss dropping or withdrawing with your guidance counselor, as this may impact your grade and your eligibility to take future dual enrollment courses.

A student may attempt a college course twice without having to pay the tuition. This includes withdrawing from courses with a grade of W. However, students with an excessive number of W grades on their transcript and those who repeat courses to improve their GPAs may face difficulties when transferring to other colleges or universities.

PRIVACY OF STUDENT RECORDS

The Federal Family Educational Rights and Privacy Act (FERPA) establishes rights of privacy for college students. FERPA allows parents of dual enrollment students under the age of 18 to view any records the college sends to the high school. The records of college students over age 18 cannot be released to anyone, including parents, without written permission from the student.
**ACADEMIC ETHICS**

SFSC and its faculty adhere to a policy of honesty in academic work. Students found to be engaging in unethical conduct will receive the appropriate administrative or disciplinary penalties, which may include suspension or expulsion.

- **DISHONESTY**, such as cheating on examinations or course assignments as well as the illegal possession of examination papers, is a violation of academic standards. Students who help their peers cheat face the same penalties as the student they assisted.

- **PLAGIARISM**, or passing off another person’s work as your own, without identifying or crediting the source of the material, is a violation of academic standards. Any student who fails to give full credit for ideas or materials taken from other sources has plagiarized.

In cases of cheating or plagiarism, instructors may take action that is consistent with college policy. Potentially, students can lose credit for an assignment, examination, or project, or be removed from the course with a grade of F. Instructors should seek to resolve the issue with their students, but if students believe they have not been treated fairly, they may request action from the appropriate department chair, program manager, program director, or dean.

**IMPORTANT NOTICE TO STUDENTS AND PARENTS**

Dual enrollment students follow the same rules and regulations as all SFSC students. These are established in the SFSC Catalog and the *Dual Enrollment Parent and Student Guide*.

- The college learning environment promotes an open exchange of ideas. Course content is presented on an adult level. Class discussions require a mature understanding of diverse viewpoints and the ability to think critically on controversial issues.

- High school students attend classes with adults of all ages and backgrounds, and they are expected to behave like adults.

- Classes are filled on a first-come, first-served basis during open registration periods.

- Students and parents are required to sign a contract indicating that they understand the level of student readiness, social maturity, and motivation required from dual enrollment classes.

**CONTACTS**

If you have questions, talk to your high school guidance counselor for help, or call an SFSC advisor at 784-7131.

- **College Credit Dual Enrollment**
  - Dr. Kimberly Batty-Herbert
  - 863-784-7329
  - battyhek@southflorida.edu

- **Technical Dual Enrollment**
  - Courtney Green
  - 863-784-7413
  - greenc@southflorida.edu

This publication is intended for informational purposes only. It is meant to provide communication between South Florida State College and eligible high school students interested in dual enrollment and is in no way considered a contract. South Florida State College reserves the right to make changes to any of the provisions of this publication at any time, and this may be done without notice.

South Florida State College is an equal access/equal opportunity institution.

South Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South Florida State College.

Scan QR Code with Your Smartphone to Access SFSC’s Dual Enrollment Web Pages