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Dual Enrollment at South Florida State College

- College Credit and Technical Programs -

Dual enrollment courses are intended to offer high school students within the service district of South Florida State College (SFSC) an opportunity for advanced academics and an accelerated method for obtaining college degrees and/or certificates. Students enroll in state approved courses that are counted toward both their high school and college graduation. Classes are offered at the high school campus, the college campus, and online.

Eligibility requirements:

High school GPA (unweighted) requirements
- 3.0 for academic
- 2.0 for technical

College readiness scores on required sections of assessment tests
- PERT, ACT, or SAT for college credit dual enrollment
- PERT or TABE for technical dual enrollment

Needed documentation:

- High school transcripts and testing results must be forwarded to SFSC
- High school guidance permission
- Parental/guardian permission
- Application to SFSC

Applications for dual enrollment admission are available through the high school guidance office and the SFSC admissions office. For more information about SFSC Dual Enrollment go to http://southflorida.edu/academic/dualenrollment/

Contacts:

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863-784-7329  
battyhek@southflorida.edu

Courtney Green  
Technical Dual Enrollment  
863-784-7413  
greenc@southflorida.edu
Tips for students:

- Review the dual enrollment Course Equivalency List to determine which courses are available and will fit both your high school and college degree plans. Courses not approved by your county school district, will not be exempt for tuition, fees, and textbooks.
- If your degree includes transferring to a four-year college or university, know the requirements for entrance to your preferred program. Course requirements differ according to major and institution.
- Locate and review the *SFSC Dual Enrollment Parent and Student Guide* on the website at [http://southflorida.edu/academic/dualenrollment/](http://southflorida.edu/academic/dualenrollment/). This website and guide will provide a wealth of information about dual enrollment.
- When completing the SFSC admissions application, be sure to enter date and place of birth, social security number, grade, and expected graduation date in order for course registration to be processed.
- When you apply to SFSC you will be assigned a GID (identification number). This is the number you will use to access Panther Central, which is the portal to the college information system. Your GID is your user name and your six digit date of birth is your password. You may access Panther Central from the SFSC website.
10 Steps to Enrollment

1. Student should participate in an information session, if available.

2. Student should make an appointment to discuss the dual enrollment options with high school guidance counselor.

3. Student should complete the SFSC dual enrollment portion of the Admissions Application and give it to the high school guidance counselor.

4. High school guidance counselor reviews application

5. Student should complete required assessment testing.
   a. If the student has acceptable test scores on record (SAT, ACT, PERT, TABE), the high school guidance counselor should assist with course selections that apply to high school graduation requirements. The counselor will also check for seat availability and will obtain the required school district signatures.
   b. If the student does not have acceptable test scores on record, the student will need to retake the PERT or TABE. The high school guidance counselor will assist the student with signing up for the appropriate test. Test review materials are available through the college website www.southflorida.edu, then click on “Testing.”

6. The student and high school guidance counselor should complete the Dual Enrollment Approval Form (student and parent signatures are required). The high school guidance counselor will verify, document, and initial beside the unweighted GPA, grade, and test scores.

7. The high school counselor forwards the approval form for the required district signature(s). A copy is placed in the student’s file and the original approval form is given to the student to take to SFSC. The student should also take an official copy of test scores when he or she goes to register.

8. The student should meet with an SFSC advisor who will file a college degree plan and provide a copy to the high school guidance counselor and student.

9. The student must call to reserve a seat in the dual enrollment orientation session on the college campus.

10. The SFSC advisor will confirm course selection as it correlates to the student’s degree plan and refer the student to the appropriate location for registration.

11. The SFSC admissions advisor verifies signatures, unweighted GPA, passing test scores, grade requirements, and signs the approval form.
Student Eligibility

In order to participate in South Florida State College’s (SFSC) dual enrollment program, a student must have a 3.0 unweighted GPA to enroll in college credit coursework or a 2.0 GPA to enroll in vocational technical courses.

Students must pass the appropriate sections of the Postsecondary Education Readiness Test (PERT) prior to enrolling in college credits. To retake the PERT, students must provide the retest form with evidence of remediation and the high school administrator’s signature.

Students in the technical programs must complete the Tests of Adult basic Education (TABE) test or PERT.

All students must meet the following additional criteria set by South Florida State College:

- Complete the SFSC student admissions application available on the SFSC website at:
- Must have verification of appropriate GPA (unweighted) certified on the admissions application with signature.
- Must have appropriate signatures from school district office.
- Must complete dual enrollment student orientation.
- Must take classes that are required for high school graduation.
- The student cannot be scheduled to graduate high school prior to the completion of the dual enrollment course.
- If students enroll in 12 or more hours per term, they automatically become an early admission college student.
Advising Dual Enrollment Flowchart

Information Gathering
Interested students/parents should visit the dual enrollment website at: http://southflorida.edu/academic/dualenrollment/
Begin process using Student Checklist

Make an appointment and meet with your high school guidance counselor to discuss dual enrollment options

Student completes the SFSC Application for Admission #1-19

Student submits college application to high school Guidance Office for approval

High School Guidance Counselor will verify, document, and initial student Unweighted GPA, grade, and test scores

3.0 > for College Credit Students
2.0 > for Technical Students

College credit students

Writing/Verbal
SAT - 440 or ACT 17
or PERT 99-150

Reading
SAT - N/A or ACT 17
or PERT 104-150

Mathematics
SAT - 500 or ACT 21
or PERT 123-150

NOTE:
Technical students must complete TABE testing

Other Information to Check
a. Identify if student requires an exception*
b. Confirm course pre-requisites/co-requisite have been met
c. Check for 12-hour prep rule criteria for College Credit students by contacting your SFSC campus
d. Verify that student has no "D", "F", or "W" in last DE class
e. Identify preferred time period and classes for attendance
f. Identify whether student will attend at the High School or on an SFSC campus

Submit signed approval forms for required district signatures

Meet with an SFSC Advisor/Counselor and establish college degree plan

SFSC will verify test scores, grade requirement, unweighted gpa, and maximum allowable hours and course selection.

SFSC will register student for college classes/notify high school guidance if classes are not available

SFSC will provide a copy of class schedule to student and submit a copy to the high school Guidance Office

Student pays for classes that are not part of high school degree requirement

Student completes dual enrollment orientation

Orange boxes are advisor activities
Blue boxes are student activities

*Exception form required for students taking college credit courses in earlier grade

NOTE:
Technical students must complete TABE testing

Writing/Verbal
SAT - 440 or ACT 17
or PERT 99-150

Reading
SAT - N/A or ACT 17
or PERT 104-150

Mathematics
SAT - 500 or ACT 21
or PERT 123-150

College credit students

Student completes dual enrollment orientation

Student pays for classes that are not part of high school degree requirement

Guidance arranges for student testing if needed

Student takes test(s) as needed
Student Checklist

- Participate in an information session, if available.
- Make an appointment to discuss the dual enrollment options with your high school guidance counselor.
- Complete the SFSC dual enrollment portion of the Admissions Application and give to your high school guidance counselor.
- Complete required assessment testing.
- If you have acceptable test scores on record (SAT, ACT, PERT, TABE), meet with your high school guidance counselor to assist with course selections that apply to high school graduation requirements. The counselor will also check for seat availability and will obtain the required school district signatures.
- If you do not have acceptable scores on record, you will need to retake the PERT or TABE. Your counselor will assist you with signing up for the appropriate test. Test review materials are available through the college website www.southflorida.edu, then click on “Testing.”
- Complete the Dual Enrollment Approval form (student and parent signatures are required). Your guidance counselor will verify, document, and initial beside your unweighted GPA, grade, and test scores.

- The high school counselor forwards the approval form for the required district signature(s). A copy is placed in the student’s file and the original approval form is given to the student to take to SFSC. You should also take an official copy of test scores when you go to register.
- Meet with an SFSC advisor who will file a college degree plan and provide a copy to you.
- The SFSC advisor will confirm course selection as it correlates to your degree plan and refer you to the appropriate location for registration.
- Complete a dual enrollment orientation session before registering for classes. Registration is completed through the SFSC Career Center.
- The SFSC admissions advisor verifies signatures, unweighted GPA, passing test scores, grade requirements, orientation completion, and signs the approval form.
- Confirm registration.
- Be in class the first day. Classes on the college campus use the SFSC Academic Calendar for dates of attendance. Dual enrollment classes on the high school campus use the high school calendar for attendance.
- Complete college courses with a grade of C or higher.
- After course completion (within one week of the end of classes), return your textbook(s) to the high school bookkeeper.
The following student _______________________________ (name) has been approved for entry into dual enrollment classes based on college readiness assessment scores, high school GPA and guidance counselor recommendation.

Name of High School _____________________________

Current High School Grade Level ______

Current High School Unweighted GPA _________

PERT or TABE scores (circle appropriate test)

____________Reading _____________Writing ___________Mathematics

ACT or SAT scores if used for placement ________________

Rationale for requested exception to enter dual enrolled course:

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SFSC Based Dual Enrollment Instructional Materials
Book Voucher/Reimbursement form

Term __________________________

Student Name_________ Student ID#___________ School___________

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE CODE</th>
<th>BOOK TITLE</th>
<th>CREDIT HOURS</th>
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I understand that the instructional materials in which participation in the dual enrollment program entitles me to are considered to be “loaner” materials and must be returned to the high school at the end of the academic term. If the textbook will be used the following term for the second half of a course and the second course will also be a dual enrollment course (i.e. Spanish II or Accounting II), please bring the textbook to the dual enrollment advisor and inform the advisor that you will need the textbook for the next term.

If the textbook(s) is (are) not returned to the campus at the end of the term, I understand that I will be responsible for reimbursing the school district for the cost of the textbook (s).

I understand that the instructional materials will be provided only for courses that qualify for dual credit.

____________________________________  ________________
Student Signature  Date

It is understood that the above named student is enrolled in the dual enrollment program and that the materials listed are required for the courses in which the student is enrolled. These courses meet the qualifications listed in the dual enrollment program agreement between South Florida State College and the County School District.

____________________________________  ________________
Signature of School District Guidance Representative  Date

Copies to: Original – Bookstore
Copy – School District
Copy – High School
Copy – SFSC Dual Enrollment Coordinator
Dual Enrollment

Dual enrollment is an acceleration mechanism that allows students to pursue an advanced curriculum relevant to their individual postsecondary interests. Each year, more than 50,000 students participate in Florida’s dual enrollment program, and the number is continuing to grow. According to the U.S. Department of Education, college credit earned prior to high school graduation reduces the average time-to-degree and increases the likelihood of graduation for the students who participate in these programs. There is also evidence that dual enrollment increases academic performance and educational attainment.

As the emphasis on career planning increases, more students will be encouraged to select an advanced curriculum that aligns with their postsecondary goals. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to take academically rigorous courses that capture their interests. As with all acceleration options, students must be advised based on individual needs and carefully monitored to ensure continued success. Guidance counselors play an important role in communicating accurate information to students and parents, fostering a positive understanding of the merits of dual enrollment and developing collaborative relationships with college advisors and peers.

Dual enrollment is one of a number of acceleration options available that enable students to pursue a rigorous curriculum for high school graduation, as well as earn credit toward a degree or industry certification. The ACC Credit-by-Exam Equivalencies report (http://www.fldoe.org/articulation/pdf/ACC-CBE.pdf) lists a number of examination programs in which students may earn college credit for successful completion of an exam. Advanced Placement (AP), International Baccalaureate (IB) and Advanced International Certificate of Education (AICE) also include coursework for a high school diploma. Other included examinations are the College-Level Examination Program (CLEP), DSST and Excelsior, in which students complete only the exam for college credit.

Students may also participate in dual enrollment for courses that will lead to an industry certification. Many industry certifications will articulate to college credit toward a degree. A listing of articulated industry certifications may be found at http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp.

Frequently Asked Questions

General

1. What is dual enrollment?

Dual enrollment is an acceleration program that allows secondary students to take postsecondary coursework and simultaneously earn credit toward high school completion and an industry certification or an associate or baccalaureate degree at a Florida public or eligible private institution.

2. What is early admission?

Early admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis on a college or technical center campus. As with all dual enrollment programs, students earn both high school and college/career credits for courses completed.
Participation in the career early admission program shall be limited to students who have completed a minimum of four (4) semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

3. What is career dual enrollment?

Career dual enrollment is an option for secondary students to pursue in order to earn industry certifications adopted pursuant to section (s.) 1008.44, Florida Statutes (F.S.), which count as credits toward the high school diploma. Career dual enrollment is available for secondary students seeking a degree and industry certification through a career education program or course.

Eligibility and Access

4. Who is eligible for dual enrollment courses?

Students must meet the following eligibility criteria:

- Be enrolled as a student in a Florida public or nonpublic secondary school, or in a home education program;
- Have a 3.0 unweighted high school grade point average (GPA) to enroll in college credit courses, or a 2.0 high school unweighted GPA to enroll in career dual enrollment courses;
- Take a college placement test specified in Rule 6A-10.0315, Florida Administrative Code (F.A.C.); and meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement; and
- Cannot be scheduled to graduate prior to the completion of the dual enrollment course.

Students must maintain a 3.0 unweighted high school GPA and the minimum required postsecondary GPA specified in the Dual Enrollment Articulation Agreement for continued enrollment in college credit dual enrollment courses.

5. Are prospective dual enrollment students required to take a common placement test such as the Postsecondary Education Readiness Test (PERT)?

Yes. Students must still demonstrate readiness for college-credit postsecondary instruction by meeting or exceeding the college ready score(s) established in Rule 6A-10.0315, F.A.C.

Public high school students shall have opportunities to test at the high school as described in the Dual Enrollment Articulation Agreement.

For home education students seeking to participate in dual enrollment, the Florida College System institution in the school district’s service area for which the home education student is registered should provide the opportunity to test (one administration per subtest) at that institution.

Testing opportunities for private high school students is at the discretion of the postsecondary institution.

6. What are the eligibility requirements for students in home education programs?

Home education students shall have equal access to dual enrollment as public school students. Home
education students must present evidence to the postsecondary institution that the home education program is in compliance with s. 1002.41, F.S. In order for the postsecondary institution to provide dual enrollment opportunities comparable to those for public school students, postsecondary institutions may require a declaration of student grade level upon entry to the dual enrollment program. Postsecondary institutions may indicate the length of eligibility in terms of years. It is not a statutory requirement that home education students present a transcript at the time of entry to the dual enrollment program; however, there may be educational benefits to the student for sharing his or her education background.

Each postsecondary institution must enter into a Home Education Articulation Agreement with each student seeking enrollment in a dual enrollment course and the student’s parent.

7. What is a Dual Enrollment Articulation Agreement?

The Dual Enrollment Articulation Agreement between a school district and a postsecondary institution establishes guidelines for implementing the program for eligible students. S. 1007.271(21), F.S., mandates that a school district and the local Florida College System institution enter into an agreement. The establishment of other articulation agreements (e.g., school districts and state universities or private postsecondary institutions, colleges and private secondary schools) is optional.

The Dual Enrollment Articulation Agreement between the school district and the Florida College System institution must be annually submitted to the Florida Department of Education by August 1. Any amendments to the agreement may be submitted after that date. A sample format for the articulation agreement is located at http://www.fldoe.org/articulation/pdf/DualEnrollmentArticulationAgreement.pdf. The department has an electronic submission system whereby each Florida College System institution may submit its articulation agreements with school districts within its service area. The Florida Department of Education reviews these agreements for compliance with statutory provisions and reports back to the school district and Florida College System institution with any issues. Any agreements with unresolved issues of noncompliance will be submitted to the State Board of Education.

8. Must a Florida College System institution enter into a Dual Enrollment Articulation Agreement with a private secondary school?

No. Florida law requires the Florida College System institution and school district to enter into a Dual Enrollment Articulation Agreement. It is optional for the Florida College System institution to enter into articulation agreements with private secondary schools.

For the purposes of determining whether or not Florida College System institutions will enter into a Dual Enrollment Articulation Agreement with a private secondary school, many use the same criteria that are applied to diploma-granting schools. The United States Department of Education passed a financial aid regulation, effective July 1, 2011, that requires colleges to develop and follow a procedure to evaluate the validity of a student’s high school completion prior to admission if the institution has reason to believe the high school diploma was not obtained from an entity that provides a secondary school education. Many Florida College System institutions will not enter into a Dual Enrollment Articulation Agreement with a school if that school’s diploma has been evaluated as invalid.
9. If a student is registered for attendance with a private online high school, may they also be considered a home education student?

No. Students who are registered for purposes of attendance with a private provider are considered private school students, even if all instruction takes place at the home. Students who are registered with the school district as home education students may use a private provider to supplement the instruction and remain eligible for dual enrollment—these students are still considered home education students.

10. What private postsecondary institutions are eligible to offer dual enrollment?

To be eligible to offer dual enrollment the postsecondary institution must be located and chartered in Florida, be not-for-profit, degree-granting and be accredited by the Commission on Colleges of the Southern Association of Colleges and Schools or the Accrediting Council for Independent Colleges and Schools. This does not preclude students from taking postsecondary courses at non-eligible private postsecondary institutions; however, these courses will not be considered as part of Florida’s dual enrollment program.

11. What if a student does not have the required GPA?

Participation in dual enrollment by students without the required GPA is at the discretion of the postsecondary institution and the school district. Exceptions may be granted on an individual student basis if both educational entities agree and the criteria for exceptions are included in the Dual Enrollment Articulation Agreement.

There is no minimum GPA requirement for home education students.

12. May the school district establish additional dual enrollment eligibility requirements?

No. Only a Florida College System board of trustees is permitted to establish eligibility requirements in addition to those specified in s.1007.271, F.S. These additional requirements must be included in the Dual Enrollment Articulation Agreement.

13. May the school district deny participation in the dual enrollment program to a qualified student?

No. According to s. 1007.271, F.S., school districts may not deny dual enrollment participation to students who meet statutory eligibility requirements and any additional college readiness requirements established by the Florida College System institution and included in the Dual Enrollment Articulation Agreement.

14. May the college establish additional dual enrollment eligibility requirements?

Yes. A Florida College System institution board of trustees may establish additional eligibility requirements in the Dual Enrollment Articulation Agreement. These additional requirements may not be arbitrary, but must be linked to college readiness.

15. May the Florida College System institution require eligible dual enrollment students to register for courses after regularly admitted degree seeking students?

No. Access to dual enrollment may not be limited based on capacity or space available.
16. May a student who does not meet eligibility requirements or students who wish to take ineligible courses participate in dual enrollment, but pay their own tuition and fees?

No. Under the dual enrollment program students must meet eligibility requirements to enroll in eligible courses. Students in the dual enrollment program must take courses that will apply to both an industry certification or degree and a high school diploma. Dually enrolled students also must be exempted from the payment of tuition and fees. High school students who have not met dual enrollment eligibility requirements and students who wish to enroll in ineligible courses may be permitted to pay tuition and fees and participate in college courses at the discretion of the postsecondary institution.

Implementing the Dual Enrollment Program

17. What courses are available for students to take through dual enrollment?

There are hundreds of rigorous courses available to students through dual enrollment. The Dual Enrollment Course—High School Subject Area Equivalency List, which is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education, is a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements.

Additional dual enrollment courses that are not included on the Dual Enrollment Course—High School Subject Area Equivalency List may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment. However, districts are not prohibited from granting subject area credit for those courses not included on the list, if appropriate.

*Note: Applied academics for adult education, developmental education, physical education skills and recreation courses are prohibited from inclusion in the dual enrollment program.

18. May a student take online dual enrollment courses?

Yes, if allowed by the postsecondary institution. There is no distinction in law made between dual enrollment courses taught in a face-to-face format versus those offered online.

19. Are there restrictions on career education dual enrollment courses?

Yes. Career dual enrollment is limited to students who are enrolled in college credit courses leading toward a degree or career and technical certificate courses or programs that each lead to an approved industry certification, as listed in the Postsecondary Industry Certification Funding List.

20. Does a student have to be admitted to or enrolled in a postsecondary career education program?

No, career dual enrollment students do not have to be admitted to or enrolled in a postsecondary career and technical certificate program. However, any postsecondary career and technical certificate course eligible for dual enrollment must be identified as one leading toward an approved industry certification.
21. When and where are dual enrollment courses taught?

Pursuant to s. 1007.271, F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term. Dual enrollment courses may be available on the high school campus, at the local career education center, Florida College System institution or state university.

22. May a student take dual enrollment courses at a postsecondary institution outside of the service area?

Typically, dual enrollment opportunities are available at the postsecondary institution within the service area of the college or university. However, there is no statutory prohibition for students to take dual enrollment courses at a postsecondary institution outside of the service area. Students should check with their school district and the postsecondary institution of interest to determine if such opportunities exist. Regardless of any agreements established with a college or university outside of the service area, a school district is still required to establish a Dual Enrollment Articulation Agreement with the Florida College System institution that serves the district. It is recommended that dual enrollment outside the postsecondary institution service area be determined on a case-by-case basis, in consultation with the postsecondary institution within the service area. There may be high schools within a school district served by a Florida College System institution that are closer in proximity to a Florida College System institution outside the service area. In cases like this, the school district, high school, in-service area Florida College System institution and Florida College System institution closest in proximity may establish a Dual Enrollment Articulation Agreement to allow eligible students to participate in dual enrollment at the closest Florida College System institution.

23. May a district place advanced placement and dual enrollment students in the same course?

No. A 2012 statutory change removed the authorization for joint advanced placement and dual enrollment instruction.

24. May a student take a dual enrollment course at the college or university if that same dual enrollment course is offered on the high school campus?

This is a local decision for inclusion in the Dual Enrollment Articulation Agreement. School districts and postsecondary institutions will determine if dual enrollment courses offered at the high school are thereby ineligible for enrollment at the postsecondary institution.

25. Is a dual enrollment student required to take the high school end-of-course (EOC) assessments?

Students who complete their U.S. History requirement through dual enrollment are exempted from taking the U.S. History EOC Assessment. All students must, however, complete the Algebra I assessment. For students who wish to be eligible for the “Scholars” diploma designation, they must pass the Algebra I, Biology, US History and Algebra II (when available) assessments. Students who complete related subject area coursework through dual enrollment should be advised of this requirement and be provided material by the high school to increase their likelihood of success on EOC assessments.

26. May a student use grade forgiveness under the dual enrollment program?

Policies may vary among school districts and colleges. S. 1003.428(4)(d), F.S., authorizes school
districts to establish forgiveness policies for replacing grades of “D” or “F” with a grade of “C” or higher, earned subsequently in the same or comparable course. S. 1009.285, F.S., and rule 6A-14.0301, F.A.C., authorize a Florida College System institution to allow the forgiveness of “D” or “F” grades. It is at the discretion of the college to allow a student to retake a course for the purposes of grade forgiveness. If a Florida College System institution has a forgiveness policy for dual enrollment students, it must be included in the Dual Enrollment Articulation Agreement.

27. How many credits must a student take in the early admission dual enrollment program?

Early admission students must enroll in a minimum of 12 college credit hours per semester, but cannot be required to enroll in more than 15 college credit hours per semester.

28. May an early admission student participate in high school activities?

School district policies vary regarding student participation in high school activities. However, students in early admission programs are eligible under the Florida High School Athletic Association (FHSAA) to participate in high school athletics.

High School Graduation

29. May a student take dual enrollment courses even after completion of high school graduation subject area requirements?

Dual enrollment students should be subject to the same district policy as non-dual enrollment students. For example, if a non-dual enrollment student completes high school graduation requirements but has not graduated by December of his or her senior year and is allowed to continue taking high school courses in the spring term, then the dual enrollment student should also be permitted to take dual enrollment courses in the spring term.

30. May a student take dual enrollment courses beyond the high school graduation date?

No. If a student is projected to graduate from high school before the completion date of the postsecondary course, the student may not take that course through dual enrollment. However, the student may pay tuition and fees as a regularly admitted postsecondary student if permitted by the postsecondary institution.

31. How are dual enrollment courses weighted by the public school district?

S. 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.” For districts that use a weighted grading system, s. 1007.271(18), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advanced 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.”

This provision relating to GPA weighting includes all dual enrollment courses, including career education courses. In addition, there should be no differentiation between the weighting of 1000 and 2000 level courses or courses that do not appear on the Dual Enrollment Course—High School Subject Area Equivalency List.
32. Why are dual enrollment courses not listed in the Course Code Directory?

Dual enrollment courses are college courses identified with a prefix and number by the Statewide Course Numbering System (SCNS). Dual enrollment courses and credit awarded by an area career and technical center, Florida College System institution or university (s. 1011.62 (1), F.S.) must be recorded by the course number and title used by the postsecondary institution to the school district records and reported by the district to the Florida Department of Education for enrollment and high school transcript records.

33. What dual enrollment courses count toward a Bright Futures Scholarship?

The Bright Futures Comprehensive Course Table (CCT), https://www.osfaflelp.org/bfiehs/fnbpcm02_CCTMain.aspx, lists all courses considered for the Bright Futures state scholarships. Dual enrollment courses are found by scrolling to the bottom of each subject area course list. For each course, the CCT displays the number of credits applied, its application to the different scholarship levels and if the course is identified as “core” by the State University System for admissions purposes.

Courses offered through dual enrollment that are not listed in the CCT should be referred to the Office of Articulation in the Florida Department of Education for action.

34. Will dual enrollment courses transfer to other colleges and universities?

Postsecondary courses taken through dual enrollment will transfer to any public college or university offering that statewide course number and must be treated as though taken at the receiving institution. However, if students do not, upon high school graduation, attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite and degree programs may vary at the receiving institution. In addition, students who attend out-of-state colleges should check with their intended institution to inquire whether dual enrollment credit will be accepted in transfer. Transfer policies for postsecondary courses taken through dual enrollment are consistent with those for students who take postsecondary coursework as a regularly admitted postsecondary student.

35. Is a student who completes dual enrollment credits considered a freshman for state university admissions?

Yes. According to Board of Governors Regulation 6.002, first-time-in-college freshmen are defined as students who have earned a standard high school diploma from a Florida public or regionally accredited high school, or its equivalent, and who have earned fewer than twelve (12) semester hours of transferable college credit after receiving a standard high school diploma or its equivalent.

36. Do students pay the college tuition for dual enrollment courses?

A student who is enrolled in a dual enrollment or early admission program through Florida College System institution or state university is exempt from the payment of tuition and fees, pursuant to s. 1009.25, F.S. The fee exemption includes application, registration, tuition and laboratory fees for courses taken through dual enrollment.
37. **How are the dual enrollment costs shared between the school district and the Florida College System institution?**

For dual enrollment courses offered on a Florida College System institution campus, the school district pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP). For 2013-2014, the standard tuition at a Florida College System institution is $71.98 per credit hour. For dual enrollment courses offered on the high school campus by college faculty, the school district must reimburse the college for costs associated with the proportion of salary and benefits of the instructor and other actual costs. For dual enrollment courses offered on the high school campus by a high school teacher, the school district is responsible for the college’s actual costs associated with dual enrollment.

38. **Does the law require that the Florida College System institution receive tuition payments for the dual enrollment of home education students?**

No. The law regarding payment of the standard tuition rate is included within the school district and Florida College System institution Dual Enrollment Articulation Agreement, not the home education articulation agreements. A Florida College System institution may not charge tuition for dual enrollment courses taken by home education students to either the student or the school district.

39. **Does the law require that the Florida College System institution receive tuition payments for the dual enrollment of students at eligible private secondary schools?**

No. However, a Florida College System institution may enter into a Dual Enrollment Articulation Agreement with a private secondary school and may negotiate for payment from the private secondary school for students eligible to participate in dual enrollment.

40. **Does the law require that the school district pay the standard tuition for dual enrollment at a state university?**

Yes. If the school district and state university enter into a Dual Enrollment Articulation Agreement, the statutory language mandating that the school districts pay the standard tuition for dual enrollment courses also applies to dual enrollment at the state university.

41. **Does the law require that the school district pay the standard tuition for dual enrollment at an eligible private postsecondary institution?**

No. The law applies only to public postsecondary institutions. This does not preclude dual enrollment at an eligible private postsecondary institution (see question #10).

42. **Are registration and laboratory fees included in the school district payment of the standard tuition rate for dual enrollment at the Florida College System institution?**

No. Registration and laboratory fees are not included in the school district payment; however, students are exempted from paying any registration, tuition or laboratory fees.

43. **Does the school district have to pay the Florida College System institution tuition for dual enrollment taken during the summer?**

No. The law states that the tuition payments are from funds provided in the Florida Education Finance Program (FEFP). School districts do not receive funds under the FEFP for the summer. This does not preclude the college from offering dual enrollment during the summer term.
44. Does the school district have to pay the tuition if a student participates in dual enrollment at a college outside of the service area?

Yes. The Florida College System institution outside of the service area will enter into a Dual Enrollment Articulation Agreement with the school district, to include the same funding provisions contained in s. 1007.271(21), F.S.

45. If a student already is enrolled for six secondary courses (one full FTE) is the district still required to pay for dual enrollment courses outside of school hours?

Yes. A school district earns FTE for dual enrollment courses regardless of whether the course is taken before, during or after school hours during the school year. A school district must pay the standard tuition rate for any dual enrollment taken during the school year, either before or after school. A school district may not deny an eligible student from participating in the dual enrollment program even if the student is taking six secondary courses during the school day.

46. Does the school district get a tuition refund for student withdrawals?

Policies regarding tuition payments will vary among school districts and colleges. In the Dual Enrollment Articulation Agreement the school district and Florida College System institution will determine the methods of payment for student withdrawals. However, the school district may not charge a student for the dual enrollment tuition if that student withdraws from the course.

47. Are students required to pay for textbooks?

S. 1007.271(14), F.S., specifies that “Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge.” In addition, early admission is listed in subsection (7) as “a form of dual enrollment” so all of the same statutory provisions apply. This provision of instructional materials includes electronic access codes for these materials.

Students enrolled in home education programs or nonpublic secondary schools must provide their own materials. Any fines relating to instructional materials (e.g., late return or lost book fees) should be included in the Dual Enrollment Articulation Agreement.

48. How are dual enrollment courses reported for FTE funding?

S. 1011.62(1)(i), F.S., states that “Dual enrollment full-time equivalent student membership shall be calculated in an amount equal to the hours of instruction that would be necessary to earn the full-time equivalent student membership for an equivalent course if it were taught in the school district.” Therefore dual enrollment courses generate the same level of funding as a comparable semester-length high school course. Funding is not based on the amount of postsecondary or high school credit awarded for the course.

Charter Schools

49. Are charter school students eligible for dual enrollment?

Yes. Charter school students are eligible to participate in dual enrollment subject to the eligibility criteria described s. 1007.271(3), F.S., (also described in question #4).
50. Are charter school students exempt from tuition, registration and laboratory fees?

Yes. S. 1007.271(2), F.S., states that any student enrolled in dual enrollment is exempt from the payment of registration, tuition and laboratory fees.

51. Do charter school students have instructional materials provided free of charge?

Yes. Students at charter schools are public school students; under s.1007.271(17), F.S., instructional materials for dual enrollment courses are made available for Florida public high school students free of charge.

52. Must the charter school enter into a dual enrollment articulation agreement with the local postsecondary institution?

The statute does not specifically mandate that charter schools enter into dual enrollment articulation agreements. However, the charter school may be included in the school district articulation agreement, or may negotiate its own agreement with the postsecondary institution.

53. Does the charter school have to pay the costs associated with dual enrollment?

Any payments to the postsecondary institution for charter school student participation in dual enrollment will be established in the Dual Enrollment Articulation Agreement between the postsecondary institution and the school district (if the charter school is included in the agreement), or between the postsecondary institution and the charter school.

Accountability

54. Is dual enrollment an academically rigorous acceleration option?

Yes, dual enrollment is a rigorous academic option that represents one of the accelerated mechanisms by which high school students can advance their course of study towards a postsecondary goal. The postsecondary institution is responsible for dual enrollment, whether it be delivering the instruction on a college campus or oversight for instruction delivered on a high school campus. Pursuant to s. 1007.271(5) and (6), F.S., faculty must have college level teaching credentials and eligible students must prove college readiness evidenced by GPA and college placement test scores. Courses taught on the high school campus must be equivalent in rigor and content to those taught on the college campus. To ensure comparability, teachers are evaluated by the postsecondary institution.

55. Is dual enrollment right for everyone?

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. Students who successfully complete dual enrollment courses will save time toward their college degree and save money with free tuition and textbooks. Students should understand, however, that dual enrollment courses are college courses and the amount of work necessary to succeed in dual enrollment courses 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. Poor performance as a dual enrollment student can ultimately impact one’s postsecondary career, including academic standing and financial aid eligibility. It is important to do well in these courses to realize all the benefits of dual enrollment.
56. How does dual enrollment impact the Florida high school accountability system (i.e. high school grades)?

Fifty percent (50%) of the school’s grade is based on FCAT-related factors and 50 percent is based on other factors that include participation and performance of students in dual enrollment and other acceleration mechanisms. Students who enroll in dual enrollment courses will be counted toward participation points and those students who earn a grade of “C” or better in a dual enrollment course will be counted toward performance points. In other words, the more students who participate and succeed in dual enrollment courses, the more points a high school can earn toward its school grade.

For questions relating to the dual enrollment program, please contact

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Florida Department of Education  
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## Comparison of Florida’s Articulated Acceleration Programs

<table>
<thead>
<tr>
<th></th>
<th>Dual Enrollment</th>
<th>Advanced Placement</th>
<th>International Baccalaureate</th>
<th>Advanced International Certificate of Education</th>
</tr>
</thead>
</table>
| **Statutory Eligibility Requirements** | • 3.0 GPA for college credit courses  
• 2.0 GPA for vocational courses  
• Pass appropriate sections of college placement test | • None | • None | • None |
| **Local Eligibility Requirements** | • Colleges can specify additional criteria in Dual Enrollment Articulation Agreement (DEAA) | • Districts set criteria | • Districts set criteria | • Districts set criteria |
| **Level of Instruction** | • College level  
• Grade earned is part of permanent college transcript | • Advanced high school level  
• Only eligible for college credit if student passes AP Exam | • Advanced high school level  
• Only eligible for college credit if student passes IB Exam | • Advanced high school level  
• Only eligible for college credit if student passes AICE Exam |
| **Instructor Qualifications** | • SACS criteria for college/university faculty- master’s with 18 graduate credit hours in subject field | • Public school teacher education requirements  
• Non-mandatory training by College Board | • Public school teacher education requirements  
• Mandatory training by IB Organization | • Public school teacher education requirements  
• Mandatory training by University of Cambridge International Examinations |
| **Program Availability** | • All public schools in the 67 school districts  
• Private schools with articulation agreements  
• Home school students | • Offered in 61 school districts  
• Available to all schools via Florida Virtual School  
• Home school students | • Offered in 30 school districts  
• 58 participating schools | • Offered in 16 school districts  
• 26 participating schools |
| **Courses Available** | • Any college-level academic or career course unless excluded in local DEAA  
• No prep courses/physical education | • Courses offered as part of the AP curriculum and testing program | • Courses offered as part of the IB curriculum and testing program | • Courses offered as a part of the AICE curriculum and testing program |
| **Exit Requirement for HS Credit** | • Passing grade in course | • Passing grade in course | • Passing grade in course | • Passing grade in course |
| **Exit Requirement for Postsecondary Credit** | • Passing grade in course  
• “C” or better in Gordon Rule Courses | • Pass standardized AP Exam | • Pass standardized IB Exam | • Pass standardized AICE Exam |

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<table>
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<tr>
<th>Transferability of Postsecondary Credit</th>
<th>Dual Enrollment</th>
<th>Advanced Placement</th>
<th>International Baccalaureate</th>
<th>Advanced International Certificate of Education</th>
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</thead>
<tbody>
<tr>
<td>All FL public postsecondary institutions required by Statewide Course Numbering System to accept credit if offering equivalent course</td>
<td>All FL public postsecondary institutions required to accept credit as specified in Credit-by-Exam equivalencies posted at fldoe.org/articulation</td>
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| % Enrolled Earning Postsecondary Credit (2007)* | 94% in 2009-2010 | 41% in 2009-2010 | 81% in 2009-2010 | 59% in 2009-2010 |

| HS Quality Points Awarded | Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, IB, AICE | Beginning with students entering grade 9 in 2006-07, must be weighted same as DE, IB, AICE | Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, DE, AICE | Beginning with students entering grade 9 in 2006-07, must be weighted same as AP, DE, AICE |

| Bright Futures Quality Points Awarded | .5 QP | .5 QP | .5 QP | .5 QP |

| University Admission Quality Points Awarded | 1 QP (for courses that meet core SUS admissions requirements) | 1 QP (even if test is not taken or passed) | 1 QP (even if test is not taken or passed) | 1 QP (even if test is not taken or passed) |

| Cost to Student | Public school student- tuition and books provided | Books provided | Books provided | Books provided |
| Non-public school student- must pay for books unless specified otherwise in IAA | Public school student- exempt from paying AP Exam administration fee | Public school student- exempt from paying IB Exam administration fee | Public school student- exempt from paying AICE Exam administration fee | Non-public school student- must pay fee |
| Home school student- must pay for books unless specified otherwise in IAA | Non-public school student- must pay fee | Non-public school student- must pay fee | Non-public school student- must pay fee | Home school student- must pay fee |
| | Books provided | Books provided | Books provided | Books provided |

| School District Financial Incentives | .16 FTE bonus for each student passing an AP Exam | .16 FTE bonus for each student passing IB Exam | .16 FTE bonus for each student earning an IB diploma | .3 FTE bonus for each student earning an AICE diploma |

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<table>
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<tr>
<th>Teacher Financial Incentives</th>
<th>Dual Enrollment</th>
<th>Advanced Placement</th>
<th>International Baccalaureate</th>
<th>Advanced International Certificate of Education</th>
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<tbody>
<tr>
<td>● No incentives</td>
<td>● No incentives</td>
<td>● $50 bonus for each student scoring 3 or higher on an AP Exam</td>
<td>● $50 bonus for each student scoring 4 or higher on an IB Exam</td>
<td>● $50 bonus for each student scoring E or higher on an AICE Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● $500 bonus for at least one student from a D or F school who scores 3 or higher on AP Exam</td>
<td>● $500 bonus for at least one student from a D or F school who scores 4 or higher on an IB Exam</td>
<td>● $500 bonus for at least one student from a D or F school who scores E or higher on an AICE Exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● $2,000 cap for any teacher in a given year</td>
<td>● $2,000 cap for any teacher in a given year</td>
<td>● $2,000 cap for any teacher in a given year</td>
</tr>
<tr>
<td>Community College Financial Incentives</td>
<td>● No additional incentives</td>
<td>● Not applicable</td>
<td>● Not applicable</td>
<td>● Not applicable</td>
</tr>
</tbody>
</table>

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Sources: S. 1007.271, FS- Dual Enrollment Programs; 1007.27, FS- Articulated Acceleration Mechanisms; S. 1011.62(1)(n), FS- Funds for Operation of Schools; Florida Community College System Student Data Base; OPPAGA Report No. 06-25; Board of Governors Regulation 6.006.

Compiled by the Florida Department of Education.