



## 2018-2019 Home Education Dual Enrollment Articulation Agreement

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### Introduction

Dual enrollment is the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.

The Home Education Articulation Agreement, pursuant to section 1007.271(13)(b), Florida Statutes (F.S.), requires each postsecondary institution to enter into an agreement with each home education student seeking enrollment in a dual enrollment course and the student's parents.

This agreement is made by and between Tallahassee Community College (TCC) and the Home Education Program Official (parent or legal guardian name) \_\_\_\_\_ on behalf of \_\_\_\_\_.

### I. Available Courses and Programs

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>.

College-preparatory instruction and other forms of pre-collegiate instruction and physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity are ineligible for inclusion in the dual enrollment program.

### II. Initial and Continued Eligibility

A student interested in dual enrollment at TCC must meet the following criteria:

- A. Home education students must provide proof of enrollment in a home education program, pursuant to s. 1002.41, F.S. Written verification from the county office is required. Students must be registered and verified by home education county offices in Leon, Gadsden, or Wakulla.
- B. The student must present qualifying scores on a common placement test (ACT, SAT, CPT, PERT). TCC defines readiness for college-level coursework as placement into college-level Mathematics **and** English **and** Reading. Students who wish to enroll in dual enrollment will be required to place into college-level Mathematics **and** English **and** Reading in order to be eligible for the dual enrollment program. Please see TCC's Dual Enrollment Website for updated placement score requirements.

Students must satisfy the college preparatory testing requirements of 1008.30(4)(a), F.S. and Rule 6A.10.0315, F.A.C.

High School juniors and seniors who have appropriate scores on the English and Reading areas, but do not have appropriate scores on the math portion of the college placement test, will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students are advised to seek mathematics remediation via the TCC Learning Commons or any outside remediation platform.

There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

### **Testing for Dual Enrollment Eligibility**

Students may take PERT at TCC. A 14-day wait period is required between attempts. There is a retest fee.

### **Continued Eligibility**

Students must maintain a cumulative 2.5 grade point average in all TCC courses as well as a successful completion rate of 75% (C or better). The student's grade point average will be monitored each semester by the Dual Enrollment Counselor to ensure the student's continued eligibility. If the student drops below the required 2.5 grade point average or fail to successfully complete 75% of his/her courses with a satisfactory grade during the semester, he/she will be given a one-semester grace period. Students are only allowed one grace period as a high school student.

### **Length of Dual Enrollment**

Home education students are eligible to dual enroll with Tallahassee Community College for a maximum of 3 semesters per grade level (Summer B, Fall and Spring) from the time they enter the program. The 3 semester per grade level clock will begin during the semester immediately following the date posted on this document.

Grade level will be determined by documentation provided by the home education official. The grade level will be verified through the home education office and should align with the public school matriculation calendar.

Once a graduation date is established on the admissions application by the student, the graduation date cannot be extended. However, if the student progresses faster than anticipated and meets all the requirements for an award, graduation can be initiated prior to the original estimated graduation date.

After eligibility for dual enrollment expires, students must provide proof of high school graduation and matriculate to degree-seeking status at TCC.

### **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. Special permission is required each semester for the early admission program. Moreover, early admission students are required to have a 3.0 TCC GPA and have to be classified as seniors.

### **Maximum Age for Participation in Dual Enrollment**

The maximum age for participation in dual enrollment is 19 years and 6 months old. If the student has attained the age of 19 years and 6 months old by the first day of class, then he is not eligible for dual

enrollment.

### **Summer Enrollment**

Students are allowed to enroll in summer (B term only).

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

Final transcript verifying high school graduation must be submitted to TCC BEFORE students are allowed to register as a degree seeking college student.

### **III. Student's Responsibilities for Acquiring/Providing Instructional Materials and Transportation**

TCC will provide the instructional materials to the dual enrollment student for each course taken. The distribution of instructional materials come with an understanding of the following:

- A) The student will register for classes during the provided registration window. Any student who registers after the assigned registration window runs the risk of not having his/her textbooks available in a timely manner.
- B) Textbook acquisition will require a 48-hour turnaround time from the time of the student's registration.
- C) The College will provide, to the student, the most cost effective textbook option, with rentals serving as the primary option and used textbooks serving as the secondary option. If the rental option is not (or no longer) available, the student will select the next cost efficient option offered by the college. Under no circumstance will the College pay for a book from an outside, third party company such as eBay or Amazon.
- D) Transportation: the College does not provide transportation services.

#### **IV. Dual Enrollment Transfer Guarantees**

<http://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf>

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Successful completion of dual enrollment courses allows eligible high school students to, simultaneously, earn high school core or elective credit and postsecondary credit toward a career certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core, state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment course grades become a part of a student's permanent college transcript and are calculated into the student's permanent postsecondary grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not 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. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

## **V. Home Education Records**

Parents must sign a consent that allows TCC to access the student's home education records.

## **VI. Additional Considerations**

- The Home Education Program Official as identified in this document and by their signature, along with the Dual Enrollment Counselor, will certify that the student is meeting the requirements of the Home Education Program.
- Students are strongly encouraged to complete academic advising each semester to ensure they are enrolled in the correct classes for their program of study. Tallahassee Community College advisors will continue to provide programs and services including, but not limited to, the areas of admission, placement testing, orientation, college course advising, financial aid, and career development
- Tallahassee Community College does not advise on classes needed for high school completion or Florida Bright Futures eligibility. The Home Education Program Official should work directly with the county office and the Bright Futures to determine the student's eligibility. The link to high school completion information and Florida Bright Futures is available at [www.facts.org](http://www.facts.org).
- It is the student's responsibility to understand the college's withdrawal policy and its potential effect on the student's academic transcript. Withdrawal dates are posted on the college's website at [www.tcc.fl.edu](http://www.tcc.fl.edu). Withdrawal dates are generally at the semester midpoint. Withdrawals are not permitted after this date, so students who do not completed the course will receive an "F" on their permanent record.
- Once the student is enrolled in classes at TCC, all communications will be addressed directly to the student through his/her TCC e-account.
- Before enrolling in the Dual Enrollment program, parents and students are encouraged to discuss the student's academic and career goals and how those goals affect the classes the student takes at TCC.
- Enrollment in courses not required for the intended major may contribute to a potential excess hour surcharge. Students should plan ahead to avoid excess hours surcharge. Section 1009.286, Florida Statutes, requires students who transfer to one of Florida's state universities to earn their bachelor's degrees in the most efficient way possible by avoiding excess credit hours. To avoid the excess hour surcharge, you should identify a "transfer program" early on and be advised of the admission requirements for that bachelor's program, including the approved common prerequisites.
- It is the Home Education Program Official's (parent or legal guardian) responsibility to make sure that the student is in compliance with the county in reference to his/her home education curriculum.
- Tallahassee Community 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.

**VII. Terms of the Agreement**

This agreement between Tallahassee Community College and the Home Education Program Official is subject to annual review. This agreement shall continue to be in force until cancelled by either party in writing. Such cancellation will be thirty (30) days in advance and will take effect no sooner than the end of the academic session in which notice is given.

\_\_\_\_\_  
Signature of Home Education Program Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Dual Enrollment Counselor

\_\_\_\_\_  
Date