

Leon County Schools and
Tallahassee Community College
Articulation Agreements

Dual Enrollment and Career Pathways

2013-2014

**Dual Enrollment Articulation Agreements
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**2013 – 2014 Dual Enrollment Articulation Agreements
School Board of Leon County and Tallahassee Community College**

I. Introduction:

The Dual Enrollment Articulation Agreement, as required by section 1007.271(21), Florida Statutes (F.S.), is made by and between the District Board of Trustees of Tallahassee Community College, hereinafter referred to as TCC, and the 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, 2014.

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 TCC will be appointed by the President of TCC or designee.

Either party may cancel this agreement upon 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 School Board of Leon County and the President of Tallahassee Community College.

II. Ratification or Modification of all Existing Articulation Agreements:

This agreement replaces any existing agreement with TCC and the School Board regarding the Dual Enrollment Articulation Agreement.

III. Process Description Which Students/Parents are Informed Regarding Student Participation Opportunities in the Dual Enrollment Program:

It is the responsibility of the high school staff 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 criteria for participation in the dual enrollment program with the student. Information will also be available to students and parents on the TCC 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.

IV. Delineation of Courses and Programs Available to Students Eligible to Participate in Dual Enrollment:

Section 1007.271(1), F.S., 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 at <http://www.fl DOE.org/articulation/pdf/DEList.pdf>. Eligible courses may be taken in any format that TCC offers 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 TCC 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. The School Board will inform all students of the options available and the eligibility criteria. For 2013-2014, there are no options available for career dual enrollment through TCC. Students are encouraged to explore options through Lively Technical Center.

V. Process Description Which Students/Parents Exercise Options to Participate in the Dual Enrollment Program:

Application Process for New Students

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: 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. [Click here to access the form](#).

Step 4: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to dualenrollment@tcc.fl.edu.

Step 5: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to dualenrollment@tcc.fl.edu or you can bring them to your meeting:

- Copy of test scores (if not posted on the FASTER system transcript)
- Permission to Register form
- High school transcript (please use the FASTER system)

Step 6: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register form. The TCC Dual Enrollment Advisor is the only person allowed to register your courses.

Application Process for Early Admission Students

Step 1: Complete [TCC online application](#). [Click here to access application instructions](#).

Step 2: Meet with high school guidance counselor to discuss testing options.

Step 3: 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. [Click here to access the form](#).

Step 4: Complete the Permission for Early Admission form with your guidance counselor. [Click here to access the form](#).

Step 5: Schedule a meeting with the TCC Dual Enrollment Advisor by emailing your request to dualenrollment@tcc.fl.edu.

Step 6: Submit the following documents prior to or during your meeting with the TCC Dual Enrollment Advisor. Documents can be emailed to dualenrollment@tcc.fl.edu or you can bring them to your meeting:

- Copy of test scores (if not posted on the FASTER system transcript)
- Permission to Register form
- Permission for Early Admission form
- High school transcript (please use the FASTER system)

Step 7: During your meeting with the TCC Dual Enrollment Advisor, you will be registered for your TCC courses that are listed on your Permission to Register form. The TCC Dual Enrollment Advisor is the only person allowed to register your courses.

Withdrawing From Classes and Schedule Changes

Dual enrollment students must comply with the drop/add and withdrawal policies and deadlines published by TCC. [Click here for dates](#).

To withdraw, add, or drop from a course(s), students must provide a written request from the high school guidance counselor verifying that the student has permission to withdraw, add, or drop **before the withdrawal deadline**. The request must be submitted to the TCC

Dual Enrollment Advisor before the withdrawal deadline. [Click Here For The Dual Enrollment Withdrawal form](#). Any student who withdraws without a completed withdrawal form that contains the guidance counselor’s signature will not be allowed by the School Board to continue in the TCC Dual Enrollment program. To change a student’s schedule, the guidance counselor must submit a written request to the TCC Dual Enrollment Advisor before the deadline which is published on the TCC Dual Enrollment Website.

Summer Enrollment

Students are allowed to enroll in summer courses during summer B session. Enrollment in sessions A and C are only permitted for courses that are NOT offered in B session. Enrollment in sessions A and C must be approved by the TCC Dual Enrollment Advisor. Graduating high school seniors will not be eligible to participate in dual enrollment during the summer. They will be categorized as degree seeking college students and will have to pay for summer courses.

Maximum Course Loads

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

Early admission students are allowed a minimum of 12 credit hours and maximum of 15 credit hours each semester. All college courses taken must count towards high school credit. Special permission is required each semester for the early admission program.

Maximum Age for Participation in Dual Enrollment

The maximum age for participation in dual enrollment is 20. If the student has attained the age of 20 by the first day of class, then s/he is not eligible for dual enrollment.

Testing for Dual Enrollment Eligibility

Students will use the P.E.R.T., SAT, ACT, and FCAT 2.0 Reading scores to test for dual enrollment eligibility.

Testing for Dual Enrollment Eligibility Table:

P.E.R.T.		
Reading	104	ENC 1101
Writing	99	
Mathematics	113-122	MAT 1033
Mathematics	123	MAC 1105, STA 2023, MGF 1106, MGF 1107
SAT-I, The College Board		
Verbal	440	ENC 1101
Mathematics	440-549	MAT 1033
Mathematics	550	MAC 1105, STA 2023, MGF 1106, MGF 1107
Enhanced ACT, American College Testing Program		
Reading	18	ENC 1101
English	17	
Mathematics	19-20	MAT 1033
Mathematics	21	MAC 1105, STA 2023, MGF 1106, MGF 1107
Grade 10 FCAT 2.0 Reading		
Reading	262	ENC 1101

Students must provide official score reports to TCC for ACT, SAT, and/or FCAT 2.0 Reading before being registered for courses. Scores must be less than two years old. 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 responsibility of the high school to provide P.E.R.T. for dual enrollment eligibility. TCC will work with the high school and assist with P.E.R.T. testing for special circumstances.

VI. List of Any Additional Initial Student Eligibility Requirements for Participation in the Dual Enrollment Program:

The statutory eligibility requirements for academic dual enrollment include: 3.0 unweighted high school grade point average (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).

TCC defines readiness for college-level coursework as placement into college-level Mathematics and English and Reading.

Students who wish to enroll in dual enrollment prior to completing the tenth grade FCAT will be required to place into college-level Mathematics and English and Reading in order to be eligible for the dual enrollment program. There are no exceptions to this rule.

Students who wish to enroll in dual enrollment after taking the tenth grade FCAT and have appropriate scores (see Testing for Dual Enrollment Eligibility Table) on the English and Reading areas and do not have appropriate scores on the math portion of the college placement test will only be allowed to accumulate 12 college credit hours until the math portion of the test is passed. Students must be enrolled in the high school math college readiness course during the accumulation of the 12 college credit hours or have successfully completed the high school math college readiness course which will be verified through the high school transcript. There are no exceptions to this rule. Students must place into ENC 1101 with their test scores to be eligible to participate in the dual enrollment program.

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 TCC'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.

Additionally, the TCC GPA will be reviewed each semester and students must maintain a 2.5 TCC GPA at the time of review as well as a successful completion rate of 75 percent (C or better). Students will be given a one semester grace period if the TCC GPA is below 2.5 or completion is below 75 percent. High school students are only allowed one grace period.

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 TCC 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 TCC GPA of 3.0.

VII. High School Credit Earned for the Passage of Dual Enrollment Courses:

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

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

Courses Not Specified on the List

Courses that are not listed in the Dual Enrollment Course – High School Subject Area Equivalency List that are taken through dual enrollment must be identified in the Dual Enrollment Articulation Agreement along with the number of high school credits to be awarded either as an elective or subject area credit.

Courses Not Listed on the Dual Enrollment Course – High School Subject Area Equivalency List

For 2013-2014, the following courses may be offered for dual enrollment through the Godby High School Engineering Academy:

Course ID	Course Name	High School Credit Awarded
EGS1111C	Engineering Graphics	0.5 elective credit
EET1084C	Introduction to Electronics (Green)	0.5 elective credit
ETM1010	Mechanical Measurement and Instrumentation	0.5 elective credit
ETI1420C	Manufacturing Processes and Materials (Green)	0.5 elective credit
ETI1110	Quality Assurance	0.5 elective credit
ETI1701	Industrial Safety	0.5 elective credit
ETI1622	Concepts of Lean Manufacturing and Six Sigma	0.5 elective credit
EST1511C	Motors and Controls	0.5 elective credit
ETM2315C	Hydraulics and Pneumatics	0.5 elective credit
ETD1320	Introduction to CAD	0.5 elective credit

VIII. Process to Inform Students/Parents of College-Level Course Expectations:

Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of nondual 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 school to inform the students and parents about the college-level expectations. TCC will inform students and parents of college-level course expectations through a dual enrollment orientation. TCC will also inform students and parents of college-level course expectations through the use of the course syllabus which is given to each student in each college-level course at the beginning of each semester.

IX. Policies and Procedures for Determining Exceptions to the Required Grade Point Averages on an Individual Student Basis:

The School Board does not allow any exceptions to the required grade point average.

X. Registration Procedures for Dual Enrollment:

Students must complete their registration form with their high school guidance counselor. The form must be completed with all the required information about course reference numbers as well as second options. The completed registration form will be given to the TCC Dual Enrollment Advisor who will register the student for courses that are available at the time the form is received.

All deadlines are included in Appendix A: High School Dual Enrollment Responsibilities.

XI. Exceptions to Professional Rules and Guidelines for Instructors Teaching Dual Enrollment Courses:

There are no exceptions.

XII. Exceptions to Rules and Guidelines Stated in the Student Handbook 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 TCC application and all other procedures required by the TCC 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 (s. 1007.271[5a], F.S.):

Meet the qualifications required by TCC as identified in the TCC Faculty Credentials Manual. The qualifications apply to all faculty members regardless of the location of instruction. TCC requires compliance with these qualifications. [Click here to access TCC's Faculty Credentials Manual.](#)

1. Provide TCC with an official copy of the postsecondary transcript.
2. Provide a copy of the current syllabus for each course taught to the discipline chair or department chair of the postsecondary institution before the start of each term. The content of each syllabus must meet the same standards required for all college-level courses offered at TCC and must be approved by the appropriate TCC academic division.
3. Adhere to the professional rules, guidelines, and expectations stated in the TCC adjunct faculty handbook.
4. Adhere to the rules, guidelines, and expectations (which apply to faculty members) that are stated in TCC student handbook.

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

Based on need and faculty availability, TCC will decide what courses can be offered on the high school campus. Advanced Placement (AP) students who do not take or pass the AP examination are not permitted to earn postsecondary credit for the AP course via dual enrollment. Per s. 1007.272, F.S., 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 noncollege credit high school course, per s. 1007.271(6d), F.S.

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

XIII. School Board Responsibilities Regarding Determination of Student Eligibility before Dual Enrollment Participation and Monitoring of Student Performance while Participating in Dual Enrollment:

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

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

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

XIV. Florida College System Institution Responsibilities Regarding Transmission of Student Grades in Dual Enrollment Courses to the School Board:

TCC will transmit student transcripts to the high schools at the end of each semester.

XV. Responsibilities for Funding that Delineates Costs Incurred by the School Board and TCC:

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

Textbook Costs and Americans with Disabilities Act (ADA) Accommodation Costs

Textbooks will be provided to students by the School Board. Textbooks purchased by the School Board shall remain the property of the School Board as specified in s. 1007.271(17), F.S. TCC 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 TCC's campus will be covered by TCC. The costs of ADA accommodations for dual enrollment students with disabilities taking courses on the high school campus will be covered by the School Board.

Standard Tuition Rate

According to s. 1007.271, F.S., the School Board is required to pay the standard tuition rate per credit hour to TCC for instruction taking place on the college campus for dual enrolled students. The approved standard tuition for FY 2013-2014 is \$71.98. The rate will be charged for courses taking place on TCC's main campus, TCC's educational centers, and distance learning courses.

TCC will not charge tuition to the School Board for Summer 2014 dual enrollment students. TCC also will not limit dual enrollment participation based upon capacity (s. 1007.271[4], F.S.) in any term.

TCC will use the fees collected solely to enhance the dual enrollment program. TCC 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 TCC 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. TCC will also use the funding to pay the School Board for high school faculty and counselor training and for dual enrollment services provided by the School Board.

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 TCC for the costs associated with the proportion of salary and benefits. TCC cannot guarantee the availability of instructors for dual enrollment classes offered at the high school. Schools can assist TCC by recommending qualified School Board instructors for consideration for teaching dual enrollment courses offered at the high school.

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

Invoicing for Financial Obligations

TCC will invoice the School Board for financial obligations within ten business days of TCC's census date which is normally the fifth day of class each semester.

XVI. Student Transportation Responsibilities:

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

XVII. High School Career and Technical Education:

See Appendix B: High School Career Pathways Articulation Agreement.

XVIII. Lively Technical Center:

See Appendix C: Lively Technical Center Articulation Agreement.

SIGNATURES

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

9/16/13
Date

Eugene Smith, Jr.
Chair, District Board of Trustees
Tallahassee Community College, Florida

9/16/13
Date

[Signature]
President, Tallahassee Community College

8/27/13
Date

[Signature]
Chair, Leon County School Board

8/27/13
Date

[Signature]
Superintendent, Leon County School District

Appendix A
High School Dual Enrollment Responsibilities

High School Dual Enrollment Academic and Procedural Responsibilities:

Advising

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 regarding the Bright Futures scholarship.

Completed Online TCC Application

The high school is responsible for making sure that all students who plan to participate in dual enrollment have completed an online TCC application.

Class Rosters

It is the responsibility of each instructor to check their online class rosters every day to ensure that the appropriate students are sitting in the class. If a student is not on the roster, the instructor shall immediately notify the high school dual enrollment contact person. The high school dual enrollment contact person shall notify TCC's dual enrollment coordinator.

Changes to the Class Rosters

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

Requesting Courses be Taught at the High School

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

2013-2014 High School Dual Enrollment Deadlines:

Due Date	Activity	Responsible Party
March 1, 2013	Deadline to submit "Course Request for Dual Enrollment" form for 2013 - 2014	High school
August 1, 2013	Last day for students to submit all paperwork <u>and</u> test scores for enrollment in fall 2013 semester (this deadline includes students taking courses on the high school campus). Exceptions will be made for students waiting for previous spring course AP scores.	High school
August 26, 2013	TCC first day of class	
August 30, 2013	Last day to change schedules or <u>drop</u> students	High school
November 4, 2013	Last day to withdraw a student	
November 15, 2013	Deadline to make changes to course offerings at the high school for spring 2014. Deadline to identify instructors.	High school
December 6, 2013	TCC last day of class	
December 13, 2013	Deadline for students to submit paperwork for spring 2014 (applications, test scores, permission to register forms)	
December 20, 2013	TCC transcripts will be delivered to high schools	TCC
January 6, 2014	TCC first day of class	
January 10, 2014	Last day to change schedules or <u>drop</u> students	High school
January 31, 2014	Last day to submit updated transcripts to TCC for currently enrolled students. Transcripts not received by 1/31/2014 will result in students being dropped from classes. The students will <u>not</u> be added later.	High school
March 3, 2014	Deadline to submit "Course Request for Dual Enrollment" form for 2014-2015.	High school
March 27, 2014	Last day to withdraw a student	High school
April 25, 2014	TCC last day of class	
May 5, 2014	Deadline to submit grades to TCC	High school
May 8, 2014	TCC transcripts will be delivered to high schools	TCC

TCC Contacts:

For advising, registration, and testing please contact:

Dual Enrollment Advisor
dualenrollment@tcc.fl.edu

To offer courses on your high school campus or for articulation agreement questions, please contact:

Calandra Stringer
Dean for Curriculum and Instruction
stringec@tcc.fl.edu
850-201-6036

Appendix B
High School Career Pathways Articulation Agreement

Career and Technical Education
Tallahassee Community College and Leon County School Board
2013-2014

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

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

Student Qualifications

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

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

Procedure

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

Conditions of Agreement

1. Leon County high school faculty members and TCC faculty members will review course textbooks, syllabi, and other institutional materials as needed in order to develop articulated programs of study.

2. Leon County high schools and TCC will review the list of articulated programs of study annually. Changes will be made as necessary based on changes in program offerings and outcomes.
3. Leon County high schools and TCC will cooperate in publicizing this program to secondary school students in order to ensure that students are aware of these opportunities.
4. TCC will not charge tuition for any course for which a student receives articulated credit.

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

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

High School Career Pathway	TCC A.S., A.A.S. or Certificate	Assessment	Articulated Course and Credit(s)
Administrative Assisting Program	Office Administration A.S. (2107) CIP: 1507060300 and/or Office Management Certificate (6334) CIP: 507060301	<i>State Articulated Pathway:</i> Microsoft Office Master Code: MICRO017	Three hours of credit CGS2100
Criminal Justice	Criminal Justice Technology A.S. (2183) CIP: 1743010300	<i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam or IC3 Certiport Certificate	CGS1060 (three credits) to count as program elective
Digital Design	Graphic Design Technology A.S. (2125) CIP: 1650040200	<i>State Articulated Pathway:</i> (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1060 Exemption Exam	Three hours of professional elective credit CGS1060 (3 credits)
Early Childhood Education	Early Childhood Education A.S. (2123) CIP: 1420020203	<i>State Articulated Pathway:</i> Child Development Associate Code: CPREC001 Florida Child Care Professional Certificate (FCCPC)	Nine hours of credit as follows: EEC1308 (3 credits) EDF1004 (3 credits) EEC1907 (3 credits)
Networking	Networking Services Technology A.S. (2126) CIP: 1507030401	<i>State Articulated Pathway:</i> CompTIA Server+ Code: COMPT009 CompTIA Network+ Code: COMPT006 Microsoft Certified Systems Engineer Code: MICRO012 Cisco Certified Network Professional Code: CISCO005 Microsoft Certified Systems Administrator -Windows 2003 Code: MICRO046 Professional (MCIT) Server	TBD (3 credits) CNT1000 (3 credits) Nine hours of credit as follows: CTS2351, CTS2352, CNT1000 Six hours of credit as follows: CET2540, CET2541 CGS1560 (3 credits) TBD (3 credits)

		Administrator Code: MICRO034 <i>TCC Articulated Pathway</i> CCNA	CET2540 (3 credits), CET2541(3 credits)
Networking or PC Support	Help Desk/Technical Support (2137) CIP: 1507030401	<i>State Articulated Pathway:</i> Desktop Support Technician Code: MICRO006	Three hours of credit CTS2155
Web Design	Web Technologies A.S. (2128) CIP: 1507039902 and/or Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist Code: PROSO001 (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1000 Exemption Exam CGS 1060 Exemption Exam Microsoft Certified Application Specialist Certifications Microsoft Office: Word, Excel, PowerPoint and Vista	Six hours of credit: CGS1820 and CGS1555 Six hours of credit: COP2822 and three program elective credits CGS 1000 (3 credits) CGS 1060 (3 credits) Elective (3 credits)
Allied Health Assisting	Emergency Medical Services (EMS) Technology A.S. (2104) CIP: 1317020601 and/or Emergency Medical Technician Certificate (B312) CIP: 0317020503	<i>TCC Articulated Pathway:</i> Medical Terminology Exemption Exam First Responder Credential	HSC2531(3 credits) EMS1059C (3 credits)
Information Technology and Communications Technology	Web Technologies A.S. (2128) CIP: 1507039902 and/or Web Technologies Certificate (6317) CIP: 0507039903	<i>State Articulated Pathway:</i> (CIW) Associate Design Specialist* Code: PROSO001 (CIW) Master Designer Code: PROSO004 <i>TCC Articulated Pathway:</i> CGS 1000 Exemption Exam CGS 1060 Exemption Exam Microsoft Certified Application Specialist Certifications Microsoft Office: Word, Excel, PowerPoint and Vista	Six hours of credit: CGS1820 and CGS1555 Six hours of credit: COP2822 and three program elective credits CGS 1000 (3 credits) CGS 1060 (3 credits) Elective(3 credits)

SIGNATURES

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

9/16/13
Date

Eugene Lamb, Jr.
Chair, District Board of Trustees
Tallahassee Community College, Florida

9/16/13
Date

[Signature]
President, Tallahassee Community College

8/27/13
Date

[Signature]
Chair, Leon County School Board

9/3/13
Date

[Signature]
Superintendent, Leon County School District

Appendix C
Lively Technical Center Articulation Agreement

**Career Pathways Between Leon County Schools
and Tallahassee Community College
Career and Technical Education
2013-2014**

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

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

Student Qualifications

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

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

Procedure

1. The Lively Technical Center designee will provide evidence of completion to the designated Tallahassee Community College Career Pathways Specialist.
2. Tallahassee Community College's designated Career Pathways Specialist will issue a letter to students who have successfully completed the Lively Technical Center program as reported by the Lively designee. This letter will identify the articulated college credit of the Career Pathway.
3. If the student desires to participate in the identified Career and Technical Education program, the student will request that an official transcript be forwarded to TCC. Students will receive block credit upon submission of the Lively transcript.

Conditions of Agreement

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

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

ARTICULATION SIGNATURES



Principal
Lively Technical Center

9-18-13

Date



Dean, Technology and Professional Programs
Tallahassee Community College

9/17/2013

Date

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

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