DUAL ENROLLMENT ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF SOUTH FLORIDA
AND
THE SCHOOL BOARD OF HILLSBOROUGH COUNTY, FLORIDA

THIS AGREEMENT is made and entered into on this 20th day of August, 2019 by and
between University of South Florida Board of Trustees, a public body corporate on behalf of its
campus ("USF"), and The School Board of Hillsborough County, Florida ("HCPS"), for the
purpose of creating a dual enrollment program to provide educational opportunities for eligible and
qualified public high school students in "HCPS". This Agreement shall serve as the Dual
Enrollment Articulation Agreement referenced in Section 1007.271, Florida Statutes and shall
supersede any other prior Dual Enrollment Articulation Agreement of Memorandum of
Understanding between the parties. USF and "HCPS" are each a "Party" and collectively the
"Parties".

I. TERM

This Agreement shall be effective as of August 21, 2019 (the "Effective Date") and shall continue
for a term of one (1) year. This Agreement may be renewed on an annual basis by mutual written
consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety
(90) days prior to the beginning of the USF fall semester to ensure continuing compliance with state
law and applicable dual enrollment requirements.

II. DUAL ENROLLMENT PROGRAM

A. Definition. Dual enrollment is a program in which eligible secondary students are permitted
to enroll in post-secondary courses that are creditable toward the high school diploma and an
associate or baccalaureate degree. Early admission dual enrollment pursuant to Section
1007.271, F.S. is a part of this Agreement (VII).

B. Intent. Dual enrollment college level courses are intended to simultaneously fulfill high
school curriculum requirements, meet university general education/liberal arts requirements,
and satisfy prerequisites for the major or count as elective credit.

C. Courses. Dual enrollment courses will be available on the USF campus and the USF online
educational platform. Courses are subject to resource availability including staffing,
credentialing and other constraints. Dual enrollment courses will be taught either by USF
faculty or by USF instructors credentialed by USF.

Courses eligible for the dual enrollment program must meet the following criteria:
   a. Listed within the statewide course description and numbering system on the current
      State of Florida Dual Enrollment Course – High School Subject Equivalency list and
      fall under the subject areas of English, mathematics, science, foreign language, social
studies and electives. Eligible courses for the 2019-2020 academic year are outlined in Appendix A:
b. Fulfill the requirements of an associate or baccalaureate degree;
c. Apply toward the student’s high school diploma and replace high school courses in
   the same discipline that otherwise would have been taken; and

d. Approved by “HCPS” and USF as an acceptable dual enrollment course.

Courses are not eligible for inclusion in the dual enrollment program if the course contains
college preparatory instruction and other forms of pre-collegiate instruction or developmental
education, as well as physical education courses that focus on the physical execution of a
skill rather than the intellectual attributes of the activity and courses not specified in the State
of Florida Dual Enrollment Course – High School Equivalency List.

Courses outlined in Appendix B require either prerequisite work and/or higher standardized
test scores.

D. Credits. All college courses taken pursuant to the dual enrollment program must be three (3)
college credits or more. Dual enrollment courses and high school credit earned are
designated by the Florida Department of Education’s statewide course numbering system and
the State of Florida Articulation Coordinating Committee as published in the Dual
Enrollment Course-High School Subject Equivalency List, and shall assign high school credit
upon successful completion.

Students will be limited to one (1) to three (3) courses and no more than 10 credits within
the dual enrollment program per semester.

III. ELIGIBILITY

Initial Eligibility

Students participating in the dual enrollment program must meet the initial eligibility
requirements:

1. 3.5 cumulative weighted high school GPA*. The GPA will be re-calculated by USF
   only taking into consideration courses in English, mathematics, science, foreign
   language, and social studies. As calculated by USF, honors classes will receive an
   additional weight of 0.5 and AP, AICE, IB and college courses will receive an
   additional weight of 1.0. USF has the sole discretion to adjust the re-calculation of
   GPAs, with timely notification to “HCPS”;

2. Meet minimum standardized test scores as outlined in Appendix C.

*This Agreement is between a State University and not a member of the Florida State
College System.

Note: The Florida State College System is the primary agency for dual enrollment.
Students that maintain minimum continuing eligibility standard and a post-secondary, cumulative GPA of 3.0 or higher after accruing six (6) credit hours may be allowed to take up to eleven (10) credit hours during future semesters.

Students that receive a “C-”, “D”, “F”, or “W” in any given course as designated on the USF transcript, will not be eligible for dual enrollment the subsequent fall or spring semester.

VI. COSTS

A. Instructional Materials

1. “HCPS” students who are accepted and enroll in courses through the dual enrollment program at USF will be provided instructional materials free of charge. “HCPS” will provide the student with paperwork explaining the procedures for receiving instructional materials through “HCPS”.

2. Instructional materials paid for by “HCPS” shall be the property of “HCPS”. Recovered instructional materials that are reusable are the property of “HCPS” and shall be retained in inventory by “HCPS”.

B. Instruction

1. For instruction that takes place during the fall and/or spring semesters on the USF campus or online by USF faculty, “HCPS” shall pay USF the standard tuition rate per credit hour. This rate is currently $105.07 for 2018-2019 and is subject to adjustment in the 2019-2020 academic year. USF shall provide an invoice to “HCPS” no later than the Friday of the second week of dual enrollment classes. “HCPS” shall render payment within thirty (30) days.

2. For instruction that takes place on high school campuses by USF faculty, “HCPS” shall reimburse the costs associated with the USF’s proportion of salary and benefits to provide the instruction.

3. “HCPS” shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period.

4. If a student properly withdraws from a class, pursuant to USF procedures, “HCPS” shall not be responsible for the tuition associated with that student’s approved withdrawal coursework.

5. “HCPS” shall not be required to pay tuition for summer terms.

VII. ELIGIBILITY CRITERIA FOR EARLY ADMISSION (DEGREE SEEKING)

HCPS students may be excused from the last two semesters of their high school experience if the USF accepts them for admission. To be eligible to participate in Early Admission at USF the student must:
A. have already completed the equivalent of the junior year of high school requiring only one additional year to complete high school graduation requirements;

B. have a high school grade point average of 3.8 or better (as calculated by USF);

C. submit proof of an SAT score of at least 1300 with a minimum score of 580 Critical Reading, or an ACT composite score of 29 with no less than a score of 29 English;

D. submit a completed SUS Application for Admission;

E. submit a personal letter outlining reasons for seeking Early Admission;

F. submit a completed “Form C” (Early Admission to College) from their high school principal or guidance counselor; Appendix E

G. submit a list of remaining credits required for high school graduation; and

H. if requested, meet with USF’s Coordinator for Dual Enrollment & Early Admission.

VIII. “HCPS” RESPONSIBILITIES

A. “HCPS” shall provide information to students and their parents about opportunities for student participation in the dual enrollment program, the advisability and expectations of taking college courses during high school and special and how to participate in the dual enrollment program. Information may be provided by individual appointments, during parent information nights, the USF website and other appropriate means.

B. “HCPS” shall ensure that dual enrollment courses taught on a high school campus are not combined with any non-college credit high school course and contains only USF dual enrollment students.

C. “HCPS” will work with eligible students in regard to meeting high school graduation requirements on an individual basis to review and request appropriate courses in by the USF dual enrollment deadline.

D. “HCPS” shall verify student eligibility to participate in the dual enrollment program.

E. “HCPS” will provide students information about how to obtain vouchers for instructional materials.

F. “HCPS” shall monitor student performance during participation in the dual enrollment program and share information with USF, when necessary, regarding monitoring to ensure student success.

G. “HCPS” shall provide appropriate high school credit for coursework satisfactorily completed by students participating in the dual enrollment program.

H. Designate one Dual Enrollment Coordinator, or one per discipline (English, math, history, education), who will liaise with the USF Dual Enrollment Coordinator.
IX. USF RESPONSIBILITIES

A. Upon request, USF will visit a high school once a semester to meet with students to complete their Dual Enrollment Approval Form including course preferences.

B. USF will register students for classes during the non-degree seeking registration time period before the start of each term.

C. USF shall monitor student academic performance during participation in the dual enrollment program and share information with “HCPS”, when necessary, regarding monitoring to ensure student success.

D. USF will assign a university letter grade to completed coursework.

E. USF will provide a grade report to the “HCPS” Coordinator of Guidance Services for all dual enrolled “HCPS” students within ten (10) business days following the official deadline for USF grade posting.

F. USF shall maintain a dual enrollment website that will contain updated information on deadlines, procedures and contact information for the dual enrollment program.

G. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by s. 1007.271(21), F.S.

H. Designate a USF Dual Enrollment Coordinator, who will liaise directly with the “HCPS” Dual Enrollment Coordinator(s).

X. STUDENT RESPONSIBILITIES

A. Students shall maintain at least the minimum requirements to continue in the dual enrollment program.

B. If classes are taken at the USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on the USF campus must comply with all USF regulations and policies.

C. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall meet with their guidance counselor prior to dropping a course or begin the withdrawal procedures.

D. In accordance with Section 1007.271, Florida Statutes, public school students enrolled in the dual enrollment program shall be exempt from the payment of registration, tuition, laboratory fees and required instructional materials. Students may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

XI. GENERAL PROVISIONS

If applicable, USF employees, agents, contractors, volunteers, etc. who are permitted access to HCPS grounds when students are present must comply with section 1012.465, Florida Statutes and must meet Level 2 screening as described in Section 1012.32, Florida Statutes. Accordingly, a HCPS badge must be obtained if accessing school grounds when students are present. Notwithstanding, USF shall be solely responsible to ensuring that all
UAF’s employees, agents, contractors, volunteers, etc. participating in the program, pursuant to this Agreement, comply with any and all applicable screening requirements.

A. **Dual Enrollment Transfer Guarantees.** The parties must be aware and comply with the Dual Enrollment Transfer Guarantees, which can be found at: https://info.fldoe.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf, and on the attached Appendix D.

B. **Continuity and Compliance.** The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided, however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.

C. **Individual Identification.** The parties shall not use any party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from such party of such use.

D. **Statutes and Laws.** The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.

E. **Amendment.** Any amendments or modification to this Agreement shall require written approval from both parties.

F. **Termination.** This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at the date of the termination notice pursuant to Section D below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any
termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.

G. Equal Opportunity. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.

H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the Agreement. The parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of the parties' sovereign immunity under Florida Law.

I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at SDS, https://www.usf.edu/student-affairs/student-disabilities-services/clinicians/access-sds.aspx

J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.

L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:  
Dean, Undergraduate Studies  
c/o Ms. Lorene Hall-Jennings,  
Assistant Director for Curriculum  
4202 E. Fowler Avenue, SVC2002  
Tampa, FL 33620  
lorenej@usf.edu
With Copy to:
Office of the General Counsel
4202 E. Fowler Avenue, CGS 301
Tampa, FL 33620
813-974-2131 (office)
813-974-2132 (fax)
hblack@usf.edu

Hillsborough County Public Schools
Jeff Eakins
Superintendent
901 E. Kennedy Blvd.
P.O. Box 3408
Tampa, FL 33601

With Copy to:
Hillsborough County Public Schools
Tamara P. Shamburger
School Board Chair
901 E. Kennedy Blvd.
P.O. Box 3408
Tampa, FL 33601

C. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Sarasota County, Florida for the purpose of any action arising out of or relating to this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

D. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.
E. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.

F. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.

G. Prior Agreements. All prior Dual Enrollment agreements between the parties are hereby terminated.

H. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

The School Board of Hillsborough County, Florida

By: ____________________________
Tamara P. Shamburger
Chair, School Board of Hillsborough County, Florida

By: ____________________________
Jeff Eakins
Superintendent, Hillsborough County Public Schools, Florida

University of South Florida
Board of Trustees, a public body corporate

By: [Signature]
Paul Atchley, PhD
Dean, Undergraduate Studies

By: [Signature]
Ralph Wilcox, PhD
Executive Vice President & Provost

Approved as to Form and Legal Sufficiency

Attorney, USF
APPENDIX A

2019-2020 USF Dual Enrollment Courses

Dual enrollment students will only be permitted to enroll in specific courses listed on the current State of Florida Dual Enrollment Course – High School Subject Equivalency list that fall under the subject areas of English, mathematics, science, foreign language, social studies and electives. Dual enrollment courses must be taken at Hillsborough Community College (HCC), which is the State-mandated provider of dual enrollment. If the district requests enrollment at USF, student needs will be considered on case-by-case basis. In the event the course is not offered at HCC, the student may take the course at USF with approval by USF.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>ACG 2021</td>
<td>Principles of Financial Accounting</td>
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<td>ACG 2071</td>
<td>Principles of Managerial Accounting</td>
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<tr>
<td>AMH 2010</td>
<td>American History I*</td>
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<td>AMH 2020</td>
<td>American History II*</td>
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<td>Introduction to Anthropology</td>
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<td>ANT 2410</td>
<td>Cultural Anthropology</td>
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<td>Art &amp; Culture</td>
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<td>American Sign Language</td>
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<td>American Sign Language Intermediate</td>
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<td>Descriptive Astronomy</td>
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<td>BSC 1005</td>
<td>Biology for Non-Majors</td>
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<td>DEP 2004</td>
<td>The Life Cycle</td>
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<td>ECO 2023</td>
<td>Microeconomics</td>
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<td>EDF 2005</td>
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<td>Introduction to Diversity for Educators**</td>
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<td>Introduction to Technology for Educators**</td>
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<td>ENC 1102</td>
<td>English Composition II*</td>
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<td>FIL 2000</td>
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<td>SPN 1121</td>
<td>Introduction to Spanish II</td>
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<td>Introduction to Sociology</td>
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<tr>
<td>THE 2000</td>
<td>Theater &amp; Culture</td>
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* Only for 2019-20, USF will work with Sarasota/Manatee schools to either credential a high school faculty member or provide a USF faculty member to teach the course at high school campuses, as designated by Sarasota/Manatee districts and based on the availability of qualified instructors and resources. All other courses will either be held online or at the USF campus located at 8350 N. Tamiami Trail, Sarasota, Florida 34243.

** For 2019-20, designated for Education Academy students at Sarasota/Manatee-designated school(s).
APPENDIX B

Some USF courses may require higher placement scores or prerequisite coursework in addition to the minimum ACT/SAT scores for dual enrollment eligibility. AP, AICE or IB exam scores may take the place of SAT/ACT scores when allowed by the USF Catalog. Below are the courses that require higher placement scores or prerequisite college coursework:

- ACG 2071: Principles of Managerial Accounting – C (2.0) or better in ACG 2021.
- ASL 2150c: Intermediate American Sign Language – C (2.0) or better in ASL 2140c.
- EDF 2085: Introduction to Diversity for Educators – C (2.0) or better in EDF 2005.
- ENC 1102: English Composition II – C (2.0) or better in ENC 1101.
- MAC 1147: Precalculus Algebra and Trigonometry - C (2.0) or better in MAC 1105, or 570 or better SAT Math score, or 24 or better ACT Math score.
- MAC 2233: Business Calculus - C (2.0) or better in MAC 1105, or C (2.0) or better in MAC 1140, or C (2.0) or better in MAC 1147, or 610 or better SAT Math score, or 26 or better ACT Math score.
- MAC 2311: Calculus I – C (2.0) or better in MAC 1147, or 29 or better ACT Math, or 650 on SAT Math.
- MAC 2312: Calculus II - MAC 2311 with a grade of “C” or better
- MAC 2313: Calculus III - MAC 2312 with a grade of “C” or better
- MAP 2302: Differential Equations – C (2.0) or better in MAC 2283 or MAC 2313.
- PHY 2048: Gen. Physics I/Gen. Physics I Lab - MAC 2311; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2049: Gen. Physics II/Gen. Physics II Lab - MAC 2312, PHY 2048/2048L; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2053/2053L: Physics II/Physics II Lab – MAC 1140 or MAC 1147; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- PHY 2054/2054L: Physics II/Physics II Lab – PHY 2053, PHY 2053L; Must be taken concurrently w/ lab, and if dropped, dropped simultaneously.
- SPN 1120: Introduction to Spanish I - class not available for native Spanish speakers.
- SPN 1121: Introduction to Spanish II - C (2.0) or better in SPN 1120; class not available for native Spanish speakers.
APPENDIX C

Standardized Test Scores

Minimum standardized test scores:
- 560 on SAT Critical Reading and 530 on SAT Math on SAT taken after to March 2016;
- 21 on ACT Reading and 21 on ACT Mathematics
- USF does not accept the PERT

All science and math courses require the student to meet the SAT Math score of 530 and/or the ACT Math score of 21. Students who do not meet the minimum test requirements in Reading, Critical Reading and/or Writing, but do meet the score requirements for math, may still enroll in Math or Science courses. Class type is determined by the USF Catalog. Test scores can be submitted to USF via mail, scanned, or delivered by hand.

All English and humanities courses require the student to meet the SAT Critical Reading score of 560 and/or the ACT Reading score of 21. Students who do not meet the minimum test requirements in Math, but meet in Reading, Critical Reading and/or Writing, may still enroll in English and humanities courses. Class type is determined by the USF Catalog. Test scores can be submitted to USF via mail, scanned, or delivered by hand.
Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

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.

July 2012
Appendix E
AUTHORIZATION FORM B
DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

☐ Fall ☐ Spring ☐ Summer

Date: ___________________________  High School: ________________________________

Student Name: ___________________  State Student Number: _______________________

Student Email Address: ____________________________

Dual enrollment courses must be taken at Hillsborough Community College (HCC). In the event the course is not offered at HCC, the student may take the course at the University of South Florida (USF) with verification by USF.

Students are limited to ten (10) credit hours for fall (which includes the winter term for HCC), ten (10) credit hours for spring (which includes the winter term for USF), and ten (10) credit hours for summer, not to exceed 30 credit hours per academic year. Taking more than ten (10) credit hours per term may result in some courses not being calculated for class rank.

☐ Grade Level: 9th 10th 11th 12th

☐ Minimum GPA*: 3.0 unweighted- HCC/3.5 unweighted- USF (attach student permanent summary worksheet)

☐ Student is taking dual enrollment course(s) to meet specific course graduation requirement(s):

__________________________________________  ________________________________________

ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course(s) selected is unavailable and the student wishes to take another course, the student is required to consult with the school counselor for approval of an alternative course from the HCC Dual Enrollment Equivalency List (posted on HCC website) or State of Florida Dual Enrollment Equivalency List for USF. Students may not take remedial courses (i.e. course codes which start with 00).

☐ Student is taking dual enrollment course(s) for elective credit(s). The student may take any elective course (at least 3 credit hours ★) as permissible by HCC or USF. Refer to the HCC Dual Enrollment Equivalency List or State Dual Enrollment Equivalency List for USF and the HCC or USF College Catalog.

★ Per the Articulation Agreement, students may take the following courses (less than 3 credit hours): co-requisites for other courses, IDS 2891 Connections course, two-credit hour music or dance courses, or one-credit hour courses that are part of an Associate in Science (A.S.) Degree Program.

__________________________________________  ___________________________

School Counselor’s Signature  Date

Please continue to page 2 for additional information

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Hillsborough County Public Schools, Florida
AUTHORIZATION FORM B (continued)

DUAL ENROLLMENT (OFF HIGH SCHOOL CAMPUS)

Student's Statement of Responsibility

☐ Student and parent must sign "Statement of Responsibility."
☐ Student must apply to HCC or USF (circle one).
☐ It is the student’s responsibility to submit all required paperwork directly to HCC or USF by the published deadline on the college dual enrollment website. Refer to the college website for more information: www.hccfl.edu/dualenrollment or www.honors.usf.edu (click on prospective students)
☐ Minimum required test score on the PERT, SAT, or ACT (student’s responsibility to submit to HCC or USF)
☐ Students are limited to ten (10) credit hours for fall, ten (10) credit hours for spring, and ten (10) credit hours for summer, not to exceed 30 credit hours per academic year.
☐ Student and parent are aware that credits and grades earned through dual enrollment will be part of the student’s permanent high school record/transcript and the college record/transcript.
☐ If a student withdraws from a dual enrollment course after the drop/add period, he/she may receive a “W” on his/her high school and college transcripts. A “W” on one’s transcript may have a negative impact on college admissions and financial aid.
☐ Student and parent understand that dual enrollment students interact with college students in a college campus environment with academic and social challenges.
☐ After enrolling/registering at HCC, students return to the High School Counseling Office to obtain access to the "HCPS Dual Enrollment Online Textbook Ordering" site (www.sdhc.k12.fl.us/dualenroll) and detailed directions on how to research and order needed materials using the online ordering site (HCC courses only).
☐ Student must provide the college schedule to the high school.
☐ Dual enrollment courses must be taken at HCC. In the event the course is not offered at HCC, the student may take the course at USF with approval by USF.
☐ All paperwork has to be submitted to the Dual Enrollment office for approval and prior to student registering for classes. Students may email paperwork to dualenrollment@hccfl.edu or fax it to 813-253-7061. Students may not bring paperwork to campus for approval.

I understand that HCC will submit a transcript to my high school. For courses taken at USF, I understand that I must request to have my transcript sent by USF to my high school and pay any applicable fees.

In addition, students must return all textbooks to their high school or the Logistics Operations Warehouse (5715 E. Hanna Ave., 33610/813-744-8260) within five (5) days from the end of the semester. All items must be returned, which include consumables. Previous semester textbooks MUST be returned BEFORE new semester orders will be processed. HCPS textbook personnel will examine textbooks and determine their condition. If any textbook materials are damaged or lost, the student will be charged the replacement cost of the textbook. Since textbook bundles often contain several separate materials and are not sold separately, students may be charged for the total cost of the textbook bundle if any one piece is missing. Please remember the district will not purchase "Optional" items.

WARNING! Students who register for more than ten (10) credit hours at HCC and/or on the high school campus will be withdrawn from the course or courses at HCC to meet the ten (10) credit hour rule.

____________________________________  ______________________________________
Student’s Signature                                                    Date

____________________________________  ______________________________________
Parent’s Signature                                                    Date

Distribution: Original (School Counselor) Copy (Student) Copy (Data Processor)
Hillsborough County Public Schools, Florida
AUTHORIZATION FORM C
EARLY ADMISSION TO COLLEGE

Date: ______________________

Student Name: ______________________  State Student Number: ____________

Student Email Address: __________________________________________

High School Name: ______________________  Postsecondary Institution: ____________

Course(s) needed to complete requirements for high school graduation:

- English IV  Course Name: ______________________
- Mathematics  Course Name: ______________________
- Economics  Course Name: ______________________
- United States Government  Course Name: ______________________

ONLY THE COURSE(S) LISTED ABOVE HAVE BEEN APPROVED. If the course(s) selected is unavailable and the student wishes to take another course, the student is required to consult with the school counselor for approval of an alternative course from the HCC Dual Enrollment Equivalency List (posted on HCC website) or State of Florida Dual Enrollment Equivalency List for USF.

All items below must be verified by the school counselor prior to early admission to a postsecondary institution.

- Grade 12
- Grade Point Average (Minimum GPA: 3.5 unweighted- HCC; 3.8 weighted- USF as calculated by USF*)
  (Attach student permanent summary worksheet)

*Please Note: This cannot be verified by the school counselor. It must be calculated by USF; therefore, if the student does not have a 3.8 weighted GPA as calculated by USF, the student is not eligible for early admission.

__________________________________________  ______________________
School Counselor’s Signature  Date

Student takes form to postsecondary institution as verification of above criteria.
Please continue to page 2

Hillsborough County Public Schools, Florida
Student’s Statement of Responsibility

- Student and parent must sign "Statement of Responsibility."
- Student must apply to HCC or USF.
- Students applying for early admission at USF must meet the GPA requirement as calculated by USF. USF has final approval on accepting students for early admission.

  It is the student’s responsibility to submit all required paperwork directly to HCC or USF by the published deadline on the college dual enrollment website. Refer to the college website for more information: www.hccfl.edu/dualenrollment or www.honors.usf.edu (Click on Prospective Students)

- Minimum required test score on the PERT (HCC only), SAT, or ACT (Student’s responsibility to submit to HCC or USF)
- Student and parent are aware that credits and grades earned through early admission will be part of the student’s permanent high school and college record/transcript.
- Student and parent understand that early admission students interact with college students in a college campus environment with academic and social challenges.
- Early admission students are not packaged with aid (e.g., Admissions Scholarships, Federal Grants, etc.) until the first year post-high school. Students are typically packaged in April of their first-year at USF for subsequent years; should a student decide to attend another college, they will receive a funding package according to that school’s timeline.

- As a dual enrollment program under Florida statutes (F.S. 1007.271), early admission students have tuition and instructional materials covered by the student’s school district. This does not include some fees (e.g., ID, transcripts, parking, etc.) nor does it include room and board; these costs are the responsibility of the student.

- After enrolling/registering at HCC, students return to their high school to obtain access to the "HCPS Dual Enrollment Online Textbook Ordering" site (www.3.sdhc.k12.fl.us/dualenroll) and detailed directions on how to research and order needed materials using the online ordering site (HCC course only).

- Student must provide the college schedule to the high school.

As an early admission student, I understand that I must enroll as a full-time college student (minimum of 12 credit hours each semester) and complete the high school courses required for a standard high school diploma. If attempting to meet the requirements for the Florida Bright Futures Scholarship Program, it is my responsibility to verify with the postsecondary counselor the courses in which I am enrolled will meet the state’s requirements. I also understand that it is my responsibility to submit to my high school counselor an official transcript from the postsecondary institution upon the completion of each semester, and a fee for which I am responsible, may be imposed by the postsecondary institution. Participation in the high school graduation ceremony is contingent upon meeting all high school graduation requirements and standards, as well as returning ALL course materials no later than five (5) working days after the last day of class to the Logistics Operations Warehouse located at 5715 East Hanna Avenue, Tampa, Florida. HCPS textbook personnel will examine textbooks and determine their condition. If any materials are damaged or lost, the student will be charged the replacement cost of the materials.

Although I may retain any honors earned in high school prior to early admission to college, I understand that I may not earn additional high school honors (i.e. valedictorian, salutatorian, Tribune Honors). In order to receive credit towards high school graduation, I am required to give my school counselor the transcript of college courses taken prior to my scheduled high school graduation date and pay any transcript fees imposed by the secondary institution.

Student’s Signature: ____________________________ Date: ______________

Parent’s Signature: ____________________________ Date: ______________

Counselor’s Signature: ____________________________ Date: ______________

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