

# **ACCELERATION PROGRAMS**

**Dual Enrollment**

**Career and Technical Dual Enrollment**

**Early Admission**

**2008-09**

**Articulation Agreement  
and  
Procedures Manual**

**Sarasota County District School Board  
and  
Manatee Community College**



## INTRODUCTION

The Dual Enrollment Program is authorized under Florida Statutes 1007.235 and 1007.271. This program is a cooperative effort between **Sarasota County School Board** and **Manatee Community College**, and is designed to provide accelerated learning mechanisms for qualified high school students on an individual basis. The Florida Legislature has defined a variety of options intended to shorten the time necessary to complete the requirements of a high school diploma, postsecondary certificate or degree and broaden the scope of curricular options available for secondary students.

Through dual enrollment public and home education secondary students may enroll in postsecondary courses creditable toward both high school graduation and a career certificate or an associate or baccalaureate degree. There are two curricular avenues for students to participate in dual enrollment: *early college (college credit)* and *career dual enrollment*.

*Early college dual enrollment* refers to academic or college credit coursework at the postsecondary level that leads to a college credit certificate or degree. Early college dual enrollment is available through community colleges and universities.

*Career dual enrollment* is a curricular option of *elective* credits toward earning the high school diploma and completing a career-preparatory certificate program and is available through district career centers and community colleges. Career dual enrollment is not intended to enable students to take isolated courses unrelated to a program.

The Dual Enrollment [DE], Career Dual Enrollment [CTE-DE] and Early Admission [EA] programs provide for eligible Sarasota County secondary school students to earn high school and college credits simultaneously provided that all statutory, district, and institutional requirements are met. Students in these programs enroll concurrently in Sarasota County high school and Manatee Community College courses. College-level academic and/or career-technical courses may be offered on either the high school or the college campuses.

Through this formal inter-institutional agreement, the school district accepts college level courses that fulfill high school graduation requirements. After high school graduation, these credits can also be used for degree and certificate programs at MCC and other regionally accredited colleges universities, and technical education centers. Most costs associated with tuition and fees for DE/CTE-DE/EA courses are waived. Sarasota County School Board is responsible for purchasing or providing required textbooks for students enrolled in DE/CTE-DE/EA courses. Students enrolled in these programs can also participate in both the academic and extracurricular student functions of the college and have full library.

The district encourages students to seek opportunities for academic enrichment, and upon completion of DE/CTE-DE/EA courses, the students can submit transcripts from MCC that may be used for other college admissions.

The purpose of this manual is to define the acceleration opportunities available between **Sarasota County School Board** and **Manatee Community College** [MCC] and to

specify the details of the day-to-day operations of College Dual Enrollment (DE), Career Dual Enrollment (CTE-DE) and Early Admission (EA).

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**MANATEE COMMUNITY COLLEGE AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2008-09**

The purpose of this agreement is to define the acceleration mechanisms available between Sarasota County School Board and Manatee Community College and to specify the details of the day-to-day operations of Dual Enrollment/Early Admission programs.

This agreement is pursuant to and in furtherance of the provisions of F.S. 1007.235 and 1007.271.

The term of this agreement shall remain in effect for a period of one year. An executed and signed letter of intent will constitute annual renewal.

**SARASOTA COUNTY SCHOOL BOARD APPROVAL:**

\_\_\_\_\_  
Chairman  
Sarasota County School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Curriculum and Instruction  
Sarasota County School Board

\_\_\_\_\_  
Date

**MANATEE COMMUNITY COLLEGE APPROVAL:**

\_\_\_\_\_  
President  
Manatee Community College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, District Board of Trustees  
Manatee Community College

\_\_\_\_\_  
Date

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## ELIGIBILITY CRITERIA AND ACADEMIC PROCEDURES FOR COLLEGE DUAL ENROLLMENT (DE)

### COLLEGE DUAL ENROLLMENT ON THE HIGH SCHOOL CAMPUS [1007.27 (5) F.S.]

#### Qualifications

Courses are available to Sarasota County district school (including charter school) students in grades 11 and 12 (10 under special circumstances) during the regular school day.

1. The student must have a minimum unweighted 3.0 cumulative grade point average (GPA). Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admission Accelerated Programs.
2. The student must achieve an acceptable score on the College Placement Test (CPT), **SAT, or ACT by June 16 for fall enrollment and December 5 for spring enrollment.** When appropriate, any student tested after the June and December deadlines will require administrative approval from the school principal or his or her designee and an appropriate MCC representative. The qualifying test scores are:

#### College Level English:

- CPT: 83+
- ACT: 17+
- SAT: 440+ on Verbal/Critical Reading

#### College Level Math\*

- CPT: 29+
- ACT: 20+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, he or she may be eligible to take advanced math courses.*

#### College Level Reading\*

- *These scores are necessary to determine if a student is reading at or above college level. (Required for all courses excluding English and Math)*
- CPT: 83+
- ACT: 18+
- SAT: 440+ on Verbal/Critical Reading

3. Test scores are valid for 2 years from the date of testing.
4. The student must submit an application for admission to MCC.
5. The student must be enrolled in at least 1 course at the high school.
6. The student must satisfy any course prerequisites as required by the current MCC catalog.

**\*For students enrolling in upper level math and reading courses, there are different scores required. Please refer to Appendix A for more specific score eligibility requirements.**

## **Academic Impact**

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP and Honors courses. **Since college credit is awarded, this grade will remain a part of the college academic transcript as well as the high school academic transcript.**

## **Costs**

Students enrolled in the DE/EA Programs are exempt from the payment of access fees, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs.

## **Student Responsibilities**

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE classes at the school site. Under the supervision of the guidance counselor, the student will complete and submit an application (***Application for Dual Enrollment & Early Admission***) for admission to MCC. The student will obtain a parent/guardian signature on the DE/EA Approval Form. **All dual enrollment applications and approval forms must be submitted to MCC by published deadlines.**

## **Counselor Responsibilities**

During program planning, the guidance counselor will assist the student in making course selections and verify the student's eligibility status. The student must complete and submit an ***Application for Dual Enrollment & Early Admission*** and schedule an appointment to take the College Placement Test (CPT) at MCC Assessment and Testing Center.

## **Instructor Responsibilities**

Instructors are responsible for completing and forwarding enrollment and withdrawal paperwork by the prescribed deadlines

**ELIGIBILITY CRITERIA AND ACADEMIC PROCEDURES FOR  
COLLEGE DUAL ENROLLMENT (DE)**

**COLLEGE DUAL ENROLLMENT ON THE MCC CAMPUS [1007.27 (5) F.S.]**

**Qualifications**

In the case where approved courses are not available on the high school campus, students enrolled in Sarasota County district schools and/or registered as a Sarasota County Home School student may attend MCC.

1. The student must have a minimum unweighted 3.0 cumulative grade point average (GPA). Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admission Accelerated Programs.
2. The student must achieve an acceptable score on the College Placement Test (CPT), **SAT, or ACT by June 16 for fall enrollment and December 5** for spring enrollment. When appropriate, any student tested after the June and December deadlines will require administrative approval from the school principal or his or her designee and an appropriate MCC representative. The qualifying test scores are:

**College Level English:**

- CPT: 83+
- ACT: 17+
- SAT: 440+ on Verbal/Critical Reading

**College Level Math\***

- CPT: 29+
- ACT: 20+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, he or she may be eligible to take advanced math courses.*

**College Level Reading\***

*These scores are necessary to determine if a student is reading at or above college level. (Required for all courses excluding English and Math)*

- CPT: 83+
- ACT: 18+
- SAT: 440+ on Verbal/Critical Reading

3. Test scores are valid for valid for 2 years from the date of testing.
4. The student must submit an application for admission to the MCC.
5. The student must be enrolled in at least 1 course at the high school.
6. The student must satisfy any course prerequisites as required by the current MCC catalog.

**\*For students enrolling in upper level math and reading courses, there are different scores required. Please refer to Appendix A for more specific score eligibility requirements.**

## **Academic Impact**

The dual enrollment student receives both high school and college credit upon successful completion of the course(s). For the high school academic record, DE courses are weighted the same as IB, AP and Honors courses. **Since college credit is awarded, this grade will remain a part of the college academic transcript as well as the high school academic transcript.**

## **Costs**

Sarasota public school (including charter school) students enrolled in the DE/EA Programs are exempt from the payment of access fees, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs. Home school students are responsible for payment of all lab fees and required textbooks.

## **Student Responsibilities**

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE classes at the school site. Under the supervision of the guidance counselor, the student will complete and submit an application (*Application for Dual Enrollment & Early Admission*) for admission to MCC. The student must research the availability of courses at the MCC as well as complete and submit the high school Dual Enrollment Approval Form signed by a parent/guardian. **All paperwork must be submitted to MCC according to their designated deadlines.** The students must also submit their MCC schedule to their high school guidance counselor in order to obtain a book voucher. The student must return all books to the high school guidance counselor at the end of the semester that the course is completed. Books are expected to be returned 10 days after the semester ends. Students are also required to follow the drop/add, and grading policies of MCC. **Students must also request a copy of their MCC transcript to be sent to the high school.**

## **Counselor Responsibilities**

During program planning, the guidance counselor will assist the student in making course selections and verify the student's eligibility status. The student must complete and submit an *Application for Dual Enrollment & Early Admission* and schedule an appointment to take the College Placement Test (CPT) at MCC Assessment and Testing Center.

## **Instructor Responsibilities**

Instructors are responsible for completing and forwarding of enrollment and withdrawal paperwork by the prescribed deadlines.

## EARLY ADMISSION TO COLLEGE

### Qualifications

The Early Admission Program is a form of dual enrollment through which eligible public or registered home school secondary students enroll at MCC on a full-time basis. Early Admission students are advised not to enroll in more than 15 credit hours per semester, and some courses may not be eligible for dual enrollment.

1. The student must have a minimal unweighted grade point average (GPA) of 3.0, is socially mature, and the high school principal must provide written authorization for eligibility into this program. Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the College Dual Enrollment and Early Admission Accelerated Programs.
2. The student must achieve an acceptable score on the College Placement Test (CPT), SAT, or ACT by **June 16 for fall enrollment and December 5 for spring enrollment**. When appropriate, any student tested after the June and December deadlines will require administrative approval from the school principal or his or her designee and an appropriate MCC representative. The qualifying test scores are:

#### College Level English:

- CPT: 83+
- ACT: 17+
- SAT: 440+ on Verbal/Critical Reading

#### College Level Math\*

- CPT: 29+
- ACT: 20+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, he or she may be eligible to take advanced math courses.*

#### College Level Reading\*

*These scores are necessary to determine if a student is reading at or above college level. (Required for all courses excluding English and Math)*

- CPT: 83+
- ACT: 18+
- SAT: 440+ on Verbal/Critical Reading

3. Test scores are valid for valid for 2 years from the date of testing.
4. These students must have completed six semesters of high school credit, a minimum of eighteen (18) credits, including studies undertaken in the ninth grade, *enroll in courses that meet the requirements for an associate degree*, and when necessary, students must also enroll in DE courses that also meet high school graduation.
5. The student must submit an application for admission to MCC.
6. The student must satisfy any course prerequisites as required by the current MCC catalog.

## **Academic Impact**

The early admission student enrolls full-time as an MCC college student and receives both college and high school credit upon successful completion of the course(s). The student must include in the college schedule courses that will meet the requirements for high school graduation. Students must satisfy any course prerequisites as required by the current MCC catalog. A high school diploma will be awarded to an Early Admission student after his or her successful completion (2.0 GPA) of a full-time freshman year at MCC. Early admission students must meet all state and district course graduation requirements in order to be awarded a high school diploma from the Sarasota School District.

## **Costs**

Students enrolled in the Early Admissions/DE Program are exempt from the payment of access fees, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs. Home school students are responsible for payment of all lab fees and required textbooks.

## **Procedures**

During program planning in the spring of the student's junior year, the student must meet with his or her high school guidance counselor regarding the student's eligibility for Early Admission to MCC. The student must submit an application for Early Admission, high school transcript, parent authorization, at least 30 working days prior to the start of classes for the desired term of entrance. **All dual enrollment applications and approval forms must be submitted to MCC by published deadlines.**

## **Student Responsibilities**

The students must obtain written permission from the high school counselor and/or high school principal. The student must meet the test score requirements on the CPT, SAT, or ACT and the student must be accepted for admission by MCC. The student must request and submit the college transcript to his or her high school guidance counselor at the conclusion of each semester. Test scores are valid for 2 years from the date of testing. The student must return textbooks to the high school counselor no later than ten (10) days after the last day of class. Students are required to follow the drop/add and grading policies of MCC. Students are required to notify the high school guidance counselor of any course withdrawal and provide a copy of the MCC-Sarasota County School Board withdrawal form. **Students must also request and submit a copy of the MCC transcript to the high school.**

## **Counselor Responsibilities**

During program planning, the guidance counselor will assist the student with making course selections and verify the student's eligibility status. The guidance counselor will retain all written documentation that verifies the student's DE/Early Admission status and give a copy of written documentation to the student.

**Special Notes on Dual Enrollment, CTE-Dual Enrollment and Early Admissions Registration Procedures:**

1. Eligible High school students will be permitted to enroll in dual enrollment courses for a maximum of eight (8) semesters, which includes two (2) summer terms. Students are allowed to take two courses during the summer terms. Students entering the 11<sup>th</sup> and 12<sup>th</sup> grades will be able to register for core level DE courses during the summer terms.
2. Students who fail to notify the school guidance counselor and MCC Advisor of course registration will be voided from classes for non-payment. In addition, **any schedule changes must be approved by the high school guidance counselor** and/or dual enrollment liaison and reported to an MCC Advisor in order to avoid being voided from selected courses.
  - a. *NOTE: In some cases, students who are voided for non-payment may be assessed special fees for re-instatement.*
3. Students must earn a “C” or better in each college course taken in the Dual Enrollment Program. **Students who earn less than a “C” in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval.** This academic policy applies to all dual enrollment courses; both at the high school and MCC. Students who withdraw or are withdrawn from MCC must notify the high school guidance counselor and/or obtain the necessary withdrawal forms.
4. Students are required to complete a new dual enrollment approval form **each semester** they wish to take courses.
5. Students are permitted to enroll in dual enrollment courses offered before, during or after school hours and during summer terms.
6. Students may be classified as both a Dual Enrollment and College Enrichment student in the same semester.
7. **Not all college courses offered by Manatee Community College are available through dual enrollment. Restrictions include, but are not limited to:**
  - a. The Dual Enrollment Course Equivalency Listing identifies the approved list of DE courses. This listing is updated annually on [www.facts.org](http://www.facts.org) and can be viewed in Appendix B and the current academic articulation agreement between MCC and Sarasota County School Board.
  - b. Remedial level and enrichment courses (**courses not specified on the Dual Enrollment list provided annually on FACTS.org**) are not available for dual enrollment.
  - c. Certain nursing and health science courses due to age restrictions.
8. Academic credit for DE, CTE-DE and EA may vary based on the time and competency requirements of the course. Refer to **Appendix C** for further explanation and examples of credit equivalence for high school and community college credit.

## ELIGIBILITY FOR CAREER DUAL ENROLLMENT (CTE-DE)

### CAREER DUAL ENROLLMENT ON THE HIGH SCHOOL CAMPUS [1007.27 F.S.]

#### Qualifications

Courses are available to students in grades 11 and 12 (10 under special circumstances) during the regular school day.

1. The student must have a minimum unweighted 2.0 cumulative grade point average (GPA) and must maintain a high school GPA of 2.0 (unweighted) to remain eligible for the Career and Technical Education Dual Enrollment Accelerated Programs.
2. The student must achieve an acceptable score on the College Placement Test (CPT), **SAT, or ACT by June 16 for fall enrollment and December 5 for spring enrollment.** When appropriate, any student tested after the June and December deadlines will require administrative approval from the school principal or his or her designee and an appropriate MCC representative. The qualifying test scores for DE-CTE are:

#### College Level English:

- CPT: 83+
- ACT: 17+
- SAT: 440+ on Verbal/Critical Reading AMPUS [1007.27 (5) F.S.]

#### College Level Math\*

- CPT: 29+
- ACT: 20+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, he or she may be eligible to take advanced math courses.*

#### College Level Reading\*

*These scores are necessary to determine if a student is reading at or above college level. (Required for all courses excluding English and Math)*

- CPT: 83+
- ACT: 18+
- SAT: 440+ on Verbal/Critical Reading

3. Test scores are valid for 2 years from the date of testing.
4. The student must submit an application for admission to MCC.
5. The student must be enrolled in at least 1 course at the high school.
6. The student must satisfy any course prerequisites as required by the current MCC catalog.

**\*For students enrolling in upper level math and reading courses, there are different scores required. Please refer to Appendix A for more specific score eligibility requirements.**

### **Academic Impact**

The dual enrollment student receives both high school and college credit. For the high school academic record, DE-CTE courses are weighted the same as IB, AP and Honors courses. **Since college credit is awarded, this grade will remain a part of the college *academic transcript* as well as the high school *academic transcript***

### **Costs**

Students enrolled in the DE-CTE Programs are exempt from the payment of access fees, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs.

### **Student Responsibilities**

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE-CTE classes at the school site. Under the supervision of the guidance counselor, the student will complete and submit an application (***Application for Dual Enrollment & Early Admission***) for admission to MCC. The student will obtain a parent/guardian signature on the DE-CTE Approval Form. **All dual enrollment applications and approval forms must be submitted to MCC by published deadlines.** **Students must also request a copy of their MCC transcript to be sent to the high school.**

### **Counselor Responsibilities**

During program planning, the guidance counselor will assist the student in making course selections and verify the student's eligibility status. The student must complete and submit an ***Application for Dual Enrollment & Early Admission*** and schedule an appointment to take the College Placement Test (CPT) at an MCC Assessment and Testing Center.

### **Instructor Responsibilities**

Instructors are responsible for completing and forwarding enrollment and withdrawal paperwork by the prescribed deadlines.

## CAREER DUAL ENROLLMENT ON THE MCC CAMPUS [1007.27 F.S.]

### **Qualifications**

In the case where approved courses are not available on the high school campus, students enrolled in Sarasota County district schools and/or registered as a Sarasota County Home School student may attend MCC.

1. The student must have a minimum unweighted 2.0 cumulative grade point average (GPA).
2. The student must achieve an acceptable score on the College Placement Test (CPT), SAT, or ACT by June 30 for fall enrollment and December 1 for spring enrollment. When appropriate, any student tested after the June and December deadlines will require administrative approval from the school principal or his or her designee and an appropriate MCC representative. The qualifying test scores are:

#### **College Level English:**

- CPT: 83+
- ACT: 17+
- SAT: 440+ on Verbal/Critical Reading

#### **College Level Math\***

- CPT: 29+
- ACT: 20+
- SAT: 510+

*\*If a student receives a higher math score than the minimum requirements, he or she may be eligible to take advanced math courses.*

#### **College Level Reading\***

*These scores are necessary to determine if a student is reading at or above college level. (Required for all courses excluding English and Math)*

- CPT: 83+
- ACT: 18+
- SAT: 440+ on Verbal/Critical Reading

3. Test scores are valid for valid for 2 years from the date of testing.
4. The student must submit an application for admission to the post secondary institution.
5. The student must be enrolled in at least 1 course at the high school.
6. The student must satisfy any course prerequisites as required by the current MCC catalog.

**\*For students enrolling in upper level math and reading courses, there are different scores required. Please refer to Appendix A for more specific score eligibility requirements.**

## Academic Impact

The dual enrollment student receives both high school and college credit. For the high school academic record, DE-CTE courses are weighted the same as IB, AP and Honors courses. **Since college credit is awarded, this grade will remain a part of the college *academic transcript as well as the high school academic transcript.***

## Costs

Sarasota public school (including charter school) students enrolled in the DE/EA Programs are exempt from the payment of access fees, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs. Home school students may request a waiver of costs of lab fees and required textbooks directly from MCC.

## Student Responsibilities

During program planning, the student is expected to meet with his or her guidance counselor regarding the availability of DE classes at the school site. Under the supervision of the guidance counselor, the student will complete and submit an application (*Application for Dual Enrollment & Early Admission*) for admission to MCC. The student must research the availability of courses at the post secondary school as well as complete and submit the high school Dual Enrollment Approval Form signed by a parent/guardian. **All paperwork must be submitted to MCC according to their designated deadlines.** The students must also submit their MCC schedule to their high school counselor in order to a book voucher. The student must return all books to the high school guidance counselor at the end of the semester that the course is completed. Books are expected to be returned 10 days after the semester ends. Students are also required to follow the drop/add, and grading policies of MCC.

## Counselor Responsibilities

During program planning, the guidance counselor will assist the student in making course selections and verify the student's eligibility status. The student must complete and submit an *Application for Dual Enrollment & Early Admission* and schedule an appointment to take the College Placement Test (CPT) at the MCC Assessment and Testing Center.

## Instructor Responsibilities

Instructors are responsible for completing and forwarding of enrollment and withdrawal paperwork by the prescribed deadlines.

## ACADEMIC PROCEDURES

### COLLEGE ENRICHMENT [1007.27 (5) F.S.]

#### Qualifications

College Enrichment is designed to provide an opportunity for qualified high school students to enroll in college level courses to add depth to their high school academic program. Students who enroll in College Enrichment courses will be classified as a “non degree seeking student” by MCC. Secondary students who wish to take college enrichment courses must meet the prerequisites required by MCC and complete the necessary application and forms.

#### Academic Impact

Credits earned may be applicable to an associate degree, but they will not be creditable toward a high school diploma; credits will not be added to the high school transcript.

#### Costs

The student is responsible for the payment of all fees, including the w, the purchased textbooks and supplemental and/or recommended materials.

#### Student Responsibilities

The student must complete a college application and a College Enrichment Form; both these documents can be obtained from the student’s guidance counselor. The student must achieve the required score on the CPT, SAT, or ACT. The student is responsible for the payment of all fees and the purchase textbooks. **The application fee is not waived. If required, the student is responsible for submitting a high school transcript to MCC.**

#### Counselor Responsibilities

The counselor will provide the student with the necessary forms to enroll in College Enrichment courses at MCC.

## STUDENT INFORMATION

### **Instructional Materials for Acceleration and Enrichment Students**

Materials from dual enrollment courses will be available from either the MCC Bradenton or MCC Venice Bookstore. The School Board of Sarasota County, Florida is responsible for costs associated with required textbooks. Receipt for the required instructional materials must be submitted to the Sarasota County School Board, Department of Instructional Media Services, 101 Old Venice Road, Osprey, Florida 34229. Home school students are responsible for payment of all lab fees and required instructional materials.

**All instructional materials (except those purchased by home school students) are the property of the School Board of Sarasota County, Florida and will be retrieved and accounted for at the year's end.** Books shall be returned to the student's high school guidance department for return to the district instructional materials office and inventory. Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

### **Campus Resources**

Acceleration and Enrichment students are entitled and encouraged to use MCC resources including libraries, computer labs, and tutorial labs.

### **Parking Decals**

Dual Enrollment and Early Admissions students are issued one parking decal per academic year free of charge. All students must go to the Security Office with a schedule bill in order to obtain their parking decal. Any fees accrued on campus due to parking violations are the responsibility of the student.

### **MCC Student I.D.**

All Acceleration and Enrichment students may obtain an MCC Student I.D. with a paid receipt and another form of photo identification at the Security Office. This MCC Student I.D. will also act as a library card for the student.

### **Acceleration Academic Policy**

Students must earn a "C" or better in each college course taken in the Dual Enrollment Program. **Students who earn less than a "C" in a dual enrollment course will not be eligible to participate in dual enrollment the following semester. After one (1) semester, students may once again participate in the program with their high school approval.** This academic policy applies to all dual enrollment courses; both at the high school and MCC.

*Note: Students may take courses for College Enrichment during this time.*

## **Maximum Course Load and Enrollment Policy**

Dual enrollment students will be permitted to take courses counting for high school credit as part of the dual enrollment program. Courses should not exceed the number of credits allowable by the school district (32 in a block scheduled school) **except for those students pursuing Early Admission courses in addition to courses counting toward both high school and college credit.** The maximum course load for dual enrollment students will be limited to two (2) MCC Campus-based courses per term (courses with accompanying labs are counted as one course) per semester or less as part of the Dual Enrollment Program in each full fall and spring term, and not to exceed two courses in the summer term.

Students will be permitted to enroll in dual enrollment through MCC Campus-based courses for a maximum of eight (8) terms; including two summer terms. Students may take additional courses each semester by taking college enrichment courses. Students enrolling in college enrichment courses are responsible for all college-related costs, which include tuition, fees, and textbooks. Early Admission students are advised to enroll in no more than 15 credit hours per semester. Students may continue with Dual Enrollment after meeting the graduation requirements (28 credits) for a high school diploma, provided that they do not exceed the equivalent of 32 high school credits.

## **Withdrawal Policy**

A student may withdraw from any course without the academic penalty of a “WF” grade by the withdrawal\_deadline as listed in the Manatee Community College Academic Calendar for courses taken at a MCC campus. For courses onsite at the high school a student must speak to a high school guidance counselor for withdrawal deadline. A student in a short-term course may withdraw without the academic penalty of a “WF” grade anytime before the withdrawal deadline specific for the course. When a “WF” is entered, it is recorded in the student’s permanent record and calculated as an “F” in the grade point average [GPA]. MCC encourages students to discuss withdrawal with the instructor or MCC Enrollment Advisor prior to withdrawing.

**Withdrawals occurring after the established deadline will be granted only if a student demonstrates major verifiable extenuating circumstances clearly beyond the student’s control.**

All such requests must be made directly to the Deans of Instruction, who have the final approval/disapproval authority. In such approved cases, the “WF” would be changed to a “W” grade, with no GPA consequences.

**It is the responsibility of the student to initiate the withdrawal procedure, complete the form and survey, and return it to the Enrollment Services Office. A Petition for Withdrawal Form is available in the Enrollment Services Office. Failure to follow this procedure could result in a grade of “WF” being recorded for the student and “F” calculated in the grade point average [GPA].** This policy applies to all part- and full-time degree credit and college preparatory credit students.

Students are required to notify the high school guidance counselor of any course withdrawal and provide a copy of the MCC-Sarasota County School Board withdrawal form.

## **Repeat Policy**

In accordance with the MCC forgiveness policy, students may repeat a course, up to a maximum of two repeat attempts per course, in which the student earned a grade of “D” or “F,” provided an associate in arts degree has not yet been awarded. The grade point average will be adjusted on the MCC transcript so that only the last attempt at the repeated course will be included in the grade point average. However, if a student transfers to another institution, public or private, it is the responsibility of the student to learn what the receiving institution’s policy is regarding acceptance of “forgiven” courses in the computation of the student’s grade point average. **Students will be responsible for fees for the third attempt.**

***NOTE: Students who receive a “C” in a Dual Enrollment course are not permitted to retake the course. An appeal to repeat a course in which a grade of C or higher has been earned may be considered when documented extenuating conditions beyond the students control prevail [e.g., illness, death in family, accident]. This appeal is initiated with the School Administrator and forwarded to the college’s Vice-President for Academic Affairs.***

## **Grading Policy**

Grades earned while a student is in Acceleration and Enrichment program will become part of the student’s permanent college and high school transcript, GPA, and class rank. Students must maintain a 3.0 unweighted GPA in DE or a 2.0 unweighted GPA in CTE-DE in order to remain eligible for the Dual Enrollment/CTE-Dual Enrollment/Early Admissions Programs. MCC does not send grade reports to students or high schools. **Students are responsible for submitting their grades to their high schools.**

## **Transcripts**

Students may request an official transcript from the MCC Registrar’s Office for a \$7.00 fee. Students may print out their unofficial transcript from the MCC website. **Students are responsible for sending their grades and transcripts to their schools**

## **Important Notice**

- Students taking dual enrollment courses are subject to the rules and regulations of Manatee Community College as established in the MCC Catalog and the Lancer Student Handbook Planner.
- While in college courses, students are subjected to a learning environment that promotes an open exchange of ideas. Course content is presented on an adult level, and class discussions require a mature understanding of divergent viewpoints and the ability to think critically on controversial issues.
- Dual enrollment students who receive a failing grade may have difficulty in meeting future admission requirements at colleges and universities, including financial aid and scholarship opportunities.

## FACULTY CERTIFICATION

Manatee Community College Board of Trustees Rule number 2.09.01 states that to be certified, faculty must satisfy minimum certification requirements as specified by SACS. Verification that those requirements have been met shall be through the faculty member's transcripts of graduate and undergraduate credits. The appropriate Department Chair will complete the Manatee Community College ***Faculty Certification*** form and submit it to the appropriate Associate Dean for approval. Subsequent to approval by the Vice President of Instructional Affairs, the certification document is submitted to the MCC Office of Human Resources for placement in the faculty member's personnel file. Additional information on the faculty certification is available on the MCC website at [www.mccfl.edu](http://www.mccfl.edu).

Manatee Community College employs competent faculty members qualified to accomplish the mission and goals of the institution. When considering acceptable qualifications of its faculty, Manatee Community College gives primary consideration to the highest degree earned according to the guidelines listed below:

- a. Faculty teaching general education courses: a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree (these are designated A.A. courses at MCC): a doctoral or a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree (these are designated A.A.S. or A.S. courses at MCC): a baccalaureate degree in the teaching discipline, or an associate degree and demonstrated competencies in the teaching discipline.

Manatee Community College also considers competence, effectiveness, and capacity, including as appropriate, undergraduate and graduate degrees, related work experiences in the fields, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievement that contribute to effective teaching and student learning outcomes.

The College maintains its most current listing of appropriate credentials for each specific discipline at the following website: <http://faculty.mccfl.edu/FacultyCredentialing/FacCred.htm>

## **CLASSROOM MANAGEMENT**

In all matters of classroom management, Dual Enrollment Faculty should direct questions and concerns to the respective Department Chair of Manatee Community College. The two academic divisions are Arts and Letters & Social and Behavioral Sciences; and Mathematics, Science, Technology, Business and Health and Physical Education. In addition, detailed information on policies and practices may be found on the on-line Adjunct Faculty Handbook at <http://faculty.mccfl.edu/AdjunctNotebook/AdjunctNotebook.htm>

All Sarasota County district school (including charter school) and registered home school students who participate in DE/ EA courses are subject to the College Student Code of Conduct as well as the classroom management, academic, and attendance policies and procedures of MCC.

### **Syllabi, Handouts and Exams**

All Dual Enrollment instructors are required to provide their students with a course syllabus. At a minimum, this syllabus should follow the requirements of the approved syllabus template. The approved syllabus template is included in the Adjunct Faculty Handbook and more specifically at: <http://mcc1.mccfl.edu/Academ/EnReLa/Handbook/SyllabusTemplate.htm> (Note: This link does not work.)

The MCC Department Chair will furnish specifics regarding the above requirements. A copy of the syllabus must be submitted to the MCC Department Chair during the first two weeks of class. Upon request, instructors are required to submit representative handouts and all exams to the MCC Department Chair throughout the term.

### **Attendance Policy**

Punctual and regular class attendance is expected of all students. Any class session missed, regardless of cause, reduces the opportunity for learning and often adversely affects the grade a student achieves in a course. Dual Enrollment students are subject to all state and public school rules and regulations regarding attendance.

### **Academic Misconduct**

Should any instance of academic misconduct arise, it is strongly suggested that the instructor confer with the Department Chair on the proper manner in which to proceed. Additional information on the student code of conduct can be found in the current MCC Catalog at <http://www.mccfl.edu> and the Lancer Student Handbook/Planner.

### **Plagiarism Policy**

Plagiarism is defined as the use of ideas, facts, opinions, illustrative material, data, direct or indirect wording of another scholar and/or writer-professional or student-without giving proper credit. If a student is found guilty of plagiarism, he/she will receive a zero (“0”) for the assignment and an “F” for the course.

## **Copyright Law**

Faculties are expected to abide by the copyright laws. Guidelines regarding the current laws, especially as they relate to photocopying, videotaping and computer software are available in the Adjunct Faculty Handbook at <http://faculty.mccfl.edu/AdjunctNotebook/AdjunctNotebook.htm>

## **Student Rights**

A student may file a grievance through due process. Procedures for such due process are on file in the Division Office. These procedures provide all students of MCC with an orderly process for resolving complaints arising from the interpretation and applications of policies and practice involving academic and student affairs. Refer to page 112 of the Lancer Student Handbook/Planner.

## **Statement of Nondiscrimination**

Manatee Community College is an equal opportunity and access institution and does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, disability, age, marital or veteran status in any of its educational programs, services or activities, including admission and employment.

Disabled individuals requiring accommodations, modifications or encountering physical barriers in the limited number of older inaccessible facilities should contact the disability resource center (DRC) at (941) 752-5295 or (941) 408-1300, ext. 65295, for information, assistance or services.

## **Final Exams**

Faculty are required to retain final exams for one (1) full academic semester to address any student concerns, which may arise over the final grade awarded. Any faculty member permanently leaving the immediate vicinity prior to the expiration of this six-month period must make arrangements to deliver the final exams to the MCC Department Chair.

## **Instructor Evaluation**

The MCC Department Chair or designee will evaluate all Dual Enrollment faculties. This evaluation will involve a classroom visitation. In addition, all Dual Enrollment faculties will be asked to have their students complete an evaluation form during the latter part of the semester. Complete instructions will be given at that time.

## **Grading Policy**

A student completing a Dual Enrollment class receives two grades, one for the high school credits earned and a second for the college credits. Grades assigned for the high school credits will be awarded according to the Sarasota County School Board grading policy. The grade earned for the college credits will be awarded according to the MCC grading system. Additional grading policy information can be found in the current MCC Catalog located on the MCC website at <http://www.mccfl.edu> .

## Final Grades

- Final grades will be submitted electronically to MCC in accordance with the MCC Academic Calendar. The on-line Faculty handbook provides additional information on electronic grade entry.
- Students taking dual enrollment courses on the MCC campus must request a transcript from the MCC registrar and pay the appropriate fee. **The student is responsible for insuring that the high school registrar has a certified copy of the transcript or MCC grade report.** Otherwise, the high school student will not receive credit for the MCC course at the high school.
- Manatee Community College conforms to the Family Educational Rights and Privacy Act of 1974 (FERPA). **No student grades are posted in any public manner; no grades are provided by telephone. Students obtain their grades by conferring in person with their instructors or by accessing them online via MyMCC.**
- Final grades for high school credit will be awarded on high school report cards and academic transcripts.

## Dual Enrollment Course Recommendations

The MCC Director of Career and Technical Education and the MCC Dual Enrollment Advisor or Director of Enrollment Services or designee will confer with Sarasota District's Director of Curriculum and Instruction, Director of Career and Technical Education, or/and Student Service's Guidance Program Specialist to identify Dual Enrollment courses to be offered on Sarasota District high school campuses. A dual enrollment course equivalency listing can be found at [www.facts.org](http://www.facts.org) and in Appendix B.

## Instructional Materials

According to the Dual Enrollment Articulation Agreement, the selection of texts and associated instructional materials (e.g., graphing calculators and software) is approved by the MCC Department Chair with input from the faculty members teaching the course. Every effort will be made to continue the use of instructional materials in inventory. All personnel will work to meet calendar needs requested by the Instructional Materials Services Manager.

## Instructional Materials Procedures for Students Taking Dual Enrollment Courses at the High School Site

Instructional materials will be provided by the high school. **All instructional materials are the property of the School Board of Sarasota County and will be retrieved and accounted for at the year's end.** Monies due for loss or damage should be collected from students in the same manner as other instructional materials used in regular programs.

## **REQUESTS FOR DUAL ENROLLMENT COURSES ON THE HIGH SCHOOL SITE**

All dual enrollment courses to be offered at the high school site must be approved by Sarasota County School District's Director of Curriculum and the school principal or his/her designee. Dual enrollment courses at the high school site are selected on the basis of the following criteria:

- Appropriateness of the course for transfer credit or degree programs.
- General education subjects which serve in the best interest of the student.

Requests for dual enrollment courses to be offered at the high school site must be submitted from the instructor to the appropriate Department Chair; the Department Chair will submit the request to the principal and the district's Director of Curriculum.

Dates of initiation and length of courses offered through the Inter-institutional Articulation Agreement shall conform to the calendar of MCC and the high school must maintain the minimum number of contact hours required for college credit in specific courses.

## **ADMINISTRATIVE POLICIES AND PROCEDURES**

### **Assurance of Transfer and Credit Policies**

Associate in Arts (A.A.) and Associate in Science (A.S.) credits received upon satisfactory completion of college courses offered through this agreement shall be transferable in the State of Florida as described in Rule 6A-10.024, FAC. [Articulation between Universities, Community Colleges and School Districts] Associate in Applied Science (A.A.S.) credits are not included in this rule and are not intended for transfer in the State University System.

### **Tech Prep**

Tech Prep is a term used by Federal, State, and Local education to describe activities that are carried on by local consortia which exist for the purpose of promoting the transition from high school career and technical education to post-secondary technical degrees and certificates. The Suncoast Consortium consists of Manatee Community College, Manatee County Schools, and Sarasota County Schools. This organization, supported by the Tech Prep—Carl D. Perkins grant carries on the activities of Tech Prep. These activities include yearly grant writing, creation of promotional materials, in-class presentations, staff development, parent presentations, committee assignments, articulation agreements, and any other activity that promotes the cause of Tech Prep.

Students who complete a Tech Prep Pathway (three or more credits in a given CTE program) have the opportunity to receive college or technical school credit. The students must choose to continue in the same area of study at the post-secondary level in order to receive credit through articulation agreements with partner post-secondary schools. All Tech Prep Pathways are based on the course progression given by the Department of Education; the articulation agreements support more than 150 programs of study in the consortium. Pathways consist of at least three consecutive classes in a program area that connect to related post-secondary program.

### **Assurance of High School Credit**

Upon satisfactory completion of dual enrollment courses, students will be awarded high school credit. Credit will be noted on high school transcript as well as official MCC transcript.

### **Procedure To Inform Students And Parents**

Sarasota County School Board will provide eligible students with an informational document describing the educational benefits and eligibility requirements for Acceleration and Enrichment programs. In a cooperative effort, MCC will be available to assist in providing information and answering specific questions and provide Acceleration and Enrichment orientations during registration periods.

### **Excess Hours and Acceleration Mechanisms**

All eleven of the state's public universities agree that credit hours earned through accelerated programs such as Advanced Placement, Dual Enrollment or College Level Examination Programs, that do not contribute toward the completion of a student's degree, will not be counted for excess hours purposes.

### **Relationship of Responsibilities**

Due to the parallel nature of dual enrollment and early admission course offerings, administrative and procedural responsibilities must be shared between SCSB and MCC. Students must adhere to registration, attendance, and withdrawal policies as determined by SCSB and Manatee Community College.

<b>INTER-INSTITUTIONAL GOALS 2008-09</b>
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### **Remediation Reduction**

The Remediation Reduction Team, which was formed in 2000-2001, has joint membership from Manatee Community College and the Sarasota and Manatee County School Boards. Previously, the Team completed an analysis of the correlation between the Florida Comprehensive Achievement Test and the College Placement Test (CPT). Through this analysis, it was determined that little correlation existed.

The Team continues to endorse a website to help prepare students for the CPT: <http://mccfl.edu/practicetest>. Students can complete practice tests in Arithmetic, Algebra, English (sentence skills), and Reading. The practice site provides instant feedback and diagnostic information.

The feedback system designed to provide information about CPT performance of recent graduates has or will be implemented and successfully executed. Each The Sarasota School Board has received a report that identified student, CPT score, and graduating high school.

## **Focus for 2008-09**

- Continue the marketing plan to maximize student use of the <http://mccfl.edu>.
- Collaborate with the Sarasota County Workforce Board and Manatee Community College to provide increased opportunities for students to earn weighted or dual enrollment credit for higher-level career and technical programs and to develop Career Academies that will lead to industry recognized certifications.

## **Teacher Preparation**

Manatee Community College and the Sarasota County School Board will address the teacher critical shortage and improve the preparation of elementary, middle, and high school teachers by jointly administering the following pre-service and in-service Teacher Preparation Program activities:

Expansion of the Para-to-Teacher Program (PTP), a pre-service teacher preparation program started in Fall 2001 that provides scholarship funds for teacher aides in Sarasota County to complete teaching degrees, to receive specialized advisement throughout the program, and, for selected teacher aides, to be guaranteed a job upon graduation. This program is a partnership program between Sarasota County, Manatee Community College, and the University of South Florida Sarasota/Manatee.

1. Expansion of Florida Future Teachers (FFT), a pre-service initiative to recruit high school students and to prepare them for a teaching career. This includes
  - a. Designing and disseminating of recruitment/informational materials for counselors and high school students
  - b. Offering dual enrollment education classes in the high school;
  - c. Providing specialized advisement throughout the program; and
  - d. Initiating extracurricular teacher preparation activities, such as community college/high school FEA partnerships.
2. Continuation of the Title I Teacher Aide Certification Program (T1) to provide training for Title I Teacher Aides in Sarasota County.
3. Continuation of the Teacher Preparation Team (TPT), a partnership between Manatee and Sarasota Counties, USF Sarasota/Manatee, and Manatee Community College designed to provide networking, planning and implementation of pre-service and in-service Teacher Preparation activities.
4. Expansion of the MCC Educator Preparation Institute (EPI) to provide the following:
  - a. Professional development opportunities to assist teachers and alternative certification candidates in improving classroom instruction and in meeting certification requirements,
  - b. Instruction to assist potential and existing substitute teachers in performing their duties,
  - c. Instruction to assist paraprofessionals in meeting education and training requirements, and
  - d. Instruction and field experiences for baccalaureate degree holders to become certified teachers through competency-based alternative certification programs.

### **Increase in enrollment of underrepresented populations**

1. Assist with district plans to increase minority enrollment in DE/EA opportunities.
2. Participate in planning and design and opening of Sarasota's Technical High Schools.
3. Collaborate with the MCC Office of Career & Technical Education efforts to recruit and retain underrepresented populations in CTE programs.

# Appendix A

## Manatee Community College Assessment/Testing Center Florida Placement Test Results

G 0 0

NAME: \_\_\_\_\_

DATE TESTED: \_\_\_\_\_

### ORIENTATION SESSION INFORMATION

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

TEST NAME	SCORING	CPT/FPT RESULTS	CLASS PLACEMENT	SAT	ACT																																				
Reading Comprehension	0 – 42		REA 0001 Class / REA 0001L Lab	<360	3-14																																				
	43 – 82		REA 0002 Class/ REA 0002L Lab	360-430	15-17																																				
	83+		REA 1105 Credit Class (Strongly recommended)	440+	18-19																																				
Sentence Skills	0 – 61		ENC 0010 Class / ENC 0010L Lab	<360	0-9																																				
	62 – 82		ENC 0020 Class	360-430	10-16																																				
	83+		ENC 1101* Credit class	440+	17+																																				
Elementary Algebra and Arithmetic	0 - 82		MAT 0012 Class / MAT 0012L Lab	200-390	0-14																																				
	0 - 69					Elementary Algebra and Arithmetic	0 - 82		MAT 0024 Class / MAT 0024L Lab	400-450	15-18		70+		Elementary Algebra and College Level Math	83+		MAT 1033 (Credit class, but not Gordon Rule)	460-500	19		0 - 28		Elementary Algebra and College Level Math	83+		STA 2023* or MAC 1105* or MGF 1107* or MGF 1106* or MTB 1321 (A.S. credit only)	510-550	20-22		29 - 50		College Level Math	51 to 65		MAC 1140*, MAC 2233* or MAC 1114*	560 - 590	23 - 25	College Level Math	66+	
Elementary Algebra and Arithmetic	0 - 82		MAT 0024 Class / MAT 0024L Lab	400-450	15-18																																				
	70+					Elementary Algebra and College Level Math	83+		MAT 1033 (Credit class, but not Gordon Rule)	460-500	19		0 - 28		Elementary Algebra and College Level Math	83+		STA 2023* or MAC 1105* or MGF 1107* or MGF 1106* or MTB 1321 (A.S. credit only)	510-550	20-22		29 - 50		College Level Math	51 to 65		MAC 1140*, MAC 2233* or MAC 1114*	560 - 590	23 - 25	College Level Math	66+		MAC 2147*	600+	26+						
Elementary Algebra and College Level Math	83+		MAT 1033 (Credit class, but not Gordon Rule)	460-500	19																																				
	0 - 28					Elementary Algebra and College Level Math	83+		STA 2023* or MAC 1105* or MGF 1107* or MGF 1106* or MTB 1321 (A.S. credit only)	510-550	20-22		29 - 50		College Level Math	51 to 65		MAC 1140*, MAC 2233* or MAC 1114*	560 - 590	23 - 25	College Level Math	66+		MAC 2147*	600+	26+															
Elementary Algebra and College Level Math	83+		STA 2023* or MAC 1105* or MGF 1107* or MGF 1106* or MTB 1321 (A.S. credit only)	510-550	20-22																																				
	29 - 50					College Level Math	51 to 65		MAC 1140*, MAC 2233* or MAC 1114*	560 - 590	23 - 25	College Level Math	66+		MAC 2147*	600+	26+																								
College Level Math	51 to 65		MAC 1140*, MAC 2233* or MAC 1114*	560 - 590	23 - 25																																				
College Level Math	66+		MAC 2147*	600+	26+																																				

\* Indicates a Gordon Rule course (consult the catalog for definition and requirements of Gordon Rule.)

Note: Test Scores only valid for 2 consecutive years from date of test based on state statutes.

Revised 10/2006

**APPENDIX B**  
**DUAL ENROLLMENT COURSE EQUIVALENCY LIST**  
**Effective Date: August 2007**

**ELECTIVES**

Current law allows for any course in the Statewide Course Numbering System, with the exception of remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) postsecondary courses taken through dual enrollment that are not listed below shall be awarded 0.5 high school credits, either as an elective or as designated in the local inter-institutional articulation agreement.

**FOREIGN LANGUAGE COURSES:** All four-credit foreign language courses (including American Sign Language) shall be awarded one full high school credit.

**ENGLISH**

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
AML	010	American Literature I: Colonial to the Civil War	1.0
AML	011	American Literature I: Colonial to 1875	1.0
AML	012	American Literature I: Colonial to 1900	1.0
AML	020	American Literature II: Civil War to Present	1.0
AML	021	American Literature II: 1875 to Present	1.0
AML	022	American Literature II: 1900 to Present	1.0
ENC	101	**Freshman Composition Skills I	1.0
ENC	102	**Freshman Composition Skills II	1.0
ENC	121	Honors Freshman Composition Skills I	1.0
ENC	122	Honors Freshman Composition Skills II	1.0
ENC	123	Honors Introduction to Writing	1.0
ENC	145	Freshman Special Topics Composition	1.0
ENC	210	Technical Report Writing	0.5
ENC	301	Advanced Composition	1.0
ENC	305	Topics in Advanced Composition	1.0
ENL	010	English Literature to 1660	1.0
ENL	011	English Literature to 1750	1.0
ENL	012	English Literature to 1798	1.0
ENL	020	English Literature since 1660	1.0
ENL	021	English Literature since 1750	1.0
ENL	022	English Literature since 1798	1.0
LIN	670	Writing and Grammar	0.5
LIN	742	English Grammar and Style	0.5
LIT	000	Introduction to Literature	1.0
LIT	090	Contemporary Literature	0.5
LIT	100	World Literature	1.0
LIT	110	World Literature through Renaissance	1.0
LIT	118	Honors World Literature I	1.0
LIT	128	Honors World Literature II	1.0
LIT	120	World Literature since Renaissance	1.0

\*\* Signifies that all community colleges and universities offer or accept this course in transfer as a part of their general education requirements.

Please note: PSY X012 "Introduction to Psychology" is also offered or accepted by all institutions as a part of their general education programs, but is a high school elective, and therefore not included on this list.

**Highlighted Courses are New Additions to the List for 2008-09**

## MATHEMATICS

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
MAA	102	Advanced Multivariable Calculus I	1.0
MAC	105	**College Algebra	1.0
MAC	114	**Trigonometry	1.0
MAC	140	Precalculus Algebra	1.0
MAC	147	Precalculus Algebra/Trigonometry	1.0
MAC	233	Calculus For Business I	1.0
MAC	281	Engineering Calculus I	1.0
MAC	282	Engineering Calculus II	1.0
MAC	283	Engineering Calculus III	1.0
MAC	311	**Calculus I	1.0
MAC	312	**Calculus II	1.0
MAC	313	**Calculus III	1.0
MAC	472	Honors Calculus I	1.0
MAC	473	Honors Calculus II	1.0
MAC	474	Honors Calculus III	1.0
MAD	401	Numerical Analysis	1.0
MAP	302	Differential Equations	1.0
MAP	401	Advanced Differential Equations	1.0
MAS	103	Linear Algebra	1.0
MAS	105	Linear Algebra	1.0
MAS	300	Numbers and Polynomials	1.0
MAT	033	Intermediate Algebra	0.5
MGF	106	**Liberal Arts Mathematics I	1.0
MGF	107	**Liberal Arts Mathematics II	1.0
MTG	206	College Geometry	1.0
MTG	212	College Geometry	1.0
STA	023	**Statistical Methods I	1.0

## PERFORMING/FINE ARTS

Subject area credit in Performing/Fine Arts is awarded for approved courses regardless of whether a lab is taken with the course.

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
ARC	301	Architectural Design I	0.5
ARC	701	Architectural Development	0.5
ARH	000	Art Appreciation	0.5
ARH	003	Purposes Of Art	0.5
ARH	006	History Of Visual Ideas I	0.5
ARH	050	Art History I	0.5
ARH	051	Art History II	0.5
ARH	411	Art History: Modern Art	0.5
ART	001	Studio Art For Nonmajors	0.5
ART	003	Studio Art For Majors	0.5
ART	100	Crafts I	0.5
ART	110	Ceramics I	0.5

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
ART	111	Ceramics II	0.5
ART	181	Stained Glass	0.5
ART	201	Design I	0.5
ART	203	Design III	0.5
ART	205	Color And Composition	0.5
ART	230	Communication Design I	0.5
ART	253	Illustration I	0.5
ART	300	Drawing I	0.5
ART	301	Drawing II	0.5
ART	302	Drawing III	0.5
ART	330	Drawing	0.5
ART	340	Beginning Illustrations	0.5
ART	375	Drawing	0.5
ART	400	Printmaking I	0.5
ART	500	Painting I	0.5
ART	501	Painting II	0.5
ART	502	Painting III	0.5
ART	503	Painting IV	0.5
ART	510	Painting I	0.5
ART	600	Electronic Media I	0.5
ART	601	Electronic Media II	0.5
ART	701	Sculpture I	0.5
ART	750	Ceramics I	0.5
ART	751	Ceramics II	0.5
DAA	100	Modern Dance I	0.5
DAA	101	Basic Contemporary Dance	0.5
DAA	104	Contemporary Dance I	0.5
DAN	100	Introduction to Dance	0.5
FIL	000	Introduction To Film Studies	0.5
FIL	002	Appreciation Of Film I	0.5
FIL	200	Film Production	0.5
FIL	400	History Of Motion Pictures	0.5
FIL	506	Critical Methods	0.5
GRA	151	Computer Graphics I	0.5
GRA	152	Computer Graphics II	0.5
GRA	190	Graphics Design I	0.5
GRA	191	Graphics Design II	0.5
GRA	500	Introduction To Graphic Arts	0.5
GRA	543	Graphic Design	0.5
GRA	740	Presentations	0.5
GRA	743	Commercial Illustration	0.5
GRA	802	Computer Graphics For Artists	0.5
MUH	011	Music Appreciation I	0.5
MUH	018	Jazz History And Appreciation	0.5
MUH	110	Introduction To Music History & Lit	0.5
MUH	371	20th Century Music	0.5
MUL	010	Music Appreciation	0.5
MUL	110	Survey Of Music Literature	0.5
MUL	380	Jazz And Popular Music In America	0.5
MUM	600	Recording Techniques	0.5

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
MUN	310	College Chorus	0.5
MUN	340	Chamber Singers	0.5
MUN	450	Piano Ensemble	0.5
MUS	360	Music and Computers	0.5
MUS	550	Music Technology	0.5
MUT	001	Fundamentals of Music	0.5
MUT	011	Music Theory For Nonmajors	0.5
MUT	111	Music Theory I	0.5
MUT	121	Music Theory I	0.5
MUT	122	Music Theory II	0.5
MUT	126	Music Theory III	0.5
MUT	127	Music Theory IV	0.5
PGY	100	Basic Photography For Nonmajors	0.5
PGY	102	Photography II For Nonmajors	0.5
PGY	401	Photography I For Majors	0.5
PGY	410	Photography II	0.5
PGY	420	Advanced B&W Photography	0.5
PGY	750	Introduction To Video Art	0.5
PGY	801	Digital Photography I	0.5
PGY	802	Digital Photography II	0.5
SPC	600	Public Speaking I	0.5
THE	000	Theatre Appreciation	0.5
THE	010	Survey of Drama: Ancient Greece to Early Renaissance	0.5
THE	011	Survey of Drama: High Renaissance to Present	0.5
THE	020	Introduction To Theatre	0.5
THE	030	Introduction Theatre I	0.5
THE	071	Cinema Arts	0.5
THE	925	Play Production	0.5
TPA	000	Introduction To Theatre Design	0.5
TPA	210	Stagecraft I	0.5
TPA	220	Stage Lighting	0.5
TPA	230	Theatre Costuming I	0.5
TPP	100	Acting I	0.5
TPP	110	Acting I (Majors)	0.5
TPP	111	Acting II	0.5
TPP	700	Voice Preparation for the Actor	0.5

## PHYSICAL EDUCATION

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
HLP	081	Personal Health And Fitness	0.5
HLP	083	Human Performance	0.5
HSC	100	Personal Health	0.5
HSC	101	Perspectives of Health and Wellness	0.5
HUN	003	Wellness:Nutrition, Personal Growth, Fitness	0.5
PET	303	Appl. Of Scientific Prin. To Conditioning Programs	0.5

## PRACTICAL ARTS/CAREER EDUCATION CREDIT

All 3-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 Practical Arts/Career Education credits toward high school graduation.

Note: Students seeking to meet the requirements of a 3-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through dual enrollment must carefully choose dual enrollment courses that meet the requirements for 3 sequential credits in one career education program.

## SCIENCE

### Criteria for Awarding High School Subject Area Credit in Science:

- Since all high school science courses (with lab) are awarded 1.0 high school science credits, then all college-level dual enrollment science courses (with lab) will be awarded 1.0 high school science credits.
- College-level dual enrollment science courses **taken without a lab component** will be awarded 0.5 high school science credits.
- Note: Section 1003.43(1)(c), Florida Statutes, states that high school graduation requirements include successful completion of “Three credits in science, two of which must have a laboratory component.” Regardless of the number of science credits earned through dual enrollment, the requirement of two sciences **with a lab component** must be met to graduate.
- ences **with a lab component** must be met to graduate.

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
AST	002/L	Introduction To Astronomy/With Lab Course	1.0
AST	002C	Introduction To Astronomy With Lab	1.0
AST	002	Introduction To Astronomy Without Lab	0.5
AST	005/L	Astronomy I/With Lab Course	1.0
AST	005C	Astronomy I With Lab	1.0
AST	005	Astronomy I Without Lab	0.5
AST	006/L	Astronomy II/With Lab Course	1.0
AST	006C	Astronomy II With Lab	1.0
AST	006	Astronomy II Without Lab	0.5
BOT	010/L	Introductory Botany/With Lab Course	1.0
BOT	010C	Introductory Botany With Lab	1.0
BOT	010	Introductory Botany Without Lab	0.5

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
BSC	001/L	Introduction to Biology/With Lab Course	1.0
BSC	001C	Introduction to Biology With Lab	1.0
BSC	001	Introduction to Biology Without Lab	0.5
BSC	005/L	General Biology (Non-Majors)/ With Lab Course	1.0
BSC	005C	General Biology (Non-Majors) With Lab	1.0
BSC	005	General Biology (Non-Majors) Without Lab	0.5
BSC	007/L	Life Sciences/With Lab Course	1.0
BSC	007C	Life Sciences With Lab	1.0
BSC	007	Life Sciences Without Lab	0.5
BSC	010/L	**General Biology/With Lab Course	1.0
BSC	010C	**General Biology With Lab	1.0
BSC	010	**General Biology Without Lab	0.5
BSC	011/L	General Biology/With Lab Course	1.0
BSC	011C	General Biology With Lab	1.0
BSC	011	General Biology Without Lab	0.5
BSC	023/L	Human Biology/With Lab Course	1.0
BSC	023C	Human Biology With Lab	1.0
BSC	023	Human Biology Without Lab	0.5
BSC	084/L	Anatomy & Physiology I /With Lab Course	1.0
BSC	084C	Anatomy & Physiology I With Lab	1.0
BSC	084	Anatomy & Physiology I Without Lab	0.5
BSC	085/L	Anatomy & Physiology I/With Lab Course	1.0
BSC	085C	Anatomy & Physiology I With Lab	1.0
BSC	085	Anatomy & Physiology I Without Lab	0.5
BSC	086/L	Anatomy & Physiology II/With Lab Course	1.0
BSC	086C	Anatomy & Physiology II With Lab	1.0
BSC	086	Anatomy & Physiology II Without Lab	0.5
BSC	093/L	Anatomy & Physiology I/With LAB Course	1.0
BSC	093C	Anatomy & Physiology I With Lab	1.0
BSC	093	Anatomy & Physiology I Without Lab	0.5
BSC	094/L	Anatomy & Physiology II/With Lab Course	1.0
BSC	094C	Anatomy & Physiology II With Lab	1.0
BSC	094	Anatomy & Physiology II Without Lab	0.5
BSC	420/L	Biotechnology/ With Lab Course	1.0
BSC	420C	Biotechnology With Lab	1.0
BSC	420	Biotechnology Without Lab	0.5
CHM	020/L	Chemical Science/ With Lab Course	1.0
CHM	020C	Chemical Science With Lab	1.0
CHM	020	Chemical Science Without Lab	0.5
CHM	025/L	Introduction to Chemistry/With Lab Course	1.0
CHM	025C	Introduction to Chemistry With Lab	1.0
CHM	025	Introduction to Chemistry Without Lab	0.5
CHM	030/L	Elementary Chemistry/With Lab Course	1.0
CHM	030C	Elementary Chemistry With Lab	1.0
CHM	030	Elementary Chemistry Without Lab	0.5
CHM	045/L	**General Chemistry I/With Lab Course	1.0
CHM	045C	**General Chemistry I With Lab	1.0
CHM	045	**General Chemistry Without Lab	0.5
CHM	046/L	General Chemistry/With Lab Course	1.0

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
CHM	046C	General Chemistry With Lab	1.0
CHM	046	General Chemistry Without Lab	0.5
CHM	047/L	General Chemistry/With Lab Course	1.0
CHM	047C	General Chemistry With Lab	1.0
CHM	047	General Chemistry Without Lab	0.5
CHM	050/L	General Chemistry and Qualitative Analysis Lab Course	1.0
CHM	050C	General Chemistry and Qualitative Analysis With Lab	1.0
CHM	050	General Chemistry and Qualitative Analysis Without Lab	0.5
CHM	210/L	Organic Chemistry/With Lab Course	1.0
CHM	210C	Organic Chemistry With Lab	1.0
CHM	210	Organic Chemistry Without Lab	0.5
CHM	211/L	Organic Chemistry II/With Lab Course	1.0
CHM	211C	Organic Chemistry II With Lab	1.0
CHM	211	Organic Chemistry II Without Lab	0.5
ESC	000/L	Earth Science/With Lab Course	1.0
ESC	000C	Earth Science With Lab	1.0
ESC	000	Earth Science Without Lab	0.5
EVS	001/L	Introduction to Environmental Sciences/With Lab Course	1.0
EVS	001C	Introduction to Environmental Sciences With Lab	1.0
EVS	001	Introduction to Environmental Sciences Without Lab	0.5
GLY	001/L	Elements Of Earth Science/With Lab Course	1.0
GLY	001C	Elements Of Earth Science With Lab	1.0
GLY	001	Elements Of Earth Science Without Lab	0.5
GLY	010/L	Physical Geology/With Lab Course	1.0
GLY	010C	Physical Geology With Lab	1.0
GLY	010	Physical Geology Without Lab	0.5
GLY	151/L	Geology & Environment of FL/With Lab Course	1.0
GLY	151C	Geology & Environment of FL With Lab	1.0
GLY	151	Geology & Environment of FL Without Lab	0.5
ISC	140/L	Earth and Its Environment/With Lab Course	1.0
ISC	140C	Earth and Its Environment With Lab	1.0
ISC	140	Earth and Its Environment Without Lab	0.5
MCB	010/L	Microbiology/With Lab Course	1.0
MCB	010C	Microbiology With Lab	1.0
MCB	010	Microbiology Without Lab	0.5
MCB	013/L	Microbiology/With Lab Course	1.0
MCB	013C	Microbiology With Lab	1.0
MCB	013	Microbiology Without Lab	0.5
MET	010/L	Meteorology/With Lab Course	1.0
MET	010C	Meteorology With Lab	1.0
MET	010	Meteorology Without Lab	0.5
OCB	003/L	Marine Biology/With Lab Course	1.0
OCB	003C	Marine Biology With Lab	1.0
OCB	003	Marine Biology Without Lab	0.5
OCB	010/L	Introduction To Marine Biology/With Lab Course	1.0
OCB	010C	Introduction To Marine Biology With Lab	1.0
OCB	010	Introduction To Marine Biology Without Lab	0.5
OCB	013/L	Introduction To Marine Biology/With Lab Course	1.0
OCB	013C	Introduction To Marine Biology With Lab	1.0

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
OCB	013	Introduction To Marine Biology Without lab	0.5
OCE	001/L	Survey Of Oceanography/With Lab Course	1.0
OCE	001C	Survey Of Oceanography With Lab	1.0
OCE	001	Survey Of Oceanography Without Lab	0.5
PCB	300/L	Aquatic Biology/With Lab Course	1.0
PCB	300C	Aquatic Biology With Lab	1.0
PCB	300	Aquatic Biology Without Lab	0.5
PCB	703/L	Human Physiology I/With Lab Course	1.0
PCB	703C	Human Physiology I With Lab	1.0
PCB	703	Human Physiology I Without Lab	0.5
PHY	004/L	Tech Phys I/With Lab Course	1.0
PHY	004C	Tech Phys I With Lab	1.0
PHY	004	Tech Phys I Without Lab	0.5
PHY	005/L	Applied Physics II/With Lab Course	1.0
PHY	005C	Applied Physics II With Lab	1.0
PHY	005	Applied Physics II Without Lab	0.5
PHY	020/L	Physical Science/With Lab Course	1.0
PHY	020C	Physical Science With Lab	1.0
PHY	020	Physical Science Without Lab	0.5
PHY	048/L	**General Physics With Calculus/With Lab Course	1.0
PHY	048C	**General Physics With Calculus With Lab	1.0
PHY	048	**General Physics Without Lab	0.5
PHY	049/L	General Physics With Calculus II/With Lab Course	1.0
PHY	049C	General Physics With Calculus II With Lab	1.0
PHY	049	General Physics With Calculus II Without Lab	0.5
PHY	053/L	**General Physics I/With Lab Course	1.0
PHY	053C	**General Physics I With Lab	1.0
PHY	053	**General Physics I Without Lab	0.5
PHY	054/L	General Physics II/With Lab Course	1.0
PHY	054C	General Physics II With Lab	1.0
PHY	054	General Physics II Without Lab	0.5
PHY	101/L	Elements Of Modern Physics/With Lab Course	1.0
PHY	101C	Elements Of Modern Physics With Lab	1.0
PHY	101	Elements Of Modern Physics Without Lab	0.5
PSC	121/L	General Physical Sciences/With Lab Course	1.0
PSC	121C	General Physical Sciences With Lab	1.0
PSC	121	General Physical Sciences Without Lab	0.5
PSC	341/L	Physical Science/With Lab Course	1.0
PSC	341C	Physical Science With Lab	1.0
PSC	341	Physical Science Without Lab	0.5
ZOO	010/L	General Zoology/With Lab Course	1.0
ZOO	010C	General Zoology With Lab	1.0
ZOO	010	General Zoology Without Lab	0.5
ZOO	503/L	Intro to Comparative Animal Behavior/With Lab Course	1.0
ZOO	503C	Intro to Comparative Animal Behavior With Lab	1.0
ZOO	503	Intro to Comparative Animal Behavior Without Lab	0.5

## SOCIAL STUDIES

Social studies requirements for high school graduation in Florida are prescribed by statute. Unless indicated on the list below, all college social science courses taken through dual enrollment receive elective credit.

POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT		HIGH SCHOOL GRADUATION SUBJECT	REQUIREMENT SATISFIED	HIGH SCHOOL CREDIT AWARDED
AMH	010	Introductory Survey To 1877	Social Studies: American History	0.5
AMH	011	Introductory Survey To 1877: Honors	Social Studies: American History	0.5
AMH	020	Introductory Survey Since 1877	Social Studies: American History	0.5
ECO	000	Introduction To Economics	Social Studies: Economics	0.5
ECO	013	Principles Of Macroeconomics	Social Studies: Economics	0.5
ECO	023	Microeconomics	Social Studies: Economics	0.5
POS	041	American Government I	Social Studies: American Government	0.5
POS	042	American Government	Social Studies: American Government	0.5
WOH	001	World Civilization	Social Studies: World History	0.5
WOH	012	World History To 1500	Social Studies: World History	0.5
WOH	022	World History 1500 To Present	Social Studies: World History	0.5

## CAREER AND TECHNICAL EDUCATION

Recommended list of MCC Career and Technical Programs and Courses linked to Sarasota’s Career and Technical Programs of Study. All college CTE courses taken through dual enrollment receive elective credit and may be used to help satisfy the Major Area of Interest (MAI) graduation requirement, as delineated in the district’s approved list of Major Areas of Interest.

<b>Automotive Service Management Technology –AAS Degree</b>			
	AER	1001	Intro to Automotive Technology
	AER	2450	Steering and Suspension Systems
	AER	1111	Automotive Engine Diagnosis and Repair
	AER	1250	Transmission and Drive Systems
	AER	1100	Automotive Electrical Systems
	AER	2610	Heating and Air Conditioning Theory
	AER	1310	Automotive Electronics
	AER	2522	Computer Engine Control and Drivability
	AER	2500	Engine Tune-up and Emission Control
	AER	2410	Brake Systems and Chassis Repair
	AER	2943	Cooperative Dealership Training I
	AER	2944	Cooperative Dealership Training II
	ENC	1101	Written Communication I
	CGS	1000	Computer Information Systems
	MAT	1033	Intermediate Algebra
	ENC	2210	Technical Reporting
	GEB	1011	Introduction to Business
	SPC	1600	Fundamentals of Speech Communication
<b>Business Administration/Accounting – AS Degree</b>			
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	MGF	1106	Topics in Mathematics OR
	MGF	1107	Liberal Arts Mathematics OR
	MAC	1105	College Algebra OR
	MAC	2233	Applied Calculus
	STA	2023	Elementary Statistics
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	GEB	2210	Business Presentation and Communications
	BUL	2131	Legal Environment of Business
	ECO	2013	Principles of Macroeconomics
	ECO	2023	Principles of Microeconomics
	MAN	2021	Principles of Management and Organizations
	MAR	2011	Principles of Marketing
	ACG	2100	Intermediate Accounting
	ACG	2360	Cost Accounting
	APA	2141	Computers for Accounting Applications
	TAX	2000	Tax Accounting
	FIN	2001	Financial Management

<b>Business Administration/Management - AAS Degree</b>			
	ENC	1101	Written Communication I
	QMB	1001	Business Mathematics
	CGS	1570	Integrated Business Applications Software
	GEB	1949	Internship in Business
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	ECO	2013	Principles of Macroeconomics
	ECO	2023	Principles of Macroeconomics
	GEB	1011	Introduction to Business
	BUL	2131	Legal Environment of Business
	GEB	2210	Business Presentation and Communications
	MAN	2021	Principles of Management & Organizations
	MAR	2011	Principles of Marketing
	MNA	1312	Management and Supervision
	MAN	2300	Management and Personnel
	MAN	2241	Organizational Behavior
	MAN	2933	Management Seminar
	FIN	2001	Financial Management
<b>Business Administration/Marketing – AS Degree</b>			
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	MGF	1106	Topics in Mathematics OR
	MGF	1107	Liberal Arts Mathematics OR
	MAC	1105	College Algebra OR
	MAC	2233	Applied Calculus
	STA	2023	Elementary Statistics
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	BUL	2131	Legal Environment of Business
	CGS	1570	Integrated Business Apps Software
	ECO	2013	Principles of Macroeconomics
	ECO	2023	Principles of Microeconomics
	GEB	2210	Business Presentation and Communications
	MAN	2021	Principles of Management and Organizations
	MAR	2011	Principles of Marketing
	MKA	2021	Personal Selling
	MKA	2511	Principles of Advertising
	MKA	2512	Retailing
	MAN	2241	Organizational Behavior
	MAN	2933	Management Seminar
<b>Business Administration/Marketing – AAS Degree</b>			
	ENC	1101	Written Communication I
	QMB	1001	Business Mathematics
	CGS	1570	Integrated Business Apps Software
	GEB	1949	Internship in Business
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	ECO	2013	Principles of Macroeconomics

	ECO	2023	Principles of Microeconomics
	GEB	1011	Introduction to Business
	GEB	2210	Business Presentation and Communications
	BUL	2131	Legal Environment of Business
	MAN	2021	Principles of Management and Organizations
	MAR	2011	Principles of Marketing
	MKA	2021	Personal Selling
	MKA	2511	Principles of Advertising
	MKA	2512	Retailing
	MAN	2241	Organizational Behavior
	MAN	2933	Management Seminar
<b>Business Administration and Management – AS Degree</b>			
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	MAC	1105	College Algebra
	MAC	2233	Applied Calculus
	STA	2023	Elementary Statistics
	SPC	1600	Fundamentals of Speech
	CGS	1000	Computer Information Systems
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	ECO	2013	Principles of Macroeconomics
	ECO	2023	Principles of Microeconomics
	GEB	1011	Intro to Business
	MAN	2021	Principles of Management and Organizations
	BUL	2131	Legal Environment of Business
	MAR	2011	Principles of Marketing
	ENC	2210	Technical Reporting
	SOP	1600	Human Relations
	PHI	2600	Applied Ethics
<b>Industrial Management Technology, Hospitality</b>			
<b>Management/Culinary Arts – AS Degree</b>			
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	MGF	1106	Topics in Mathematics OR
	MGF	1107	Liberal Arts Mathematics OR
	MAC	1105	College Algebra
	ECO	2013	Principles of Macroeconomics
	CGS	1000	Computer Information Systems
	ACG	2021C	Principles of Financial Accounting
	ACG	2071	Principles of Managerial Accounting
	ECO	2023	Principles of Microeconomics
	GEB	1011	Intro to Business
	STA	2023	Elementary Statistics

<b>Computer Information Administrator – AAS Degree</b>			
	ENC	1101	Written Communication I
	MAT	1033	Intermediate Algebra OR any higher level math course
	ECO	2013	Principles of Macroeconomics OR
	GEB	1011	Introduction to Business OR
	APA	1111	College Accounting or higher
	ENC	1102	Written Communication II OR
	ENC	2210	Technical Reporting
	CGS	1000	Computer Information Systems OR
	CDA	1102	Computer Architecture
	COP	1551C	Object Oriented Programming Concepts
	CEN	1322	Networking and Operating Systems
	COP	2171	Visual BASIC Programming
	CET	1600	Network Fundamentals
	CTS	1260	Microcomputer Hardware and Maintenance
	CIS	2321	Introduction to Systems Analysis and Design
<b>Computer Information Technology Program Specialization Courses</b>	CGS	1570	Integrated Business Applications Software
	CGS	2820C	Web Page Development
	CGS	1543	Database Design and Implementation
	CIS	2931	Current Issues in Computing
	CIS	1354	Information Security Concepts
<b>Computer Program and Analysis Program Specialization Courses</b>	CGS	1543	Design and Implementation
	CET	1117C	Digital/Microprocessor I
	COP	2250C	Java Programming I
	COP	2805C	Java Programming II
	CIS	2931	Current Issues in Computing
<b>Network Administration and Security Program Specialization Courses</b>	CIS	1354	Information Security Concepts
	CET	2792	Support Windows Server
	CET	2794	Support Active Dir Serve in a Windows Server Network
	CET	1610	Router Technology
	CIS	1354	Information Security Concepts
	CEN	2323	Designing a Secure Network
<b>Criminal Justice Technology – AAS Degree</b>			
	ENC	1101	Written Communication I
	POS	1041	American Government
	SYG	2340	General Sociology
	CGS	1000	Computer Information Systems
	MAT	1033	Intermediate Algebra OR
	QMB	1001	Business Mathematics
	SLS	1350	Job Marketing Skills
	CCJ	1020	Intro to Criminal Justice
	CJE	1300	Police Administration and Organization
	CCJ	2010	Intro to Criminology

	CCJ	2500	Juvenile Delinquency and Rehabilitation
	CJT	2100	Criminal Investigations
	CCJ	2220	Criminal Law
	CCJ	1600	Deviant Behavior
	CJE	1000	Intro to Law Enforcement
	CCJ	1300	Intro to Corrections
	CJT	2110	Criminalistics
	CCJ	2230	Criminal Evidence and Procedures
<b>Early Childhood Education – AAS Degree</b>			
	ENC	1101	Written Communication I
	HSC	2401	Emergency First Aid and CPR
	SLS	1105	Strategies for College Success
	EDG	2701	Teaching Diverse Populations & Field Exp
	EEC	1000	Introduction to Early Childhood Education
	EEC	1601	Observing and Recording Children’s Behavior
	EDF	1030	Classroom and Behavior Management
	EEC	2024	Family Interactions and Cultural Continuity
	EEX	2080	Children with Exceptionalities
	EEC	1704	Early Childhood Growth and Development
	EEC	1319	Portfolio Dev & Supervised Work Exp
	EDG	2949	Internship in Education
<b>PreSchool Teacher</b>	EEC	1312	Introduction to Creative Experiences for Young Children
	EEC	2213	Introduction to Language and Emergent Literacy
	EDF	1005	Introduction to Education + Field Experience OR
	EME	2040	Introduction to Education Technology OR
	EEC	2002	Early Child Care Center Management
	THE	2820	Introduction to Creative Dramatics
<b>Family Child Care</b>	EEC	1312	Introduction to Creative Experiences for Young Children
	EEC	2213	Introduction to Language and Emergent Literacy
	EEC	2521	Financial and Legal Issues/Child Care Management OR
	EEC	2523	Child Care and Education Organizational Leadership Mgt. OR
	EEC	2202	Child Care and Educational Programming
	EEC	2002	Early Child Care Center Management
<b>Child Dev. Ctr. Management</b>	EEC	2202	Child Care and Educational Programming
	EEC	2523	Child Care and Education Organizational Leadership Mgt
	EEC	2521	Financial and Legal Issues/Child Care Management
	EEC	2002	Early Child Care Center Management
<b>Construction Management Technology (Proposed for Spring 2009)</b>			
	CGS	1000	Computer Information Systems
	ENC	1101	Written Communication I
	MTB	1321	Technical Mathematics
	APA	1111	College Accounting
	BCN	1251C	Construction Drafting I
	BCN	2230	Building Construction Materials & Methods
	ETD	1320C	Introduction to AutoCAD
	BCT	2760	Building Codes and Specifications
	BCT	2770	Building Construction Estimating

ETG	2502	Engineering Mechanics - Statics
ETD	1350C	AutoCAD 3-D Modeling
BCT	1720	Construction Scheduling
ETG	2530C	Strength of Materials
SUR	2100	Topographic Drafting and Surveying
ETD	1538C	Architectural Computer Aided Design
ETC	2450C	Concrete
EET	1033C	Fundamentals of DC/AC Circuits
CET	1600	Networking Fundamentals OR
ETD	1949	Internship in Technology
<b>Fire Science Technology – AAS Degree</b>		
ENC	1101	Written Communication I
ENC	2210	Technical Reporting
PHI	2600	Applied Ethics
CGS	1000	Computer Info Systems
MAT	1033	Intermediate Algebra OR
QMB	1001	Business Mathematics
FFP	1000	Intro to Fire Science
FFP	1505	Principles of Fire Prevention
FFP	2510	Codes and Standards
FFP	1793	Fire and Life Safety Educator
FFP	2540	Private Fire Protection Systems and Clinics
FFP	2780	Fire Dept Organization and Administration
FFP	1720	Company Officer
FFP	2740	Fire Service Instructor Training
FFP	2610	Fire Investigation: Cause and Origin
FFP	2120	Building Construction and Fire Codes
FFP	2521	Construction Documents and Plans Review
FFP	2810	Fire Fighting Tactics and Strategy I
FFP	2711	Fire Chemistry
FFP	2811	Fire Fighting Tactics and Strategy II
<b>Graphic Design Technology/Multimedia– AAS Degree</b>		
ENC	1101	Written Communication I
QMB	1001	Business Mathematics OR
MAT	1033	Intermediate Algebra
CGS	1000	Computer Info Systems
CGS	2820C	Web Page Development
ART	1201C	Design I
PGY	1801C	Digital Imaging
ART	1300C	Drawing I
ART	1301C	Drawing II OR
PGY	2801C	Digital Photography
ART	1205C	Color Fundamentals
FIL	1000	Intro to Film and Television
FIL	1200	Intro to Film Production
MMC	2000	Mass Communications
FIL	1537	Audio Design
GRA	1203C	Digital Pre-Press
GRA	2121C	Desktop Publishing
GRA	1101C	Intro to Computer Graphics

	GRA	2190C	Graphic Design Basics
	GRA	1104C	Typography
	GRA	2152C	Computer Image Making
	GRA	2160C	Intro to Multimedia
	GRA	2721C	Web Page Design
	GRA	2920	Business Applications for Graphic Designers
	GRA	2950C	Professional Practices
	GRA	2949	Graphic Design Internship
<b>Graphic Design Technology/Print – AAS Degree</b>			
	ENC	1101	Written Communication I
	QMB	1001	Business Mathematics OR
	MAT	1033	Intermediate Algebra
	CGS	1000	Computer Info Systems
	ART	1300C	Drawing I
	ART	1201C	Design I
	ART	1301C	Drawing II OR
	PYG	2801C	Digital Photography
	PYG	1801C	Digital Imaging
	ART	1205C	Color Fundamentals
	GRA	2160C	Introduction to Multimedia
	MMC	2000	Mass Communications
	JOU	1400	Student Publication
	GRA	2721C	Web Page Design
	GRA	2820C	Web Page Development
	GRA	1100C	Intro to Computer Graphics
	GRA	2190C	Graphic Design Basics
	GRA	1104C	Topography
	GRA	1203C	Digital Pre-Press
	GRA	2152C	Computer Image Making
	GRA	2121C	Desktop Publishing I
	GRA	2122C	Desktop Publishing II
	GRA	2920	Business Applications for Graphic Designers
	GRA	2950C	Professional Practices
	GRA	2949	Graphic Design Internship
<b>Digital Media/Multimedia –AAS Degree</b>			
	ENC	1101	Written Communication I
	MAT	1033	Intermediate Algebra
	CGS	1000	Computer Info Systems
	MMC	2700	Mass Media and Pop Culture
	MMC	2100	Writing for Mass Communications
	FIL	1420	Intro to Film Production I
	FIL	1030	History of Motion Pictures
	MMC	2000	Mass Communications
	MMC	1949	Career Decision Work Experience Mass Communications OR
	FIL	1949	Career Decision Work Experience in Film
	FIL	1007	Foundations of Story
	FIL	1000	Intro to Film and Television
	GRA	1100C	Intro to Computer Graphics
	FIL	2949	Internship in Film OR
	MMC	2949	Internship in Mass Communications

	FIL	2571	Post Production
	FIL	1537	Audio design
	FIL	2920	Business Applications for Film
	FIL	2580	Film Style Production
	RTV	1241	Basic Television Production
<b>Dental Hygiene – AS Degree</b>			
Note: DEH courses are restricted to students 18 years of age or older.	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
	CHM	1022C	Chemistry for Every Day Life
	MCB	2010C	Microbiology
	PSY	2012	General Psychology
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II OR
	SPC	1300	Interpersonal Communication OR
	SPC	1600	Fundamentals of Speech Communication
	SYG	2340	Introduction to Sociology
	HUN	2201	Fundamentals of Nutrition
	DEH	1000	Intro to Dental Hygiene
	DES	1000C	Orafacial Anatomy
	DES	1200C	Dental Radiography
	DEH	1002C	Intro to Clinical Procedures
	DES	1100C	Dental Materials
	DEH	1130	Oral Embryology & Histology
	DES	1800C	Clinical Dental Hygiene II
	DEH	2602	Periodontology
DEH	2400	General and Oral Pathology	
DEH	2804C	Clinical Dental Hygiene III	
DEH	2702C	Community Dental Hygiene	
DEH	2806C	Clinical Dental Hygiene IV	
<b>Emergency Medical Services – AAS Degree</b>			
	ENC	1101	Written Communication I
	SPC	1600	Fundamentals of Speech Communication
	BSC	2085C	Anatomy and Physiology I
	BSC	2085L	Anatomy and Physiology Lab
	BSC	2086C	Anatomy and Physiology II
	BSC	2086L	Anatomy and Physiology Lab
	EMT		ATD Certificate
<b>Nursing (Pre-Nursing) – AS Degree</b>			
Note: NUR courses are restricted to students 18 years of age or older	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
	PSY	2012	General Psychology
	DEP	2004	Human Development: Life Span
	MCB	2010C	Microbiology
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	NUR	1023C	Nursing Process I
	NUR	1730C	Nursing Process II
	NUR	1141	Pharmacology I
	NUR	2731C	Nursing Processes III
	NUR	1142	Pharmacology II

	NUR	2732C	Nursing Process IV
	NUR	2813	Nursing Seminar
<b>Nursing Transition (Pre-Nursing Transition) – AS Degree</b>			
Note: NUR courses are restricted to students 18 years of age or older	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
	PSY	2012	General Psychology
	DEP	2004	Human Development: Life Span
	MCB	2010C	Microbiology
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II
	NUR	1023C	Nursing Process I
	NUR	1730C	Nursing Process II
	NUR	1141	Pharmacology I
	NUR	2731C	Nursing Processes III
	NUR	1142	Pharmacology II
	NUR	2732C	Nursing Process IV
	NUR	2813	Nursing Seminar

<b>Occupational Therapy Assistant</b>			
Note: OTH Courses are restricted to students 18 years of age or older.	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
	MAT	1033	Intermediate Algebra
	PSY	2012	General Psychology
	DEP	2004	Human Development: Life Span
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II OR
	SPC	1600	Fundamentals of Speech Communication OR
	SPC	1300	Interpersonal Communications
	OTH	1001	Introduction to Occupational Therapy
	OTH	1019C	Functional Anatomy and Kinesiology
	OTH	1114C	Occupational Therapy Skills and Techniques I
	OTH	1520C	Occupational Therapy During the Growing Years
	OTH	1410	Introduction to Human Disease
	OTH	2261C	Occupational Therapy Skills and Techniques II
	OTH	2420C	Occupational Therapy for the Physically Disabled
	OTH	2300C	Occupational Therapy in Mental Health
	OTH	2802L	Occupational Therapy Practicum
	OTH	2933C	Seminar for Clinical Practice
	OTH	2840L	Supervised Clinical Practice I
OTH	2841L	Supervised Clinical Practice II	
<b>Physical Therapist Assistant</b>			
Note: PHT Courses are restricted to students 18 years of age or older.	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
	DEP	2004	Human Development: Life Span
	ENC	1101	Written Communication I
	ENC	1102	Written Communication II OR
	SPC	1600	Fundamentals of Speech Communication OR
	SPC	1300	Interpersonal Communication
	MAT	1033	Intermediate Algebra
	PSY	2012	General Psychology
	PHT	1007C	Intro to Physical Therapy and Patient Care
	PHT	1124C	Applied Anatomy and Kinesiology
	PHT	1211C	Disabilities and Physical Therapy Procedures I
	PHT	1800L	Clinical Experience I
	PHT	2337C	Disabilities and Physical Therapy Procedures II
	PHT	2321C	Disabilities and Physical Therapy Procedures III
	PHT	2810L	Clinical Experience II
	PHT	2391	Trends in Physical Therapy
	PHT	2820L	Clinical Experience III
<b>Radiography</b>			
Note: RTE Courses are restricted to students 18 years of age or older	ENC	1101	Written Communication I
	PSY	2012	General Psychology OR
	SOP	1602	Human Relations
	MAT	1033	Intermediate Algebra
	BSC	2085C	Anatomy and Physiology I
	BSC	2086C	Anatomy and Physiology II
RTE	1001	Medical Terminology for Radiographers	

	RTE	1002	Introduction to Radiologic Technology
	RTE	1308	Radiation Protection and Safety
	RTE	1503C	Radiographic Procedures I
	RTE	1418	Radiographic Exposures I
	RTE	1804L	Practicum I
	RTE	1458	Radiographic Exposures II
	RTE	1513C	Radiographic Procedures II
	RTE	1814L	Practicum II
	RTE	1824L	Practicum III
	RTE	2523	Radiographic Procedures III
	RTE	2834L	Practicum IV
	RTE	2563	Radiographic Procedures IV
	RTE	2844L	Practicum V
	RTE	2762	Cross-Sectional Anatomy
	RTE	2061	Radiologic Review
	RTE	2931	Radiographic Film Critique
<b>Paralegal/Legal Assisting – AAS Degree</b>			
	ENC	1101	Written Communication I
	MAT	1033	Intermediate Algebra OR
	QMB	1001	Business Mathematics
	POS	1041	American Government
	CGS	1000	Computer Information Systems
	SPC	1600	Fundamentals of Speech Communication OR
	SPC	1300	Interpersonal Communication
	PLA	1003	Intro to Legal Systems
	PLA	2001	General Law
	PLA	2800	Intro to Family Law
	PLA	2304	Intro to Criminal Law
	PLA	1104	Legal Research and Writing I
	PLA	2308	Intro to Criminal Procedures
	PLA	2433	Corporations and Business Organizations
	PLA	2600	Wills, Trusts, and Probate Administration
	PLA	2732	Law Office Computer Applications
	PLA	1610	Real Property Law and Transactions
	PLA	2201	Civil Procedures and Litigation
	PLA	2933	Employment Skills for Legal Environments
	PLA	1949	Career Decision Work Experience
<b>Certificate Program in Accounting Applications</b>			
	CGS	1000	Computer Information Systems
	GEB	1011	Introduction to Business
	QMB	1001	Business Mathematics
	ACG	2021C	Principles of Financial Accounting
	ECO	2013	Principles of Macroeconomics
	ACG	2071	Principles of Managerial Accounting
	MAN	2021	Principles of Mgmt & Org
	GEB	2210	Business Presentations & Communications
	APA	2141	Computers for Accounting Application
	TAX	2000	Tax Accounting
<b>Certificate Program in Business Management</b>			
	GEB	1011	Introduction to Business
	QMB	1001	Business Mathematics
	ACG	2021C	Principles of Financial Accounting

	ECO	2013	Principles of Macroeconomics
	MAR	2011	Principles of Marketing
	MNA	1345	Management and Supervision
	ACG	2071	Principals of Managerial Accounting
	BUL	2130	Legal Environment of Business
	MAN	2021	Principals of Management and Organization
	MAN	2933	Management Seminar
<b>Certificate Program in Computer Information Technology</b>			
	ENC	1101	Written Communication I
	MAT	1033	Intermediate Algebra or Higher mathematics
	CGS	1000	Computer Information Systems OR
	CDA	1102	Computer Architecture
	COP	1551C	Introduction to Object Oriented Program
	CEN	1322	Networking and Operating Systems
	CET	1600	Networking Fundamentals
	CTS	1260	Microcomputer Hardware and Maintenance
<b>Certificate Program in Early Childhood Education and Early Intervention</b>			
	ENC	1101	Written Communication
	EEC	1704	Early Childhood Growth & Dev
	EEC	1000	Early Childhood Education
	EDF	1030	Classroom & Behavior Management
	GEB	2080	Children with Exceptionalities
	EEC	1601	Observing and Recording Children's Behavior
	SLS	1105	Strategies for College Success
	EEC	2024	Family Interactions and Cultural Continuity
	HSC	2401	Emergency First Aid and CPR
	EEC	2002	Early Child Care Center Management
	EEC	1319	Portfolio Dev & Performance Observation
<b>Certificate Program in Marketing</b>			
	GEB	1011	Introduction to Business
	QMB	1001	Business Mathematics
	ACG	2021C	Principles of Financial Accounting
	MAR	2011	Principles of Marketing
	MKA	2511	Principals of Advertising
	ECO	2013	Principles of Macroeconomics
	GEB	2210	Business Presentations and Communication
	MAN	2021	Principles of Management and Organization
	MAN	2241	Organizational Behavior
	MKA	2021	Personal Selling

## APPENDIX C

### **CALCULATING COURSE CREDIT EQUIVALENCE FOR DUAL CREDIT AT THE HIGH SCHOOL AND COMMUNITY COLLEGE**

The Dual Enrollment Course Equivalency List is an annually updated list of dual enrollment courses that meet high school graduation requirements and the amount of credit that must be awarded on students' transcripts. While the list identifies commonly taken dual enrollment courses that satisfy subject area requirements, current law allows for any course in the Statewide Course Numbering System (SCNS) with the exception of physical education and remedial courses to be available for dual enrollment. This list can be found at [www.facts.org](http://www.facts.org).

According to the list, all three-credit (or equivalent) postsecondary courses taken through dual enrollment that are part of a postsecondary career / technical program of study (PSAV Certificate, Technical Certificate, Advanced Technical Certificate, ATD, AAS, AS) shall be awarded 0.5 elective credits toward high school graduation.

Three (3) college credits equal 0.5 high school credits for academic dual enrollment courses.

Community college certificate programs are separated into courses, which makes transfer and articulation easier. As a guideline, 135 instructional hours is equivalent to one secondary credit (120 with block scheduling), however, the determination of equivalency should be based on content, not "seat time." Instructional hours in career education programs are also known as "clock hours." Career certificate programs are broken into discrete sets of competencies called occupational completion points (OCPs). Most OCPs are divisible by 75 clock hours, so, for example, **a 150-clock hour OCP (or community college career-technical course) should be equivalent to one high school credit.**

#### **Bright Futures Eligibility**

The Bright Futures Comprehensive Course Table (CCT) lists the secondary and dual enrollment postsecondary courses and programs used to determine Bright Futures eligibility. If there is a program or course specified in an inter-institutional articulation agreement that is not in the CCT, one should contact the Standards, Benchmarks, and Frameworks Section at 850-245-9020 for review and approval of the equivalency.

#### **Gold Seal Eligibility**

To be eligible for the Gold Seal Scholarship, students must earn three secondary credits in a single career and technical program. Career-technical postsecondary credit (and where applicable, combined with high school course credit) earned through dual enrollment can be used to meet GSVS eligibility requirements.

This articulation agreement between the MCC and the Sarasota County District Schools provides for eligibility of DE, CTE-DE and EA courses to be considered for both Bright Futures and Gold Seal eligibility. High school and community college programs/courses that would apply toward for Bright Futures eligibility may be accessed at: <http://nwrdc.fsu.edu/fnbpcm02>.