



**ACCELERATION PROGRAMS:**

**DUAL ENROLLMENT**

**AND**

**EARLY ADMISSION**

Articulation Agreement

and

Procedures Manual

SARASOTA COUNTY SCHOOL BOARD

AND

MANATEE COMMUNITY COLLEGE

2007- 08



## 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 college degree program and broaden the scope of curricular options available for secondary students.

The Dual Enrollment [DE] and Early Admission [EA] programs provide for eligible Sarasota County secondary school students to earn high school and college credits simultaneously. Students in these programs enroll concurrently in Sarasota County high school and Manatee Community College courses. College-level 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 programs at MCC and other regionally accredited colleges and universities. Most costs associated with tuition and fees for DE/EA courses are waived. Sarasota County School Board is responsible for purchasing or providing required textbooks for students enrolled in 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 privileges in addition to access of many cultural and social college events.

The district encourages students to seek opportunities for academic enrichment, and upon completion of DE/EA courses, the students can submit transcripts from MCC that may be used for other college admissions. *Students must maintain a high school GPA of 3.0 (unweighted) to remain eligible for the Dual Enrollment and Early Admission Accelerated Programs.*

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 Dual Enrollment and Early Admission.



**MANATEE COMMUNITY COLLEGE AND  
SARASOTA COUNTY SCHOOL BOARD  
ARTICULATION AGREEMENT  
2007-2008**

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.

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

\_\_\_\_\_  
School Administrator, District Board of Trustees  
Manatee Community College

\_\_\_\_\_  
Date



## ACADEMIC PROCEDURES

### DUAL ENROLLMENT ON THE HIGH SCHOOL CAMPUS [1007.27 (5) 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 3.0 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 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.**

## Costs

Students enrolled in the DE/EA Programs are exempt from the payment of registration, matriculation, 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. The application fee is waived. **All dual enrollment applications and approval forms must be submitted to MCC by published deadlines.**

## Counselor Responsibilities

During program planning, the 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 enrollment and withdrawal paperwork by the prescribed deadlines.

## 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, the student may attend MCC.

1. The student must have a minimum unweighted 3.0 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 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 registration, matriculation, 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 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 application fee is waived. The student must return all books to the high school 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 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.

## EARLY ADMISSION TO COLLEGE

### Qualifications

The Early Admission Program is a form of dual enrollment through which eligible 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.
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. 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 meets 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 the post secondary institution.
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 a college student and receives both college and high school credit. 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 (2.0GPA) 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 registration, matriculation, lab fees, and required textbooks. Students will be responsible for paying for all supplemental and/or recommended materials in each of these programs.

### **Procedures**

During program planning in the spring of the student's junior year, the student must meet with his or her high school counselor regarding the student's eligibility for Early Admission to MCC. The student must submit an application for admission, high school transcript, parent authorization, and letter requesting permission to be considered as a candidate for Early Admission 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 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 submit the college transcript to his or her high school 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.

### **Counselor Responsibilities**

During program planning, the counselor will assist the student with making course selections and verify the student's eligibility status. The 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 and Early Admissions Registration Procedures:**

1. High school students will be permitted to enroll in dual enrollment courses for a maximum of six (6) 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 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.
  - i. 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 A and the current academic articulation agreement between MCC and Sarasota County School Board.
  - b. Remedial level courses are not available for dual enrollment.

## 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 application fee, and the purchase 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 school 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

### **Instruction 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.

**All instructional materials are the property of the School Board of Sarasota County, Florida 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.

### **Campus Resources**

Acceleration and Enrichment students are entitled and encouraged to use college 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. College Enrichment students pay an application fee which covers the cost of their parking decal. 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. 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 2 courses in the summer term.

Students will be permitted to enroll in dual enrollment through MCC Campus-based courses for a maximum of six (6) 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.

### **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. 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.

MCC will request a report of all dual enrollment students that have withdrawn from MCC Campus-based courses and submit the report to the dual enrollment liaison at the high school. This report will be generated after the midpoint and withdrawal deadline of each semester. Student is 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. Weighting will be determined by the high school. Students must maintain a 3.0 unweighted GPA in order to remain eligible for the 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 \$5.00 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.
- 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 Associate Dean for approval. Subsequent to approval by the Vice President of Academic 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 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>

### **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>

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>

### **MCC's plagiarism policy is as follows:**

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.

## **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 in order 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 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 receiving grade reports from the MCC Registrar's Office.**
- Final grades for high school credit will be awarded on high school report cards and academic transcripts.

## **Dual Enrollment Course Recommendations**

The MCC Dual Enrollment Advisor will confer with Sarasota District's Director of Curriculum and Instruction 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 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 contain 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 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 DOE; 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 Enrollment Services Advisors 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.

## **INTER-INSTITUTIONAL GOALS 2007-2008**

### **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.

This past year the Team endorsed the creation of a website to help prepare students for the CPT <http://mccfl.edu>. 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 was implemented and successfully executed. Each County School Board received a report that identified student, CPT score, and graduating high school.

### **Focus for 2007-2008**

- Create a marketing plan to maximize student use of the website.
- Continue the Math Summit. Use the discipline-specific activities generated from the event to enhance students' preparation for college.

- Plan and host a Language Arts Summit. Use the discipline-specific activities generated from the event to enhance students' preparation for college.

### **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 of Sarasota Technical High Schools.

# 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<br>Arithmetic         | 0 - 82<br>0 - 69 |                 | MAT 0012 Class / MAT 0012L Lab   | 200-390   | 0-14    |
| Elementary Algebra and<br>Arithmetic         | 0 - 82<br>70+    |                 | MAT 0024 Class / MAT 0024L Lab   | 400-450   | 15-18   |
| Elementary Algebra and<br>College Level Math | 83+<br>0 - 28    |                 | MAT 1033 (Credit class, but not Gordon Rule)                                       | 460-500   | 19      |
| Elementary Algebra and<br>College Level Math | 83+<br>29 - 50   |                 | STA 2023* or MAC 1105* or MGF 1107* or MGF 1106*<br>or MTB 1321 (A.S. credit only) | 510-550   | 20-22   |
| 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 2007-2008**

## 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<br>COURSE COMPLETED<br>THROUGH DUAL<br>ENROLLMENT |     | HIGH SCHOOL GRADUATION SUBJECT<br>REQUIREMENT SATISFIED | HIGH<br>SCHOOL<br>CREDIT<br>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.

| 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                        |
| 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                        |

| POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT |       | HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED | HIGH SCHOOL CREDIT AWARDED |
|--|-------|--|----------------------------|
| 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                        |
| 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                        |

| POSTSECONDARY COURSE COMPLETED THROUGH DUAL ENROLLMENT |       | HIGH SCHOOL GRADUATION SUBJECT REQUIREMENT SATISFIED        | HIGH SCHOOL CREDIT AWARDED |
|--|-------|---|----------------------------|
| CHM  | 047   | General Chemistry Without Lab                               | 0.5                        |
| CHM  | 050/L | General Chemistry and Qualitative Analysis /With 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                        |
| 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                        |

| POSTSECONDARY<br>COURSE COMPLETED<br>THROUGH DUAL<br>ENROLLMENT |       | HIGH SCHOOL GRADUATION SUBJECT<br>REQUIREMENT SATISFIED | HIGH<br>SCHOOL<br>CREDIT<br>AWARDED |
|---|-------|---|-------------------------------------|
| 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                        |