

## Dual Enrollment Frequently Asked Questions

Dual enrollment is an acceleration mechanism that allows students to pursue an advanced curriculum relevant to their individual postsecondary interests. Each year, more than 60,000 students participate in Florida's dual enrollment program, and the number is growing. According to the U.S. Department of Education, college credit earned prior to high school graduation reduces the average time-to-degree and increases the likelihood of graduation for the students who participate in these programs. There is also evidence that dual enrollment increases academic performance and educational attainment.

As the emphasis on career planning increases, students will be encouraged to select courses that align with their postsecondary goals. As with all acceleration options, students should be advised based on individual needs and carefully monitored to ensure success. School counselors play an important role in communicating accurate information to students and parents, fostering a positive understanding of the merits of dual enrollment and developing collaborative relationships with college advisors and peers.

Dual enrollment is one of a number of acceleration options available that enable students to pursue a rigorous curriculum for high school graduation, as well as earn credit toward a degree or industry certification. The ACC Credit-by-Examination Equivalencies report (<http://fldoe.org/core/fileparse.php/5421/urlt/0078391-acc-cbe.pdf>) lists a number of examination programs in which students may earn college credit for successful completion of an exam. Advanced Placement (AP), International Baccalaureate (IB) and Advanced International Certificate of Education (AICE) also include coursework for a standard high school diploma. Other included examinations are the College-Level Examination Program (CLEP), DSST, and UExcel (Excelsior) in which students complete only the exam for college credit. For students participating in AP, IB, and/or AICE as well as Dual Enrollment, counselors and students should refer to the ACC Credit-by-Examination list to ensure that a student is not repeating college credit coursework through dual enrollment that could be awarded based on exam scores.

Students may also participate in career dual enrollment for courses that will lead to an industry certification. Many industry certifications will articulate to college credit toward a degree. A listing of articulated industry certifications may be found at:

[http://www.fldoe.org/workforce/dwdframe/artic\\_indcert2aas.asp](http://www.fldoe.org/workforce/dwdframe/artic_indcert2aas.asp).

## Students and Parents

### 1. What is dual enrollment?

Dual enrollment is an acceleration program that allows students in grades 6-12, including home education and private school students and students with disabilities, to take postsecondary coursework and simultaneously earn credit toward a high school diploma, a career certificate, an industry certification or an associate or baccalaureate degree at a Florida public or eligible private postsecondary institution.

### 2. What is early admission?

Early admission is a form of dual enrollment permitting high school students to enroll in college or career courses on a full-time basis. As with all dual enrollment programs, students earn both high school and college/career credits for courses completed. Career early admissions is a form of career dual enrollment through which eligible secondary students enroll full-time in a career center or a Florida College System institution in postsecondary programs leading to industry certification, as listed in the CAPE

Postsecondary Industry Certification Funding List pursuant to section (s.) 1008.44, Florida Statutes (F.S). Participation in the career early admission program shall be limited to students who have completed a minimum of four (4) semesters of full-time secondary enrollment.

**3. How many credits must a student take in the early admission dual enrollment program?**

Early admission students must enroll in minimum of 12 college credit hours per semester, but cannot be required to enroll in more than 15 college credit hours per semester.

**4. What is career dual enrollment?**

Career dual enrollment is an option for secondary students to earn industry certifications adopted pursuant to s. 1008.44, F.S, which count as credits toward a high school diploma. Career dual enrollment is available for secondary students seeking a certificate or degree and industry certification through a career education program or course.

**5. Who is eligible to take dual enrollment courses?**

Students must meet the following eligibility criteria per Section 1007.271(3), F.S.:

- Be enrolled as a student in a Florida public or nonpublic secondary school (grades 6-12), or in a home education program;
- Have a 3.0 unweighted high school grade point average (GPA) to enroll in college credits, or a 2.0 unweighted high school GPA to enroll in career dual enrollment courses;
- For college credits, achieve a minimum score on a common placement test pursuant to Rule 6A-14.064, Florida Administrative Code (F.A.C.);
- Meet any additional eligibility criteria specified by the postsecondary institution in the Dual Enrollment Articulation Agreement; and
- Not be scheduled to graduate from high school prior to the completion of the dual enrollment course.

All students in grades 6-12 who meet these eligibility requirements and/or additional eligibility requirements as determined in the articulation agreement must be allowed to participate in dual enrollment. Any additional eligibility requirements or limits on dual enrollment participation based on grade levels must be only to ensure college readiness and not to arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participation.

Students must maintain at least a 3.0 unweighted high school GPA and the minimum required postsecondary GPA specified in the Dual Agreement Articulation Agreement for continued eligibility to participate in college credit dual enrollment courses.

**6. What are the eligibility requirements for students in home education programs?**

Home education students shall have equal access to dual enrollment as public school students. Home education students must present evidence to the postsecondary institution that the home education program is in compliance with s. 1002.41, F.S. It is not the statutory requirement that home education students present a transcript at the time of entry to the dual enrollment program; however, there may be educational benefits to the student for sharing their education background. Each postsecondary institution must enter into a Home Education Articulation Agreement with each student seeking enrollment in a dual enrollment course and the student's parent/guardian.

**7. Are prospective college credit dual enrollment students required to take a common placement test such as the Postsecondary Education Readiness Test (PERT)?**

Yes. Students must still demonstrate readiness for college credit postsecondary instruction in Mathematics or English, pursuant to s. 1008.30(6), F.S., by meeting or exceeding the college ready score(s) established in Rule 6A-10.0315, F.A.C. Public high school students shall have opportunities to test at the high school as described in the Dual Enrollment Articulate Agreement.

For home education students seeking to participate in dual enrollment, the Florida College System institution in the school district's service area for which the home education student is registered should provide the opportunity to test (one administration per subtest) at that institution.

Nonpublic high school students' testing opportunities are at the discretion of the postsecondary institution and may be included in the Dual Enrollment Articulation Agreement.

**8. If a student is registered for attendance with a private high school, may they also be considered a home education student?**

Please consult with your district to determine the student's enrollment status.

**9. What private postsecondary institutions are eligible to offer dual enrollment?**

To be eligible to offer dual enrollment the postsecondary institution must be licensed to provide postsecondary education in Florida (or exempt from licensure requirements) and accredited by an organization approved by the US Department of Education (s. 1011.62(1)(i), F.S.). This does not preclude students from taking postsecondary courses at non-eligible private postsecondary institutions; however, these courses will not be considered a part of Florida's dual enrollment program.

**10. What if a student does not have the required GPA?**

Participation in dual enrollment by students without the required GPA is at the discretion of the postsecondary institution and the school district. Exceptions may be granted on an individual student basis if both educational entities agree and the criteria for exceptions are included in the Dual Enrollment Articulation Agreement.

**11. May the school district deny participation in the dual enrollment program to a qualified student?**

Yes. A school district may not deny a student access to dual enrollment if the student meets the initial eligibility criteria as stated in the appropriate articulation agreement. However, according to s. 1007.271(3), F.S., "a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the hours is hindered", regardless of meeting the requirements for continued participation.

**12. May a student who does not meet eligibility requirements or students who wish to take ineligible courses participate in dual enrollment, but pay their own tuition and fees?**

High school students who have not met dual enrollment eligibility requirements and students who wish to enroll in ineligible courses may be permitted to pay tuition and fees and participate in college coursework at the discretion of the postsecondary institution. These courses are not considered part of Florida's dual enrollment program.

**13. Are students dually-enrolled in career certificate programs leading to industry certificates (non-college credit) with a district career center, district charter technical career center or Florida College System institution required to take a basic skill examination within six weeks of entry into a course?**

Yes, unless the program in which the student is enrolled is less than 450 hours in length or the student qualifies for an exemption pursuant to s. 1004.91 F.S.

**14. What courses are available for students to take through dual enrollment?**

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course-High School Subject Area Equivalency List* is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education as a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements. The current list is available at: <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>.

For career dual enrollment in certificate programs, students are awarded the equivalent high school credit upon completion of the entire dual enrollment course.

Students should be encouraged to complete postsecondary General Education Core requirements prior to participating in elective postsecondary courses. General Education Core requirements may be found at: <http://www.fldoe.org/policy/articulation/general-edu-core-course-options.stml>.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course-High Schools Subject Area Equivalency List* may be taken. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. However, districts are not prohibited from granting subject area credit for those courses not included on the list, if appropriate. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment.

\*Applied academics for adult education, developmental education, physical education skills and recreation courses are prohibited from inclusion in the dual enrollment program.

**15. May a student take online dual enrollment courses?**

Yes, a student may take online dual enrollment courses if allowed by the postsecondary institution. There is no distinction in law made between dual enrollment courses taught in a face-to-face format versus those offered online.

**16. Are there restrictions on career education dual enrollment courses?**

Yes. Career dual enrollment is limited to students who are enrolled in college credit courses leading toward a degree or career and technical certificate courses or programs that each lead to an approved industry certification on the CAPE Industry Certification Funding List or CAPE Postsecondary Industry Certification Funding List described in s. 1008.44, F.S.

**17. When and where are dual enrollment courses taught?**

Pursuant to s. 1007.271, F.S., students who are eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours and during the summer term. Dual enrollment courses may be available on the high school campus, at the local career education center, Florida College System institution, state university or eligible nonpublic postsecondary institution.

**18. May a student take dual enrollment courses at a postsecondary institution outside of the service area?**

Students may be allowed to participate in dual enrollment courses at a postsecondary institution outside of their service area. For additional information the student should contact their counselor or district to discuss what opportunities may be available to them. A Dual Enrollment Articulation Agreement must be in place with the postsecondary institution for students to take dual enrollment courses.

**19. May a student take a dual enrollment course at the college or university if that same dual enrollment course is offered on the high school campus?**

This is a local decision for inclusion in the Dual Enrollment Articulation Agreement. School districts and postsecondary institutions will determine if dual enrollment courses offered at the high school are thereby ineligible for enrollment at the postsecondary institution.

**20. May an early admission student participate in high school activities?**

School district policies vary regarding student participation in high school activities. However, students in early admission programs are eligible under the Florida High School Athletic Association (FHSAA) to participate in high school athletics.

**21. May students with disabilities participate in dual enrollment?**

Yes. In the Dual Enrollment Articulation Agreement, a postsecondary institution must include services and resources that are available to students with disabilities who register in a dual enrollment course.

**22. What services must be offered to dual enrollment students with disabilities?**

In order to receive services, students will be required to disclose their disability and register with the postsecondary institution's office for student disability services. Students in need of disability services will typically need to present current documentation of their disability. Documentation requirements may vary across postsecondary institutions and may also be different than the documents required by middle and high schools. Students should contact the institution's student disability services office for specific documentation requirements.

**23. May a student take dual enrollment courses even after completion of high school graduation subject area requirements?**

According to s. 1007.271(2), F.S., “if a student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.” For this instance, high school graduation is considered the awarding of a high school diploma.

**24. May a student take dual enrollment courses beyond the high school graduation date?**

No. If a student is projected to graduate from high school before the completion of the postsecondary course, the student may not take that course through dual enrollment. However, the student may pay tuition and fees as a regularly admitted postsecondary student if permitted by the postsecondary institution.

**25. Will dual enrollment courses transfer to other college and universities?**

Postsecondary courses taken through dual enrollment will transfer to any Florida public college or university offering that statewide course number and must be treated as though taken at the receiving institution. However, if students do not, upon high school graduation, attend the same college or university where they earned the dual enrollment credit, the application of transfer credit to general education, prerequisite and degree programs may vary at the receiving institution if the course is not offered by the receiving institution. In addition, students who attend an out-of-state college should check with their intended institution to inquire whether dual enrollment credit will be accepted in transfer. Transfer policies for postsecondary courses taken through dual enrollment are consistent with those for students who take postsecondary coursework as a regularly admitted postsecondary student.

**26. Is a student who completes dual enrollment credits considered a freshman for state university admissions?**

According to Board of Governors Regulation 6.002, first-time-in-college freshman are defined as students who have earned a standard high school diploma from a Florida public or regionally accredited high school, or its equivalent, and who have earned fewer than twelve (12) semester hours of transferable college credit after receiving a standard high school diploma or its equivalent. High school students who also graduate with an associate in arts degree at high school graduation move into upper division coursework (assuming completion of the proper prerequisites). Those students, however, may be eligible for “freshman” scholarships, depending upon the university. Students on this track should contact their prospective university regarding specific benefits.

**27. Do students pay tuition for college or career credit dual enrollment courses?**

A student who is enrolled in a dual enrollment or early admission program through a Florida College System institution or state university is exempt from the payment of tuition, registration, and laboratory fees pursuant to s. 1009.25, F.S.

**28. Must students pay postsecondary institution fees?**

Pursuant to s. 1011.62(1)(i), F.S., students enrolled in dual enrollment instruction shall be exempt from the payment of tuition, registration, and laboratory fees. Please consult with the postsecondary institution to determine if additional fees may be charged.



**29. Are public school students required to pay for text books?**

Section 1007.271(17), F.S., specifies that “Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge.” In addition, early admission is listed in subsection (7) as “a form of dual enrollment” so all of the same statutory provisions apply. This provision of instructional materials includes electronic access codes for these materials. This exemption for public school students from paying for instructional materials prohibits up-front payments for materials with later reimbursements regardless of student performance in the dual enrollment course.

**30. Are charter school students eligible for dual enrollment?**

Yes. Charter school students are eligible to participate in dual enrollment subject to the eligibility criteria described s. 1007.271(3), F.S., (see question #5 for criteria).

**31. Are charter school students exempt from tuition, registration and laboratory fees?**

Yes. Section 1009.25, F.S., states that any student enrolled in dual enrollment is exempt from the payment of tuition and fees.

**32. Do charter school students have instructional materials provided free of charge?**

Yes. Students at charter schools are public school students; under s. 1007.271(17), F.S., instructional materials for dual enrollment courses are made available for Florida public high school students free of charge. School districts and charter schools are responsible for the payment for instructional materials.

**33. Is dual enrollment right for everyone?**

The dual enrollment program is an opportunity to take challenging courses and accelerate educational opportunities. Students who successfully complete dual enrollment courses will save time and money toward their college degree with free tuition and textbooks. Students should understand, however, that dual enrollment course are college courses and the amount of work necessary to succeed in dual enrollment courses may be much greater than in high school courses. In addition, dual enrollment courses become part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. Poor performance as a dual enrollment student can ultimately impact one’s postsecondary career, including acceptance to a state university, academic standing and financial aid eligibility. It is important to do well in these courses to realize all the benefits of dual enrollment.

## **School Districts/Secondary Schools**

**1. What is a Dual Enrollment Articulation Agreement?**

A Dual Enrollment Articulation Agreement establishes guidelines for implementing the program for eligible students. Section 1007.271(13), F.S., mandates that public postsecondary institutions enter into dual enrollment agreements with home education students seeking dual enrollment. Section 1007.271(21), F.S., requires that school districts and public postsecondary institutions enter into dual enrollment articulation agreements. Schools districts providing career dual enrollment opportunities through district-operated career centers or through charter career centers (for their own students or also for neighboring school districts) shall have consistent articulation policies for all students. Section 1007.271(24), F.S., requires that public postsecondary institutions and eligible private postsecondary institutions enter into

agreements with private secondary schools seeking to offer dual enrollment to its students.

Only those Dual Enrollment Articulation Agreements that are required by statute must be annually submitted to the Florida Department of Education, Office of Articulation by August 1. Any amendments to the agreement may be submitted after that date. Templates for each type of agreement are available as provided below:

- For public school districts and postsecondary institutions:  
<http://www.fldoe.org/core/fileparse.php/5421/urlt/0078396-dualanrollmentarticulationagreement.pdf>
- For private secondary schools and postsecondary institutions:  
<http://www.fldoe.org/core/fileparse.php/5421/urlt/PrivateSchoolDEAA.pdf>
- For home education students and postsecondary institutions:  
<http://info.fldoe.org/docushare/dsweb/Get/Document-6474/hb7059tapd.pdf>

The department provides an electronic submission system whereby each public postsecondary institution or school district must submit its articulation agreements: <http://www.fldoe.org/policy/articulation/>. The Florida Department of Education reviews these agreements for compliance with statutory provisions and reports back to the school district and public postsecondary institution with any issues. Any articulation agreements with unresolved issues of noncompliance will be submitted to the State Board of Education.

## **2. Must a public postsecondary institution enter into a Dual Enrollment Articulation Agreement with a private secondary school?**

Yes. Section 1007.271(24), F.S., requires that each postsecondary institution eligible to participate in the dual enrollment program must enter into private school articulation agreements with each eligible private school in its geographic service area seeking to offer dual enrollment.

## **3. May the school district establish additional dual enrollment eligibility requirements?**

Yes. Per s. 1007.271(3), F.S., “Florida College System institution boards of trustees may establish additional initial student eligibility requirements, which shall be included in the dual enrollment articulation agreement, to ensure student readiness for postsecondary instruction. Additional requirements in the agreement may not arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participating in dual enrollment courses.”

## **4. What courses are available for students to take through dual enrollment?**

There are hundreds of rigorous courses available to students through dual enrollment. The *Dual Enrollment Course-High School Subject Area Equivalency List* is updated annually and approved by the Articulation Coordinating Committee (ACC) and the State Board of Education as a tool that identifies dual enrollment courses guaranteed to satisfy specific high school graduation subject area requirements. The current list is available at: <http://www.fldoe.org/core/fileparse.php/5421/urlt/0078394-delist.pdf>.

For career dual enrollment in certificate programs, students are awarded the equivalent high school credit upon completion of the entire dual enrollment course.

Students should be highly encouraged to complete postsecondary General Education Core requirements prior to participating in elective postsecondary courses. General Education Core requirements may be found at: <http://www.fldoe.org/policy/articulation/general-edu-core-course-options.stml>.

Additional dual enrollment courses that are not included on the *Dual Enrollment Course-High Schools*



*Subject Area Equivalency List* may be offered. Any dual enrollment course not on the equivalency list must count, at a minimum, as an elective toward high school graduation. However, districts are not prohibited from granting subject area credit for those courses not included on the list, if appropriate. There is no explicit limitation in statute regarding the number of high school elective credits a student may earn through dual enrollment.

\*Applied academics for adult education, developmental education, physical education skills and recreation courses are prohibited from inclusion in the dual enrollment program.

**5. Does a student have to be admitted to or enrolled in a postsecondary career education program?**

While career dual enrollment students do have to be admitted to or enroll in a postsecondary career and technical certificate program, any postsecondary career and technical certificate courses eligible for dual enrollment must be identified as leading toward a certificate and approved industry certification, per s. 1007.271(7), F.S.

**6. May a district place Advanced Placement<sup>®</sup> and dual enrollment students in the same course?**

No, “dual enrollment courses taught on a high school campus may not be combined with any non-college credit high school course”, per s. 1007.271(6)(d), F.S.

**7. Is a dual enrollment student required to take high school End-of-Course (EOC) assessments?**

Students who complete their U.S. History or Biology 1 high school graduation requirement through dual enrollment are not required to complete the associated End-of-Course Assessment. All students must, however, complete the Algebra 1 assessment. For students who wish to be eligible for the “Scholar” diploma designation, they must pass the Algebra 1, Biology 1 and US History EOC assessments. Beginning with the 2014-15 ninth grade students, Scholar designation requirements also include passing the Geometry EOC assessment. Students who complete related subject area coursework through dual enrollment should be advised of this requirement and take appropriate courses or be provided material by the high school to increase their likelihood of success on EOC assessments. Appropriate courses for Biology 1 and US History are listed in the *2018-19 Dual Enrollment Course-High School Subject Area Equivalency List*. Please refer to s. 1003.4285, F.S. for additional information regarding diploma designations.

**8. May a student use grade forgiveness under the dual enrollment program?**

If the public postsecondary institution and school district have an applicable forgiveness policy for dual enrollment students, it must be included in the Dual Enrollment Articulation Agreement as a component of the continued eligibility requirements. Note that all grades, including those forgiven, will remain on the postsecondary transcripts and may be used for admissions and financial aid eligibility.

**9. May a student take dual enrollment courses even after completion of high school graduation subject area requirements?**

According to s. 1007.271(2), F.S., “if a student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through dual enrollment.” For this instance, high school graduation is considered the awarding of a high school diploma.

**10. How are dual enrollment courses weighed by the public school district?**

Section 1003.437, F.S., specifies that “For the purposes of class ranking, district school boards may exercise a weighted grading system pursuant to s. 1007.271.” For districts that use a weighted grading system, s. 1007.271(8), F.S., states that “school districts and Florida College System institutions must weigh dual enrollment courses the same as advanced placement, International Baccalaureate, and Advance International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.”

This provision relating to GPA weighting includes all dual enrollment courses, including career education courses. In addition, there should be no difference between the weighting of any college-level courses or courses that do not appear on the *Dual Enrollment Course-High School Subject Area Equivalency List*.

**11. Why are dual enrollment courses not listed in the Course Code Directory?**

Dual enrollment courses are college courses identified with a prefix and number by the Statewide Course Numbering System (SCNS). Dual enrollment courses and credit awarded by district career center, district charter technical career centers, Florida College System institutions or universities (s. 1011.62(1), F.S.) must be recorded by the course number and title used by the postsecondary institution to the school district records and reported by the district to the Florida Department of Education for enrollment and high school transcript records.

**12. What dual enrollment courses count toward a Bright Futures Scholarship?**

The Bright Futures Course Table (formerly Comprehensive Course Table [CCT]) (BFCT); [https://www.osfaffelp.org/bfiehs/fnbpcm02\\_CCTMain.aspx](https://www.osfaffelp.org/bfiehs/fnbpcm02_CCTMain.aspx), lists courses considered for the Bright Futures scholarship. Dual enrollment courses are found by scrolling to the bottom of each subject area course list. For each course, the BFCT displays the number of credits applied for scholarship purposes, its application to the different scholarship levels and if the course is identified as “core” by the State University System for admissions purposes.

Courses offered through dual enrollment that are not listed on the BFCT should be referred to the Office of Articulation in the Florida Department of Education for action.

**13. May dual enrollment courses taken from an eligible private postsecondary institution count toward high school graduation?**

Yes. Courses taken from an eligible private postsecondary institution (see question #9, in the Students and Parents section for institutional eligibility) may be considered dual enrollment and count toward high school graduation; the application of these courses toward specific requirement is at the discretion of the school district. These courses may also be reported for funding purposes. Please link to the following for more information about district reporting of dual enrollment courses: <http://fldoe.org/core/fileparse.php/7729/urlt/0100075-109525.pdf>.

**14. How are the dual enrollment costs shared between the school district and the public postsecondary institution?**

For dual enrollment courses offered on a public postsecondary institution campus, the school district pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP) when they are taken during the fall or spring terms. For 2018-19, the standard tuition is \$2.33 per contact hour for

certificate programs, \$71.98 per credit hour at a Florida College System institution and set tuition rate at a state university. For dual enrollment courses offered on the high school campus by the postsecondary faculty, the school district must reimburse the college for costs associated with the proportion of salary and benefits of the instructor. For dual enrollment courses offered on the high school campus by school district faculty, the school district is not responsible for payments to the public postsecondary institution.

**15. Does the law require that the school district pay the standard tuition for dual enrollment at a state university?**

Yes. The law requires the standard tuition payment between the school district and public postsecondary institution.

**16. Does the law require that the school district pay the standard tuition for dual enrollment at an eligible private postsecondary institution?**

Currently, Florida statute does not specify tuition requirements for districts whose dual enrollment students are participating at an eligible postsecondary institution. Tuition requirements should be addressed in the parties' articulation agreement.

**17. Are registration and laboratory fees included in the school district payment of the standard tuition rate for dual enrollment at the postsecondary institution?**

Dual enrollment students, and their legal guardians are exempt from paying tuition, registration and laboratory fees. Pursuant to s. 1007.271, F.S., payment for registration and laboratory fees by the district may be addressed in the articulation agreement.

**18. Does the school district have to pay the public postsecondary institution for dual enrollment taken during the summer?**

No. School districts are required to pay the public postsecondary institutions' standard tuition rate per credit hour for fall and spring terms only. Section 1007.271(21), F.S., states "subject to annual appropriation in the General Appropriations Act, a public postsecondary institution shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken during the summer term."

**19. Does the school district have to pay the tuition if a student participates in dual enrollment at a public college or university outside of the service area?**

Yes. The public postsecondary institution outside of the service area may enter into a Dual Enrollment Articulation Agreement with the school district, to include the same funding provisions contained in s. 1007.271(21), F.S. The school district is also required to have a Dual Enrollment Articulation Agreement with any postsecondary institution where their students attend dual enrollment courses.

**20. If a student already is enrolled in six secondary courses (one full FTE) is the district still required to pay for dual enrollment courses outside of school hours?**

Yes. A school district must pay the standard tuition rate for any dual enrollment courses taken during the school year, either before, during, or after school. A school district may not deny an eligible student from participating in the dual enrollment program even if the student is taking six secondary courses during the school day.

**21. Does a school district get a tuition refund for student withdrawals?**

Student withdrawal and refund procedures should be outlined in the articulation agreement. However, the school district may not charge a student if the student withdraws from a dual enrollment course.

**22. Who pays for the industry certification examinations?**

District policies regarding the payment for industry certification examinations for students in a secondary program should also apply to dual enrollment students. Public postsecondary institution policies should apply to students from private schools or home education programs. If, however, the industry certification examination is covered at the college within a course's laboratory fee, then the student is exempt from that payment, as students are exempt from laboratory fees.

**23. How are dual enrollment courses reported for FTE funding?**

Please refer to FTE information at <http://www.fldoe.org/finance/fl-edu-finance-program-fefp/fte-info/> to determine reporting requirements.

**24. May a school district and public postsecondary institution enter into an agreement whereby the public postsecondary institution pays the school district an administrative fee for operating the dual enrollment program?**

While public postsecondary institutions and school districts may not agree to vary the statutory tuition rate (for example, by agreeing to a discounted rate or a refund of all or a portion of the tuition), a school district and public postsecondary institution may form an agreement whereby the public postsecondary institution pays the school district for legitimate administrative services provided in operating the dual enrollment program. All payment agreements should be documented. These arrangements are optional and not a required part of the articulation agreement.

**25. Must the charter school enter into a dual enrollment articulation agreement with the local postsecondary institution?**

Yes. The charter school may be included in the school district agreement or may negotiate its own agreement with the postsecondary institution.

**26. Does the charter school have to pay the costs associated with dual enrollment?**

Any payments to the postsecondary institution for charter school student participation in dual enrollment will be established in the Dual Enrollment Articulation Agreement between the postsecondary institution and the school district (if the charter school is included in the agreement), or between the postsecondary institution and the charter school.

**27. What measures are in place to ensure dual enrollment is a rigorous acceleration option?**

Dual enrollment courses are college-level courses. The postsecondary institution is responsible for dual enrollment, whether it is delivering the instruction on a college campus or overseeing instruction delivered on a high school campus. Pursuant to s. 1007.271(5) and (6), F.S., faculty must have college level teaching credentials and eligible students must prove college readiness evidenced by GPA and college placement test scores. Courses taught on the high school campus must be equivalent in rigor and content to those taught on the college campus. To ensure comparability, teachers are evaluated by the postsecondary institution.

**28. How is dual enrollment included in the Florida high school accountability system (i.e. high school grades)?**

Pursuant to s. 1008.34, F.S., beginning with the 2014-15 school year, a school's grade shall be based on a number of components, each worth 100 points. One component includes the percentage of students who were eligible to earn college and career credit through examinations from Advanced Placement, International Baccalaureate and Advanced International Certificate of Education, through dual enrollment, and by earning a national industry certification identified on the funding list described in s. 1008.44, F.S.

**29. May a school district limit the number of courses a student may take through dual enrollment at an eligible private postsecondary institution?**

No. A school district may not impose limitations on dual enrollment coursework solely based on it being provided by an eligible private postsecondary institution.

## **Postsecondary Institutions**

**1. What is a Dual Enrollment Articulation Agreement?**

A Dual Enrollment Articulation Agreement establishes guidelines for implementing the program for eligible students. Section 1007.271(13), F.S., mandates that public postsecondary institutions enter into dual enrollment agreements with home education students seeking dual enrollment. Section 1007.271(21), F.S., requires that school districts and public postsecondary institutions enter into dual enrollment articulation agreements. Schools districts providing career dual enrollment opportunities through district-operated career centers or through charter career centers (for their own students or also for neighboring school districts) shall have consistent articulation policies for all students. Section 1007.271(24), F.S., requires that public postsecondary institutions and eligible private postsecondary institutions enter into agreements with private secondary schools seeking to offer dual enrollment to its students.

Only those Dual Enrollment Articulation Agreements that are required by statute must be annually submitted to the Florida Department of Education, Office of Articulation by August 1. Any amendments to the agreement may be submitted after that date. Templates for each type of agreement are available as provided below:

- For public school districts and postsecondary institutions:  
<http://www.fldoe.org/core/fileparse.php/5421/urlt/0078396- dualanrollmentarticulationagreement.pdf>
- For private secondary schools and postsecondary institutions:  
<http://www.fldoe.org/core/fileparse.php/5421/urlt/PrivateSchoolDEAA.pdf>
- For home education students and postsecondary institutions:  
<http://info.fldoe.org/docushare/dsweb/Get/Document-6474/hb7059tapd.pdf>

The department provides an electronic submission system whereby each public postsecondary institution or school district must submit its articulation agreements: <http://www.fldoe.org/policy/articulation/>. The Florida Department of Education reviews these agreements for compliance with statutory provisions and reports back to the school district and public postsecondary institution with any issues. Any articulation agreements with unresolved issues of noncompliance will be submitted to the State Board of Education.

**2. Must a public postsecondary institution enter into a Dual Enrollment Articulation Agreement with a private secondary school?**

Yes. Section 1007.271(24), F.S., requires that each postsecondary institution eligible to participate in the dual enrollment program must enter into a private school articulation agreement with each eligible private school in its geographic service area seeking to offer dual enrollment.

**3. What private postsecondary institutions are eligible to offer dual enrollment?**

To be eligible to offer dual enrollment, the postsecondary institution must be licensed to provide postsecondary education in Florida (or be exempt from licensure requirements) and accredited by an organization approved by the US Department of Education (section 1011.62(1)(i), F.S.). This does not preclude students from taking postsecondary courses at non-eligible private postsecondary institutions; however, these courses will not be considered as part of Florida's dual enrollment program, and the student will not be exempt from the payment of tuition and fees.

**4. May a Florida College System institution establish additional dual enrollment eligibility requirements?**

Yes. A Florida College System institution board of trustees may establish additional eligibility requirements in the Dual Enrollment Articulation Agreement. All students in grade 6-12 who meet eligibility requirements must be allowed to participate in dual enrollment. Any additional eligibility requirements or limits on dual enrollment participation based on grade level must be to ensure college readiness and not to arbitrarily prohibit students who have demonstrated the ability to master advanced courses from participation.

**5. May the Florida College System institution delay registration from dual enrollment students until the drop/add period?**

No. Access to dual enrollment may not be limited based on capacity or space available. Therefore, dual enrollment students must be allowed to register during the general registration period.

**6. What services must be offered to dual enrollment student with disabilities?**

In order to receive services, student will be required to disclose their disability and register with the postsecondary institution's office for student disability services. Students in need of disability services will typically need to present current documentation of their disability. Documentation requirements may vary across postsecondary institutions and may also be different than the documents required by middle and high schools. Students should contact the institution student disability services office for specific documentation requirements.

**7. How are the dual enrollment costs shared between the school district and the public postsecondary institution?**

For dual enrollment courses offered on a public postsecondary institution campus, the school district pays the standard tuition rate per credit hour from the Florida Education Finance Program (FEFP) when they are taken during the fall or spring terms. For 2018-19, the standard tuition is \$2.33 per contact hour for certificate programs, \$71.98 per credit hour at a Florida College System institution and the set tuition rate at a state university.



For dual enrollment courses offered on the high school campus by the postsecondary faculty, the school district must reimburse the college for costs associated with the proportion of salary and benefits of the instructor. For dual enrollment courses offered on the high school campus by school district faculty, the school district is not responsible for payments to the public postsecondary institution.

**8. Does the law require that the postsecondary institution receive tuition payments for dual enrollment of home school students?**

No. The section regarding payment of the standard tuition rate is included within the school district and public postsecondary institution Dual Enrollment Articulation Agreement, not the home education articulation agreements. A public postsecondary institution may not charge tuition for dual enrollment courses taken by home education students to the student, the student's legal guardian or the school district.

**9. Does the law require that the public postsecondary institution receive tuition payments from the dual enrollment of students at eligible private secondary schools?**

No. However, a public postsecondary institution must enter into a Dual Enrollment Articulation Agreement with an eligible private secondary school and may negotiate for payment from the private secondary school for students eligible to participate in dual enrollment. Their agreement must include a statement that the tuition may not be passed on to the student or their legal guardian.

**10. May a school district and public postsecondary institution enter into an agreement whereby the public postsecondary institution pays the school district an administrative fee for operating the dual enrollment program?**

While public postsecondary institutions and school districts may not agree to vary the statutory tuition rate (for example, by agreeing to a discounted rate or a refund of all or a portion of the tuition), a school district and public postsecondary institution may form an agreement whereby the public postsecondary institution pays the school district for legitimate administrative services provided in operating the dual enrollment program. All payment agreements should be documented. These agreements are optional and not a required part of the articulation agreement.

For questions relating to the dual enrollment program, please contact:

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