



## EXHIBIT "F"

OFFICE OF THE PRESIDENT

Item 5.2.5

PRESENT TO BOARD: MAY 21, 2025

TO: SOUTH FLORIDA STATE COLLEGE  
DISTRICT BOARD OF TRUSTEES

FROM: FRED HAWKINS 

SUBJECT: DUAL ENROLLMENT – HOME EDUCATION STUDENTS AND PARENTS

Approval is requested to renew the dual enrollment agreement between the home education students and parents and South Florida State College for the purpose of providing dual enrollment opportunities to home education students. This agreement renews annually.

**SUGGESTED MOTION:**

**Move to approve the agreement between Home Education Students and Parents and South Florida State College as presented.**

**DUAL ENROLLMENT AGREEMENT  
BETWEEN  
HOME EDUCATION STUDENTS AND PARENTS  
AND  
SOUTH FLORIDA STATE COLLEGE**

**2025-2028**

Florida statute 1007.271 requires the annual development of dual enrollment agreements between the South Florida State College President and the home education student seeking enrollment in a dual enrollment course to provide an acceleration mechanism for dual-enrolled high school students. This agreement is to be completed and submitted to the Registrar's Office of South Florida State College during the first term of enrollment each year.

The term of this agreement shall commence **July 1, 2025**, and end **June 30, 2028**.

**Program Definition**

Section 1007.271, Florida Statute, defines dual enrollment as the enrollment of an eligible secondary student or home education student in a postsecondary course creditable toward high school completion and a career certificate or an associate or baccalaureate degree.

**Notification of Students and Parents**

The college will work with the home school students and their parents or guardian(s) to provide them with information regarding the dual enrollment program. This information shall be provided on the college's website, by the college registrar, and by the college advisor for dual enrollment.

**Eligibility Requirements**

Homeschooled students who wish to take college credit or technical dual enrollment courses must be eligible as defined by F.S. 1000.271(2), and/or meet the following criteria in preparation for enrollment:

- Provide proof of enrollment in a home education program under Florida Statute 1002.41
- Sign a home education articulation agreement before registration
- Complete the college Admissions Application
- Meet with the college's academic advisor or counselor to establish a degree plan which includes course requirements
- Students must take the PERT, CLT, ACT, or SAT college preparatory test before being advised for dual enrollment. Students who have been identified as deficient in basic competencies in one of the areas of reading, writing, or mathematics, as determined by scores on postsecondary readiness assessment shall not be permitted to enroll in college credit courses in curriculum areas precluded by the deficiency. Students may enroll in college credit courses that are not precluded by the deficiency; however, students may not earn more than twelve college credit hours prior to the correction of all deficiencies. Exceptions to the twelve (12) college credit hour limitation may be granted by the postsecondary institution provided that the dual enrollment student is concurrently enrolled in a secondary course(s) in the basic competency area(s) for which they have been deemed deficient by the postsecondary readiness assessment or alternative method. (SBE Rule 6A-14.064(1)(b)).
- Students enrolled in technical credit courses must take the PERT or TABE examination.

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- Complete the registration process outlined in the *Dual Enrollment Parent and Student Handbook* (available on the college website <http://www.southflorida.edu/future-students/dual-enrollment> under the Future Students tab)
- Parents and students should review the *Dual Enrollment Parent and Student Handbook* before the first class.
- Complete GPS New Student Orientation

### Assessment Testing

The college will be responsible for administering the PERT to those eligible home-schooled students applying for dual enrollment. Students who do not achieve appropriate scores must complete remediation prior to the next attempt.

- College credit dual-enrolled students will be required to complete the PERT, ACT, CLT, or SAT and submit scores that are less than two years old.
- Students may not take dual enrollment classes corresponding to any section not passed (i.e., math, writing, reading.)
- Technical dual enrollment students will take the PERT or TABE assessment within six weeks of entry to a technical program.

### Availability of Programs and Courses

Dual enrolled home-schooled students should meet with a college advisor to establish their intended college major and establish a customized program of study that delineates the college courses that will best assist the student in meeting their educational goals. For the college transfer student, many of the courses needed are general education courses including humanities, communications, mathematics, science, and social sciences. If the student identifies a baccalaureate degree as the educational goal, the plan must include courses that will meet the general education requirements and any prerequisite requirements available for entrance into a selected baccalaureate degree program. For technical education students, courses will be directly related to the certificate or associate degree programs in which they are enrolled.

Developmental courses are excluded from this agreement.

All high school students are highly encouraged to limit dual enrollment to those courses required for their anticipated college program in order to avoid excess hours. The accumulation of excess college hours may affect the future availability of financial aid after high school graduation.

A list of courses available for dual enrollment is available on the dual enrollment website. Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee as meeting high school graduation requirements and published as the statewide *Dual Enrollment Equivalency List*.

Most postsecondary courses taken through dual enrollment that are part of a postsecondary career and technical program of study including college credit certificate, career certificate, and Associate in Science (A.S.) will be awarded 0.5 credits toward high school graduation. For technical dual enrollment, courses and programs must lead toward an approved industry certification. **Note: Students seeking to meet the requirements of a three-year Career Preparatory Diploma or a Gold Seal Vocational Scholarship through dual enrollment must**

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**carefully choose dual enrollment courses that meet the requirements for 3 sequential credits in one career education program.**

Students 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. Selective programs are not typically eligible for dual enrollment.

### **Transfer Guarantee**

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.

### **Accommodations**

Students who wish to request accommodations may submit the appropriate paperwork, such as an Individualized Education Plan (IEP), 504 plan, or other appropriate medical or psychological documentation to the college's Disability Specialist so that accommodations can be arranged in accordance with the laws governing students with disabilities at postsecondary institutions. Accommodations will not be granted retroactively, so students should submit appropriate paperwork as early as possible. For more information, contact [disabilities.specialist@southflorida.edu](mailto:disabilities.specialist@southflorida.edu).

Some of the academic accommodations that the College provides to students with disabilities may include but are not limited to the following: accessible furniture, testing accommodations, note takers, assistive equipment, assistive technology software, alternate format materials, scribes, and readers.

### **Institutional Responsibilities**

Students enrolled in dual enrollment classes are subject to the student policies and procedures of the college.

The college will assign letter grades to each student enrolled in a dual enrollment course and these will be entered on the official college transcript.

### **Student Responsibilities**

Homeschooled students enrolled in dual enrollment classes and their parents or guardian should be aware of the following:

- a. The selection of courses must meet both high school and college degree requirements, including approved program prerequisite courses, to minimize student and state costs for excess hours. Students must take college courses that are a part of their college degree plan in order not to jeopardize future financial aid and/or scholarship opportunities.

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- b. College-level course materials and class discussions may reflect topics not typically included in high school courses. Courses will not be modified to accommodate variations in dual enrollment student age and/or maturity.
- c. Students must maintain good academic standing at the college to continue in dual enrollment courses. Students must make a “C” or better in dual enrollment classes and maintain a high school 3.0 GPA (unweighted) for college credit or 2.0 GPA (unweighted) for technical programs.
- d. All course grades are calculated in a student’s college GPA and will appear on the permanent college transcript.
- e. Any letter grade below “C” will not count toward satisfaction of the requirements in State Board of Education Rule 6A-10.030.
- f. All grades, including “W” for withdrawal, become a part of the student’s permanent college transcript and will affect subsequent postsecondary admission.
- g. Students who are unsuccessful in a college level course (D, F, or W) must sit out for one term prior to re-enrollment as a dual enrolled student. Students may appeal this suspension if they believe there were extenuating circumstances beyond their control (i.e. illness, injury, computer failure, loss of transportation, etc.). For more information speak with your DE advisor. SFSC’s vice president for academic affairs and student services or designee will have the final decision in regards to this appeal.
- h. Students must follow the deadlines posted in the college academic calendar if they wish to drop or withdraw from a class. Like registration, all drops or withdrawals must be handled through the college registrar’s office or campus dual enrollment advisor.

### **Fees**

Dual enrollment students are exempt from the payment of matriculation, tuition, and laboratory fees.

### **Textbooks and Instructional Materials**

Following F.S. 1007.271, home school students will receive free textbooks and instructional materials while taking classes at South Florida State College. Specifically,

- Students and parents must have signed the formal home school agreement for the current academic year
- Textbooks and instructional materials must be obtained from the Advisor for Dual Enrollment
- The college will issue the student the most cost-effective textbook and instructional materials option for the institution (e.g., rental books, used books, etc.)
- When picking up textbooks, students must sign a Textbook Agreement Form to receive required textbooks and instructional materials
- Textbooks and instructional materials must be returned to the Advisor for Dual Enrollment at the specified return date. Students who fail to return textbooks and instructional materials will:
  - Have financial holds placed on their accounts
  - Have their registration canceled for the upcoming term
  - Be barred from further registration until financial holds are lifted

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### Transportation

Students are responsible for their transportation to and from dual-enrolled classes held at college locations.

### Federal and State Laws and Regulations

The Family Educational Rights and Privacy Act (FERPA) protects students' rights to privacy regarding their student records. FERPA governs (1) the release of education records maintained by educational institutions and (2) access to these records. All college students have rights under FERPA, even those who are younger than 18 years of age. FERPA protects the education records of students who are attending or who have attended the college and all records directly related to a student that are maintained by the institution. A signed Consent to Release Records form must be on file in the Registrar's Office for someone other than the student to gain access to student records. Only the specific person designated by the student may request access to student information.

**IN WITNESS THEREOF:** The parties hereto set their respective hands and seals and cause this Agreement to be executed.

SOUTH FLORIDA STATE COLLEGE

STUDENT/PARENT/GUARDIAN

\_\_\_\_\_  
Dr. Michele Heston                      Date  
Vice President of Academic Affairs

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Home Schooled Student                      Date

\_\_\_\_\_  
Parent/Guardian                      Date