**Dual Enrollment and Early Admission Frequently Asked Questions**

Dual enrollment is a successful acceleration mechanism that allows high school students to pursue an advanced curriculum related to their postsecondary interests. Over 32,000 students participated in Florida’s dual enrollment program last year. 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 students who participate in these programs. There is also evidence that dual enrollment increases academic performance and educational attainment.

Successful completion of dual enrollment courses allows eligible high school students to simultaneously earn high school core or elective credit and postsecondary credit toward a career and technical certificate, an associate degree, or a baccalaureate degree. Through effective dual enrollment partnerships, districts can enhance curricular options available to students, reduce class size, and strengthen relationships with the local community college, university, career technical center, and private postsecondary institutions. The educational community collectively benefits when collaborative efforts focus on highest student achievement and “college readiness.”

The 2006 A++ legislation clarified statutory language relating to district GPA weighting requirements for dual enrollment courses. The legislation made a strong statement regarding the need to increase access to dual enrollment courses for all eligible students. Specifically, subsections (5) and (16) of s. 1007.271, F.S., now read:

(5) Each district school board shall inform all secondary students of dual enrollment as an educational option and mechanism for acceleration. Students shall be informed of eligibility criteria, the option for taking dual enrollment courses beyond the regular school year, and the minimum academic credits required for graduation. District school boards shall annually assess the demand for dual enrollment and other advanced courses, and the district school board shall consider strategies and programs to meet that demand and include access to dual enrollment on the high school campus whenever possible. Alternative grade calculation, weighting systems, or information regarding student education options which discriminates against dual enrollment courses are prohibited.

(16) Beginning with students entering grade 9 in the 2006-2007 school year, school districts and community colleges must weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced 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.

As the emphasis on career planning increases, more students are encouraged to select an advanced curriculum that aligns with postsecondary goals. Pursuant to section 1003.428 F.S., students entering high school in the 2007-2008 year must satisfy the revised requirements for high school graduation, which includes earning four credits in a Major Area of Interest. Through collaborative partnerships between school districts and local postsecondary institutions, dual enrollment courses will continue to provide options for students to accelerate and pursue advanced coursework in academic areas and in Major Areas of Interest. With hundreds of dual enrollment courses available, there is great potential to further engage and motivate students to pursue academically rigorous courses that capture their interests. Student advisement should focus on individual student needs to ensure continued success. Guidance 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.
Frequently Asked Questions

1. **What is dual enrollment?**
   Dual enrollment is an acceleration program that allows high school students to simultaneously earn credit toward high school completion and a career certificate, or an associate or baccalaureate degree at a Florida public 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 on a university, college or technical center campus. As with all dual enrollment programs, students earn both high school and college/career credits for courses completed. Participation in the career early admission program shall be limited to students who have completed a minimum of 6 semesters of full-time secondary enrollment, including studies undertaken in the ninth grade.

3. **Who is eligible for dual enrollment courses?**
   Students must meet the following eligibility criteria:
   - Enrollment in a Florida public or nonpublic secondary school, or in a home education program;
   - Have a 3.0 unweighted grade point average to enroll in college credit courses, or a 2.0 unweighted grade point average to enroll in career certificate courses;
   - Pass the appropriate section of the college placement test; and
   - Meet any additional admissions criteria specified by the postsecondary institution in the district interinstitutional articulation agreement.

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 Bright Futures Comprehensive Course Table, [http://nwrdc.fsu.edu/ fnbpcm02](http://nwrdc.fsu.edu/fnbpcm02) lists dual enrollment courses by academic core areas and career and technical program areas. Approved by the Articulation Coordinating Committee and the State Board of Education, the [2007 Dual Enrollment Course-High School Subject Area Equivalency List](http://www.fldoe.org/articulation) provides dual enrollment courses and credits that satisfy subject area requirements for high school graduation. The List is also posted on FACTS.org, under Advising Manuals. The FACTS.org ePEP student academic planner provides a comprehensive list of the dual enrollment courses offered throughout the state within the drop down course selection menu. 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. Many dual enrollment elective courses not on the List will serve to increase the curricular options available to students when choosing courses for the newly required major areas of interest. *Note: Remedial and physical education skills courses are not available for dual enrollment.

5. **Can dual enrollment courses count for credit in the required high school Major Areas of Interest for incoming ninth grade students effective 2007-08?**
   Yes. Districts have been advised to approve appropriate dual enrollment courses for credit in Major Areas of Interest. High school counselors are encouraged to continue to advise eligible students about dual enrollment opportunities for college and career credit, and include course options that will satisfy credits needed for a high school Major Area of Interest. While the current listing of MAIs does not include the full scope of postsecondary courses available through dual enrollment, there is an effort to add appropriate courses this year. The A++ Web-based MAI submission system permits community college access to the automated system to enter dual enrollment courses related to local
high school MAIs. Courses entered to the MAIs should reflect dual enrollment courses available from local postsecondary institutions as identified within the Interinstitutional Articulation Agreement.

6. **Some high schools are not currently offering the “AA Degree” Major Area of Interest, which contains dual enrollment courses that lead to an associate or baccalaureate degree. Can high schools decline to offer the “AA Degree” Major Area of Interest?**

All high schools are encouraged to offer the “AA Degree” Major Area of Interest as an option for eligible students. Section 1007.271(3), F.S., states that district school boards may not refuse to enter into an agreement with a local community college, if the college has the capacity to offer dual enrollment courses.

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

Pursuant to s. 1007.271, F.S., 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. Dual enrollment courses can be offered on the high school campus or the local career and technical education center, community college, state university, or private postsecondary institution. In 2006, House Bill 7087, commonly known as the A++ Secondary Redesign Act, included language that requires district school boards to include access to dual enrollment courses on the high school campus whenever possible.

8. **Can a student take dual enrollment courses beyond the 24 credits required for high school graduation?**

Yes. If a student is permitted to earn high school courses/credits beyond the 24 credits required for graduation, then the student participating in dual enrollment must be permitted to earn more than 24 credits toward high school completion through participation in dual enrollment courses. Similarly, if a student who completes 24 credits mid-year (December) has the option to graduate early, then the dual enrollment student shall have the same option.

9. **Are dual enrollment courses considered rigorous?**

Postsecondary curriculum taught through college credit instruction or career credit courses are rigorous. All faculty must meet qualification standards to teach college-level courses. Eligible students must demonstrate college readiness demonstrated by GPA and college placement exam scores.

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

Beginning with students entering grade nine in the 2006-07 school year, the revised language for s. 1007.271(16), F.S., requires districts to "weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when grade point averages are calculated. Alternative grade calculation, weighting systems, or information regarding student education options which discriminate against dual enrollment courses are prohibited." The 2006 legislature also specified that, "for the purpose of class ranking, district school boards may exercise a weighted grading system pursuant to s.1007.271, F.S." This new provision relating to GPA weighting applies to all dual enrollment courses including career education courses.

11. **Who pays the college tuition for dual enrollment courses?**

Eligible public school students are exempt from registration, matriculation, or laboratory fees for courses taken through dual enrollment. Tuition is waived.
12. **Who pays for textbooks?**
Section 1007.271, F.S., specifies "Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge." Early admission, listed in subsection (7), represents full-time dual enrollment, and the same statutory provisions apply. Students enrolled in home education programs or nonpublic secondary schools must provide their own instructional materials. Instructional materials purchased by a district school board or community college board of trustees on behalf of dual enrollment students shall be the property of the board against which the purchase is charged. Students may be responsible for materials that become the property of the individual student, such as an electronic license fee.

13. **Do school districts generate full time equivalent (FTE) funding for students in dual enrollment courses?**
School districts report each semester of instruction that is eligible for high school and postsecondary credit as 75 membership hours for the purpose of FTE calculation. FTE funding is provided to the district regardless of whether the dual enrollment course is offered on the postsecondary institution campus or the high school campus. The award of 75 membership hours was intended to alleviate a discrepancy between seat time on the college campus and seat time for a course offered on the high school campus.

14. **Why are dual enrollment courses not listed in the Course Code Directory?**
Dual enrollment courses are postsecondary courses identified with a prefix and number by the Statewide Course Numbering System (SCNS). The SCNS course number and title used by the public postsecondary institution for dual enrollment in an area career and technical center, community college, or state university course must be recorded in the student's school district records and reported by the district to the Department of Education's high school transcript database (s. 1011.62(1), F.S.).

15. **When a student withdraws from a dual enrollment course, what procedures should the high school follow for entering course credit and grades to the high school transcript?**
The postsecondary institution records dual enrollment courses and grades to the official postsecondary transcript and provides end-of-term grade reports. The postsecondary institution specifies dates by which students are permitted to drop a course without penalty, known as “drop-add”. If a student drops within this approved timeframe, the dual enrollment course is not recorded to the postsecondary transcript. If the student withdraws after the college “drop-add” deadline, the postsecondary transcript will indicate a “W” or an “F” code for the course(s), depending on the date of withdrawal during the term. State Board Rule 6A-1.09941, F.A.C., *State Uniform Transfer of High School Credits*, establishes uniform procedures related to the high school’s acceptance of transfer credit for students in Florida’s public schools.

   (1) **Credits and grades earned and offered for acceptance shall be based on official transcripts and shall be accepted at face value subject to validation if required by the receiving school’s accreditation.**

Public high schools must accept dual enrollment course grades from the public postsecondary institution’s official college transcript at “face value,” and enter the SCNS course prefix/number and grade, including a “W” code to the high school transcript.
High schools may not change or modify postsecondary transcript grades, or change a “W” withdrawal code to an “F” grade on the high school transcript. The following provides guidance related to FASTER transcript instructions:

- If the high school student withdraws from a college course by the college “drop-add” deadline and the postsecondary transcript does not reflect a course or grade, the high school can enter “NG” for “No Grade Assigned” or omit the entry of the postsecondary course to the high school transcript.
- If a student withdraws from a dual enrollment course and the postsecondary institution coded the withdrawal with a “W” code, the high school must enter a “W” code for the dual enrollment course to the high school transcript. A new code will be created to allow the entry of a “W” to the high school transcript, specific to dual enrollment courses. This new code is reported in the updated FASTER User Manual and Change Summary.

Preliminary Advising

High school students must demonstrate “college readiness” in order to participate in the dual enrollment program by passing college placement exams, earning a qualifying high school GPA, and obtaining approval from the high school. During the advising process, it is important to share with both the parent and the student the consequences of poor performance or course withdrawal. High schools should make every effort to accommodate returning seniors who have withdrawn from a dual enrollment course to allow the student to recover the credit needed for graduation through courses on the high school campus or through the Florida Virtual School. Key advising points may include:

- Students who withdraw from a dual enrollment course(s) must immediately notify the high school counselor in order to facilitate appropriate high school course placement decisions.
- Students must follow the college protocol for course withdrawal to minimize the reporting of negative information to the postsecondary transcript.
- Students who withdraw from dual enrollment courses are subject to the limitations of midterm high school course availability and must consider the potential impact on meeting graduation requirements.

16. What course number should be entered for postsecondary courses completed from eligible private colleges, independent universities, or out-of-state postsecondary institutions?

Postsecondary credit earned from private, independent, and out-of-state postsecondary institutions is recorded to the postsecondary transcript. Students should be advised to submit a copy of the private, independent, or out-of-state postsecondary transcript for high school transfer of credit. After reviewing the postsecondary transcript, counselors must determine the appropriate content area for which the dual enrollment course may satisfy high school subject area credit and enter the course codes as described in the following instructions. The coding information is further explained in the Bright Futures Comprehensive Course Table within the “Spcl Case” hypertext in the “Dup Crse” column.

Private College Dual Enrollment Courses

Course code “ZZZ9999” is provided for schools to report dual enrollment credits earned at private colleges or universities. Except in the case of science credits (see the two special cases that follow), there is no limit on the number of private college courses for which this code can be used. To distinguish between two courses using the “ZZZ9999” code, enter the course name...
under “Local Course Title” (Bright Futures on-line system) or in the “Course Title, Abbreviated” field (FASTER electronic transcript system), and specify the subject area in which the course should be used.

Private College Dual Enrollment Science Courses with Labs

The maximum credit awarded for a dual enrollment science course taken at a private college or university will be limited to 0.5 credits, because there is no “ZZZL999” course code to record the lab course required to earn a full 1.0 credit. If code “ZZZ9999” is used, and a school needs to report a full 1.0 science credit for a student completing a dual enrollment science course with a lab at a private college or university, the school should assign course code “ZZZC99A.” If the school needs to similarly report a second course for a full credit, the school must use code “ZZZC99B” and code “ZZZC99C” for a third such course. Note: Three course codes have been provided to record science graduation requirements completed through private college dual enrollment science courses for 1.0 credit each.

Private College Dual Enrollment Science Courses Without Labs

Code “ZZZ9999” can be used to report a dual enrollment science course taken at a private college or university where the course did not have a lab component (lecture only). If more than one such lecture-only course needs to be reported, the following course codes can be used: “ZZZ999D”, “ZZZ999E”, “ZZZ999F”, “ZZZ999G”, and “ZZZ999H.” These courses shall be awarded a maximum of 0.5 credit each. Note: Five course codes are provided to record all of the science graduation requirements completed through private college dual enrollment science lecture courses (0.5 credit each).

17. What course codes apply for Dual Enrollment Science courses taken with a separate lecture and lab, and how does Bright Futures calculate the lab grade and credit?

The Bright Futures Comprehensive Course Table provides an explanation of the award of credit for the different combinations of science lecture and lab courses. In June 2006, the Office of Articulation, upon the recommendation from the Standing Committee for Postsecondary Transition, amended the identification of a dual enrollment science "corresponding lab" as a lab course with the same three-character prefix as the lecture course. Previously, both the three-character prefix and the three-digit number of the lecture and lab courses needed to correspond. This revision allowed for a corresponding prefix, rather than an exact course number, to match the lecture course and signify 1.0 credit for the Bright Futures calculation. This change was retroactive to the 2005-06 academic year and effective for the summer 2006 evaluations. See the example.

CHMC045 = 1.0 credit
CHM1045 and CHML045 = 1.0 credit
CHM1045 (with no lab) = 0.5 credit
CHML045 (with no course) = 0.0 credit
CHM1045 and CHML211 = 1.0 credit
CHM1045 and a non-CHM lab = 0.5 credit

18. What are the dual enrollment courses that count toward a Bright Futures Scholarship?

The Bright Futures Comprehensive Course Table (CCT), http://nrwrdc.fsu.edu/fnbpcm02 lists all courses considered for state scholarships. To locate the dual enrollment courses on the CCT, scroll down past the red text heading of each subject area list. The CCT provides an online advising resource for identifying courses weighted for Bright Futures Scholarship consideration. The CCT
also indicates which of the dual enrollment courses counts as a "core" course considered by the State University System (SUS) for admission purposes.

19. **Will dual enrollment courses transfer to other colleges and universities?**
   Dual enrollment college credit will transfer to any Florida public college or university offering the SCNS statewide course number and must be treated as though taken at the receiving institution. However, the application of transfer credit to general education, prerequisite, and degree programs may vary at the receiving institution.

20. **Is dual enrollment right for everyone?**
   The dual enrollment program provides an opportunity for students to take challenging courses and accelerate education opportunities. Students who successfully complete dual enrollment courses will save time toward the college degree and save money with free tuition and textbooks. Students should understand, however, that dual enrollment courses are college level 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 course grades become a part of a student’s permanent college transcript and are calculated into the student’s permanent postsecondary GPA. It is important to do well in these courses to realize the benefits of dual enrollment.

21. **How can school districts expand curricular options available to students via dual enrollment?**
   Section 1007.235, F.S., describes the required elements that must be included in the District Interinstitutional Articulation Agreements that are jointly developed for dual enrollment programs. Through updating the annual interinstitutional articulation agreement with postsecondary institutions, school districts can increase the number of dual enrollment courses available to students. For example, the A++ legislation specifically encourages school districts to offer dual enrollment courses on the high school campus. The community college or university may share faculty members to teach a dual enrollment course on the high school campus or a high school teacher with the appropriate credentials may teach a postsecondary level course at the high school.

For a copy of the interinstitutional articulation agreement template or information relating to the dual enrollment program, please contact:

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