

2022-2023 Early Admissions

**EARLY ADMISSION DUAL ENROLLMENT
ARTICULATION AGREEMENT
BETWEEN THE UNIVERSITY OF SOUTH FLORIDA AND
School District Manatee County**

THIS AGREEMENT is made and entered into on April 27, 2022 by and between University of South Florida Board of Trustees, a public body corporate (USF) and the School District Manatee County (SDMC) for the purpose of enabling early admission dual enrollment for eligible and qualified high school students to attend USF fulltime during their senior year. This agreement shall serve as the Early Admission Dual Enrollment Articulation Agreement pursuant to Section 1007.271, Florida Statutes. USF and SDMC are each a “Party” and collectively the “Parties.”

I. TERM

This Agreement shall be effective as of July 1, 2022 and shall continue until June 30, 2023, unless terminated or amended pursuant to the provisions in this Agreement. This Agreement may be renewed on an annual basis by mutual written consent. If this Agreement is to be renewed, it shall be reviewed on an annual basis at least ninety (90) days prior to the early admission deadline to ensure continuing compliance with state law and applicable dual enrollment requirements.

II. EARLY ADMISSION DUAL ENROLLMENT

A. DEFINITION

According to 1007.271, Florida Statutes, Subsection 10, early admission is a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis in courses that are creditable toward the high school diploma and the associate or baccalaureate degree. A student must enroll in a minimum of 12 college credit hours per semester or the equivalent to participate in the early admission program; however, a student may not be required to enroll in more than 15 college credit hours per semester or the equivalent. Students enrolled pursuant to this subsection are exempt from the payment of registration, tuition, and laboratory fees.

B. Courses taken for dual enrollment credit by early admission students are approved by SDMC and USF, as meeting the following criteria:

1. They are listed within the statewide course description and numbering system on the current State of Florida *Dual Enrollment Course – High School Subject Equivalency* list <http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf> and fall under the subject areas of English, mathematics, science, foreign language, social studies and electives.
2. They fulfill requirements of an associate of arts or baccalaureate degree;
3. They fulfill requirements of the Florida high school diploma and replace high school courses in the same discipline that otherwise would have been taken.

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- C. Courses are not eligible for inclusion in dual enrollment if the course contains college preparatory instruction and other forms of pre-collegiate instruction or developmental education, as well as physical education courses that focus on the physical execution of a skill rather than the intellectual attributes of the activity and courses not specified in the *State of Florida Dual Enrollment Course – High School Equivalency List*.
- D. Some USF courses require either prerequisite work and/or higher standardized test scores. The USF Course Inventory stipulates the prerequisites for every course in the USF catalog. <https://academicplanning.usf.edu>; Appendix A illustrates the kind of courses that may have elevated requirements.
- E. Early admission students must take 12-15 credits each semester. This usually equates to 4-5 courses per term.
- F. Early admission students may enroll in dual enrollment courses that are offered on any USF campus or by USF online. Early admission courses are not delivered on high school campuses.
- G. Dual enrollment courses and high school credit earned are designated by the Florida Department of Education’s statewide course numbering system and the State of Florida Articulation Coordinating Committee as published in the *Dual Enrollment Course-High School Subject Equivalency List*. SDMC shall assign high school credit upon successful completion and accept the post-secondary courses toward meeting requirements of Section 1003.43, Florida Statutes.

III. ELIGIBILITY

SDMC students may be excused from the last two semesters of their high school experience if USF accepts them for early admission. To be eligible to participate in early admission at USF the student must do the following:

- A. Have already completed the equivalent of the junior year of high school requiring only one additional year to complete high school graduation requirements.
- B. Have a high school grade point average of 3.8 or better as determined by current high school transcripts, unless homeschooled. Homeschooled students must meet all other requirements
- C. Have SAT or ACT scores that meet these minimums:
 SAT: overall 1300, with at least 580 in Critical Reading and 580 in Mathematics
 ACT: composite score of 29 with no less than a score of 29 English
 NOTE: (USF does not accept PERT scores for early admission);
 scores are also required for course placement in some math courses, see Appendix B.
- D. Submit a completed USF Online Application for Admission as an Undergraduate student.
- E. Submit a completed Early Admission Approval Form 1.

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IV. APPLICATION PROCESS

A. The Student:

1. Initiates the application process by contacting the high school guidance counselor, coordinator or homeschool administrator that will inform the Early University Programs Office about the student's intent.
2. Follow the instructions for early admission provided on the website **See** (<https://www.usf.edu/early-university-programs/early-admission/index.aspx>), which provide the steps for application:
 - a. Parent and student submit the undergraduate application with all required documentation (test scores, residency, immunization, unofficial high school transcripts) electronically to the Office of Admission when prompted.
 - b. Parent and student begin the early admissions process by completing forms found on the website. This alerts the Early University Programs Office.

B. The Counselor/Administrator:

1. The guidance counselor, coordinator or homeschool administrator completes the early admissions approval forms with the student.
 - a. verifying required test scores and required GPA, and
 - b. providing a list of remaining high school graduation requirements (if any)
2. The guidance counselor, coordinator or homeschool administrator submits the approval form electronically to the USF Early University Programs Office.

C. Deadline

All required materials for application to Fall early admission must be submitted to the USF Office of Early University Programs by **March 15 each school year.**

D. Determination

The Director of USF Early University Programs evaluates all applications for early admissions. Any application that is deemed "denial of admission" will be communicated to the student, guidance counselor/coordinator or homeschool administrator.

- #### E. Once accepted for USF early admission, students are invited to apply for admission to the Judy Genshaft Honors College by **March 15 each school year.** This is not required but recommended.

V. CONTINUING ELIGIBILITY

- A. During their early admission year, students must maintain at least a "C" (2.0) unweighted USF GPA for their dual enrollment courses to continue eligibility in the program.
- B. Students must also maintain a weighted 3.3 GPA on high school transcripts that include the dual enrollment course final grades.
- C. Grades of "C-", "D", "F", or "W" will not be counted for dual enrollment credit.
- D. A student who earns a grade of "C-", "D", "F", or "W" in fall semester will not be able to continue in early admission during spring semester.

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VI. COSTS

A. Cost of Instruction

1. Public Schools and Charter Schools

- i. Early Admission students do not pay for tuition or academic fees.
- ii. _____ SDMC shall pay USF the undergraduate base tuition rate per credit hour for students participating in USF early admission.
- iii. _____ SDMC shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period. If a student withdraws from a class during the drop/add period, pursuant to USF procedures, _____ SDMC shall not be responsible for the tuition associated with that student's approved withdrawal coursework.
- iv. USF shall provide an invoice to _____ SDMC approximately (45) days after the first week of classes. _____ SDMC shall render payment within thirty (30) days after received the invoice.

2. Private Schools and Homeschooled Students

- i. The Florida Dual Enrollment Scholarship Plan shall be responsible for payment of tuition for all students enrolled in coursework at the end of the USF drop/add period (first week of classes).

B. Cost of Instructional Materials

1. Public Schools and Charter Schools

- i. See <https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>
- ii. Public school districts and charter schools are required by law to pay for the required course materials needed by early admission dual enrollment students.
- iii. Students must obtain their required course materials from one of the USF bookstores unless unavailable there.
- iv. Students must take care to limit purchases to the course's required materials. Sometimes professors list materials that are "recommended," "suggested," or "optional"; these are NOT covered by the schools or districts; neither are shipping charges. The cost of unrequired materials not paid for by the school district may be placed on a student's USF account as money owed, impeding their future course registration.
- v. Students may request home delivery for materials ordered online, but they must pay the delivery charges.

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2. Private Schools and Homeschooled Students

- i. See <https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>
- ii. Students who are admitted taking dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- iii. The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.
- iv. After the close of dual enrollment admissions, a roster of participating students will be shared with the USF Follett Bookstore.
- v. When dual enrollment students order their books at a campus store or online, they inform the clerk that they are taking dual enrollment courses so their name on the roster can be confirmed, and they can receive their required materials at no charge.

C. Process

1. Each semester, after early admission students are registered, the bookstore is notified by USF of the students' courses.
2. When ordering texts or other required materials, dual enrollment students must identify where they attend school and provide their USF U-number.
3. After drop/add week, the bookstore will send invoices to the school districts and charter schools for the appropriate purchases made by the students on their dual enrollment list.
4. USF will send the captured costs from homeschool and private schools to the Department of Education for reimbursement from the Dual Enrollment Scholarship Plan.
5. Detailed purchasing procedures for the school, district, and students are presented in Appendix C and on the Dual Enrollment website. See <https://www.usf.edu/early-university-programs/dual-enrollment/bookstore-process.aspx>

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VII. DISTRICT/CHARTER SCHOOLS/PRIVATE SCHOOLS/HOMESCHOOL ADMINISTRATORS RESPONSIBILITIES

- A. SDMC shall provide information to students and their parents about USF's early admissions program to include the website, email address, and key deadlines to be aware of to begin the process of applying.
- B. SDMC shall verify student eligibility to participate in early admission.
- C. SDMC shall work with students to guide in the online application process. This includes assisting students' with immunization records, residency records and test scores for the students to upload during the application period.
- D. SDMC shall guide students to information about how to obtain required instructional materials.
- E. SDMC shall maintain communication with USF staff to facilitate student success as an early admission student.
- F. SDMC shall provide appropriate high school credit for coursework satisfactorily completed by students participating in early admission.

VIII. USF RESPONSIBILITIES

- A. USF staff shall provide guidance to students and school counselors in application and registration process.
- B. USF shall monitor student academic performance during their early admission year, and share information with SDMC, when necessary, to ensure student success.
- C. USF shall assign a university letter grade to completed USF coursework.
- D. USF shall provide academic information to the SDMC dual enrollment administrator within ten (10) business days following the official deadline for USF grade posting about the student(s) who are not eligible for future dual enrollment because grades have fallen below a grade of C / 2.0.
- E. USF shall maintain a Dual Enrollment/Early Admission website that will contain updated information on deadlines, procedures and contact information.
- F. USF shall submit this Agreement to the Florida Department of Education on an annual basis as required by 1007.271(21), F.S.
- G. USF shall maintain an Office of Early University Programs, with a director and staff who will coordinate dual enrollment activity with the SDMC district administrator.
- H. USF shall assure that all course instructors have been authorized to work via e-Verify and background checks.

IX. STUDENT RESPONSIBILITIES

- A. Students shall maintain at least the minimum requirements to continue in early admission through fall and spring semesters.
- B. Students will check USF communications regularly in their USF email account

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- C. Students will self-register for approved courses in the registration window found under important dates on the registrar's website.
- D. Students will communicate regularly with the USF advisor.
- E. Student shall get approved courses from their guidance counselors/coordinators/or homeschool administrator. The student is responsible for online or USF Campus course registration.
- F. If classes are taken on a USF campus, students are solely responsible for transportation to and from the campus. Students taking classes on a USF campus must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
- G. If classes are taken online, students are responsible for having the appropriate technology. Students taking USF classes online must comply with all USF regulations and policies, as well as the course policies as presented in the syllabus.
- H. Students shall be responsible for proper withdrawal from enrolled coursework within the USF drop/add period or otherwise formally withdrawing pursuant to USF guidelines. Students shall confer with their guidance counselors prior to dropping a course or beginning the withdrawal procedures.
- I. Although early admission students are exempt from the payment of registration, textbooks, tuition, laboratory fees and required instructional materials, they may be responsible for additional fees that may include but are not limited to a USF ID card, library fees, cost of official transcripts, parking fees, calculators, online fees and laptops.

X. GENERAL PROVISIONS

- A. Dual Enrollment Transfer Guarantees. The parties must be aware of and comply with the Dual Enrollment Transfer Guarantees, which can be found at: <https://info.fl DOE.org/docushare/dsweb/Get/Document-6472/hb7059tapb.pdf> and on the attached Appendix D.
- B. Continuity and Compliance. The parties have set forth the terms, conditions and responsibilities in the Agreement in the good faith belief that they are fully in compliance with all legal and accreditation requirements generally applicable to both parties; provided, however, in the event that either party determines in its sole discretion that the performance of any obligation herein is in violation of such legal or accreditation requirement, the parties agree that such obligation shall be promptly modified to the extent necessary to secure continued compliance with such legal and accreditation requirements. In the event either party determines in its sole discretion that such obligations cannot be modified in a manner to secure continued compliance, either party can terminate this Agreement effective immediately upon written notice.
- C. Individual Identification. The parties shall not use the other party's trademarks, trade names, service marks, service names, brand names, domain names, URL's or Logo's or any other licensed mark or intellectual property in any manner without the prior written consent from the other party.
- D. Statutes and Laws The parties agree to comply with all applicable federal and state laws and regulations regarding the protection of data security, including without

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limitation the Family Educational Rights and Privacy Act ("FERPA"), and to work together to facilitate the parties' obligations under those laws and regulations.

- E. Amendment. Any amendments or modifications to this Agreement shall require written approval from both parties.
- F. Termination. This Agreement may be terminated by either party without cause upon ninety (90) days written notice. Any termination will be prospective only and will not apply to students actively enrolled in courses at of the date of the termination notice pursuant to Section L below. The foregoing notwithstanding, either party can terminate this Agreement effective immediately and upon written notice to the other if, in its sole discretion, it concludes that the other institution is incapable of fully performing the services described herein; if the health, safety or welfare of students are endangered for any reason; if the program no longer supports the educational mission of either party or if the other party has acted in violation of applicable law. In the event of time or either party terminating this Agreement, both parties agree that they will cease accepting new students into the program upon termination, but shall use best efforts to provide a "teach out" for existing students. The parties agree they will continue to fulfill each of their respective obligations as set forth in this Agreement for all students that have enrolled and/or been admitted to the program prior to termination, from the time of termination through each student's successful completion of their enrolled course(s). To clarify this provision: it is the intent of the parties that after any termination of this Agreement, the participation of all existing students will continue until they finish the coursework for the applicable semester.
- G. Equal Opportunity. The Parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression, marital status, national origin, religion, sex or sexual orientation in the performance of the Parties' respective duties, responsibilities and obligations under this Agreement.
- H. Indemnification. Each party shall be responsible for the consequences of any act or failure to act on the part of itself, its employees and agents. Accordingly, each party shall be held responsible for its own sole negligence, and each party shall indemnify and hold the other parties harmless from any loss which results therefrom. No party hereto shall assume any responsibility to any other party for the consequences of any act or failure to act of any person, firm or corporation not a party to the Agreement. Both parties' indemnification shall be limited to the extent provided by section 768.28, Florida Statutes. Nothing contained in the foregoing shall be construed as an explicit or implied waiver of the either parties' sovereign immunity under Florida Law.
- I. Disabilities. Students registered for Dual Enrollment at USF may access services and resources that are available for students with disabilities, which can be found at: <https://www.usf.edu/student-affairs/student-accessibility/>
- J. Dispute Resolution. In the event that a dispute occurs between the parties with regard to the rights or duties created by this Agreement, or in the event of a breach of this Agreement by either party, the parties hereto agree to meet and confer in good faith in an effort to resolve the dispute or issue.

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- K. Public Records. Both parties are subject to public records requirements pursuant to Chapter 119, Florida Statutes. Each shall maintain records and documents associated with this Agreement and shall respond to public records requests in accordance with the requirements of Chapter 119, Florida Statutes.
- L. Notices. All notices and other communications given or made pursuant hereto shall be in writing and shall be deemed to have been duly signed or made as of the date delivered if delivered personally or by overnight courier, when confirmed by telephone if delivered by facsimile, or seven (7) business days after being mailed by express mail international (return receipt requested), to the parties at the following addresses (or at such other address for a party as shall be specified by like notice, except that notices of changes of address shall be effective upon receipt).

The University of South Florida:
 Brett E. Kemker, Ph.D.
 Regional Vice Chancellor and Vice Provost, USF
 8350 N. Tamiami Trail Sarasota, FL 34243
 Email: kemker@usf.edu

With Copies to:
 Office of the General Counsel
 Hilary Black
 4202 E. Fowler Avenue, CGS 301
 Tampa, FL 33620
 813-974-2131 (office)
 813-974-5236 (fax)
hblack@usf.edu

With Copy to: (optional)
 School District Manatee County

 215 Manatee Avenue West

 Bradenton, FL 34205-9069

- M. Application of Florida Law. This Agreement, and the application or interpretation hereof, shall be governed exclusively by its terms and by the laws of the State of Florida, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Florida or any other jurisdiction) that would cause application of the laws of any jurisdiction other than the State of Florida. Each of the parties to this Agreement irrevocably submits to the exclusive jurisdiction of the state courts sitting in Manatee County, Florida, for the purpose of any action arising out of or relating to

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this Agreement. Each of the parties to this Agreement agrees that a final judgment in such jurisdiction in any action shall be conclusive and may be enforced in other jurisdictions by suit on the judgment or in any other manner provided by applicable law. Each of the parties hereto waives any right to trial by jury with respect to any action related to or arising out of this Agreement or any transaction contemplated hereby.

- N. Severability. If any term or other provision of this Agreement is invalid, illegal or incapable of being enforced by any rule of law or public policy, all other conditions and provisions of this Agreement nevertheless shall remain in full force and effect so long as the economic or legal substance of the transactions contemplated hereby is not affected in any manner adverse to any party. Upon such determination that any term or other provision is invalid, illegal or incapable of being enforced, the parties shall negotiate in good faith to modify this Agreement so as to effect the original intent of the parties as closely as possible in an acceptable manner to the end that transactions contemplated hereby are fulfilled to the greatest extent possible.
- O. Successors and Assigns. Each and all of the covenants, terms, provisions, and agreements contained in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and, to the extent permitted by this Agreement, their respective successors and assigns. No party may assign this Agreement (by operation of law or otherwise) to any Person without the prior written consent of the other party.
- P. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument and a facsimile or portable document format (PDF) document shall be deemed to be an original signature for all purposes under this Agreement.
- Q. Entire Agreement. This Agreement represents the entire understanding of the parties with reference to the matters set forth herein.
- R. Force Majeure. Neither Party shall be responsible for any failure or delay in its performance under this Agreement due to causes beyond its reasonable control, including but not limited to, labor disputes, strikes, lockouts, shortages of or inability to obtain labor, energy, raw materials or supplies, war, riot, acts of terrorism, civil unrest, an act of God (including but not limited to fire, flood, earthquakes or other natural disasters) or governmental action (including but not limited to any law, regulation, Decree or denial of visas or residence permits). In the event that either Party wishes to invoke force majeure, that Party shall within ten (10) calendar days after the occurrence of the event of force majeure has become known to that Party, send written notice of such event to the other Party. In the event that a force majeure event prevents either Party's performance for a period of thirty (30) days, either Party shall be entitled to terminate the Agreement upon written notice to the other Party. The provisions of this paragraph shall not apply to the payment of fees or to any other payments due from either Party or to the Party's obligations to provide assistance to students on-site or to facilitate their return home.

(Signature page to follow)

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IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

SIGNATURES OF RESPONSIBLE AUTHORITIES

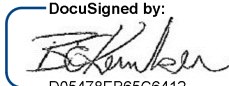
School District Manatee County
Manatee County, Florida

**University of South Florida
Board of Trustees, a public body corporate**

By: _____

Name: _____

Title: _____

DocuSigned by:

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By: _____

Name: Brett E. Kemker, Ph.D.

Title: Regional Vice Chancellor and Vice Provost

By: _____

Name: _____

Title: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Hilary Blagk, JD, MPH
Senior Associate General Counsel - University of South Florida


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APPENDIX A

Selecting USF Courses for Dual Enrollment Credit

When selecting USF courses of dual enrollment credit, students and their advisors should consult these two sources for available courses for dual enrollment.

The State of Florida *Dual Enrollment Course High School Subject Equivalency* list:

<http://www.fldoe.org/core/fileparse.php/5421/urlt/AcademicList1920.pdf>

The USF course inventory:

<https://usfweb.usf.edu/academic-programs/course-inventory>

Many USF courses have prerequisites, so students and advisors should always check the course inventory prior to planning a schedule:

Fill in Prefix and Number, scroll down and click SEARCH. Then click on course title.

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APPENDIX B
STANDARDIZED TEST SCORES

For students to be considered for early admission they must have standardized test scores (SAT and/or ACT) that meet these minimums:

SAT: overall 1300, with at least 580 in Critical Reading and 580 in Mathematics

ACT: composite score of 29 with no less than a score of 29 English

All English and humanities courses require the student to meet the SAT critical reading score of 560 and/or the ACT reading score of 21.

All science and math courses require a minimum SAT math score of 530 and/or ACT math score of 21. Students who wish to take an advanced math course without its prerequisite can do so if they qualify by test score (see chart below).

Course Name	Pre-req courses C or higher	SAT New ST12	ACT	New CPT - AAF Next Gen	CPT College Level - Math
Precalculus Algebra and Trigonometry	MAC 1105	570	24	276	60
Business Calculus	MAC 1105 or MAC 1140 or MAC 1147	610	26	250	78
Life Sciences Calculus I	MAC 1147 or MAC 1114	670	29	280	90
Engineering Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	670	29	280	90
Calculus I	MAC 1147 or (MAC 1114 and MAC 1140)	670	29	280	90

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Appendix C

PROCESS FOR PUBLIC OR PUBLIC CHARTER SCHOOL STUDENTS TAKING USF COURSES ON A USF

CAMPUS OR ONLINE. (*Students do not pay for textbooks. The school district pays for student textbooks).

- Go to the **USF bookstore website**
- Input your University ID Number in the section labeled “Shop by Student ID”
- On the next page, select the appropriate campus and term
- Look up the **required** materials for each of your courses
 - Unless noted by the professor, USF allows you to select any new or used book (digital or hard copy); however school districts may stipulate preferred options. Please check with your school counselor to see whether school/district has instructions pertaining to the types of books you should purchase or rent.
 - Professors sometimes list “suggested” or “recommended” materials; however schools/ districts only pay for required course materials, and students will be billed.
- Once you have selected all **required materials** for all of your classes, you should continue to the Order Summary screen.
- At Order Summary, review your order and follow the prompts to checkout.
- You may request home delivery for materials ordered online, but to do so you must pay the delivery charges when you place the order. Books can be picked up at a USF bookstore free-of-charge.
- You will have money assigned to your account to cover the costs of your books and materials. If after you re-enter your University ID during checkout, you find that you are still being prompted to pay, it means that you have exceeded the expected cost of your required texts. Please email both the bookstore managers (nando@usf.edu and k.troyli@follett.com) for prompt assistance in expanding this allowance as needed.

PROCESS FOR PRIVATE SCHOOL OR HOMESCHOOL STUDENTS TAKING USF COURSES ON A USF CAMPUS OR ONLINE

DON'T GET CHARGED!!!! NOTE: DUAL ENROLLMENT STUDENTS WILL BE BILLED FOR ANY RECOMMENDED MATERIALS THAT THEY ADD TO THEIR CART. ONLY PURCHASE REQUIRED MATERIALS.

- Students who are admitted to take dual enrollment courses through USF will be provided required instructional materials free of charge with the expense covered by the Florida Dual Enrollment Scholarship Plan.
- Students will use the financial aid prepaid accounts for purchase. For questions, please see contacts below.
- The required materials for every USF course are published on the webpage for each campus bookstore 45 days prior to the start of each term.

PROCESS FOR PUBLIC SCHOOL STUDENTS TAKING USF COURSES ON THEIR HIGH SCHOOL CAMPUS (Does not apply to Early Admissions students).

- Students taking dual enrollment courses on their high school campuses are provided by the school with a copy of the text to use for the semester. Students return their texts at the end of term.
- By June 1, the school district will provide the USF Follett bookstore of the campus in its region with its textbook order for the next year. The bookstore places the order with the publisher.
- When the ordered texts are delivered, the bookstore delivers them to the district office. The books remain the property of the school district for reuse in dual enrollment courses.

CONTACT INFORMATION FOR ALL USF BOOKSTORES

<p><i>USF Tampa Campus Bookstore</i> Manager: Nando Padula Website: www.bkstr.com/usftampastore Email: nando@usf.edu Co-Manager: Ka-Rim Troyli Email: k.troyli@follett.com</p>	<p><i>USF St. Petersburg Campus Bookstore</i> Manager: Candra Hamilton Website: www.bkstr.com/usfspstore Email: chamilton@usf.com</p>	<p><i>USF Sarasota-Manatee Campus Bookstore</i> Manager: Melissa Zemko Website: https://www.bkstr.com/usfsastore Email: mzemko@usf.edu</p>
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Appendix D

DUAL ENROLLMENT TRANSFER GUARANTEES

The dual enrollment program is an opportunity to take challenging courses and accelerate education opportunities. 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. 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 certificate, an associate degree, or a baccalaureate degree.

Dual enrollment courses will receive the same weighting for the high school grade point average as Advanced Placement (AP), International Baccalaureate (IB), and Advanced International Certificate of Education (AICE) courses. In addition, dual enrollment courses that meet core state university admission requirements in English/Language Arts, Mathematics, Natural Sciences, Social Sciences, or World Languages shall receive the same weighting as AP, IB, and AICE courses in the calculation of the high school grade point average used for admission decisions.

Students should understand, however, that dual enrollment courses are college-level courses, and the amount of work and rigor of content 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 grade point average. Poor performance in dual enrollment courses may affect university admissions and financial aid. It is important to do well in these courses to realize the benefits of dual enrollment.

Course selection is important for the dual enrollment student since different programs at a college require different courses to complete the certificate or degree. By choosing courses wisely, students can reduce the time it takes to complete a program after high school graduation. Some students are even able to complete their college certificate or degree at the same time they graduate from high school. Students who don't know what they want to study in college should consult with an advisor to consider focusing on completing general education requirements in communications, mathematics, social sciences, natural sciences, and humanities. All degree programs require general education coursework and, while there is some variation from institution to institution, there are general education courses that are common among most, if not all, institutions.

Florida dual enrollment college credit will transfer to any Florida public college or university offering the Statewide Course Numbering System course number, and must be treated as though taken at the receiving institution. However, if students do not 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. Private and out-of-state colleges and universities may or may not grant college credit for courses taken through dual enrollment.

July 2012