

**DUAL ENROLLMENT ARTICULATION AGREEMENT BETWEEN  
THE DISTRICT BOARD OF TRUSTEES OF HILLSBOROUGH COLLEGE  
AND  
SEFFNER CHRISTIAN ACADEMY**

This Agreement is entered into on this 24th day of June, 2026, between the District Board of Trustees of Hillsborough College, Post Office Box 31127, Tampa, Florida 33631, herein referred to as "HC" and SEFFNER CHRISTIAN ACADEMY, 11605 US HWY 92 E, Seffner, FL 33584, herein referred to as the "SCHOOL."

WHEREAS, HC is a political subdivision of the State of Florida and postsecondary educational institution that is eligible to participate in a dual enrollment program pursuant to section 1007.271, Florida Statutes with an eligible private school; and

WHEREAS, SCHOOL is a private secondary school within HC's geographic service area that offers secondary curriculum pursuant to section 1002.42, Florida Statutes and is eligible to participate in a dual enrolment program pursuant to section 1007.271, Florida Statutes; and

WHEREAS, pursuant to section 1007.271, Florida Statutes, a Dual Enrollment Articulation Agreement shall be executed between a Florida College System board of trustees and eligible private school seeking to offer dual enrollment to their students within its geographical service area of Hillsborough County; and

NOW THEREFORE, in consideration of the mutual promises stated herein, the parties agree to cooperate in the establishment, maintenance, and implementation of a Dual Enrollment Program between HC and SCHOOL for the consideration hereinafter described, agree as follows:

**ARTICLE I. Term**

The term of this Agreement shall be for a period of five (5) years beginning on June 24, 2026, and terminating on July 31, 2031. This Agreement shall automatically renew annually (Renewal Term) for one (1) year, for four (4) consecutive years. Either party may terminate this Agreement for convenience by providing written notice to the other party at least sixty (60) day prior to July 1<sup>st</sup> of any year of the initial term of the agreement or any year of the renewal term.

Either party to the Agreement may propose modifications which both parties must agree to in writing. Upon reaching an agreement, the parties will enter into a new Dual Enrollment Program Agreement, which shall be executed by both parties prior to the fall semester to ensure that a new Agreement is in place for SCHOOL year. Notwithstanding the foregoing, HC shall be entitled to unilaterally modify the Agreement in order to comply with applicable state and/or federal laws, rules and/or regulations, including court interpretation of those authorities.

## **ARTICLE II. Program Description**

**This agreement covers the following programs:**

**Dual Enrollment:** The Dual Enrollment Program is the enrollment of an eligible secondary student in a postsecondary course creditable toward a high school diploma and an associate or baccalaureate degree or a career and technical education certificate. The Dual Enrollment Program shall serve to shorten the time necessary for students to complete degree requirements, broaden the scope of curriculum options, and increase the depth of study available for a particular subject. In compliance with Section 1007.271, F.S., the SCHOOL will weigh dual enrollment courses the same as advanced placement, International Baccalaureate and Advanced International Certificate of Education courses when grade point averages (GPAs) are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited. Students participating in dual enrollment will not be responsible for payment of application fees, tuition, or laboratory fees, and shall not have such fees passed through to them by SCHOOL or HC.

**Early Admission:** Early admission is a form of dual enrollment through which eligible students can enroll at HC full-time in courses creditable toward the high school diploma and the associate or baccalaureate degree. Early admission students must take between 12 to 15 credit hours for each semester for a maximum of two (2) academic semesters (Fall and Spring). Students accepted for Early Admissions will not be assessed application fees, tuition, or laboratory fees.

## **ARTICLE III: Opportunities for Student Participation in the Dual Enrollment Program**

SCHOOL and HC will work collaboratively to notify students and their parents of dual enrollment acceleration mechanisms. SCHOOL shall inform all eligible secondary students and their parents that

- students must meet the eligibility criteria to be accepted and continue in the dual enrollment program.
- dual enrollment courses provide both high school and college credit to the student at the same time.
- dual enrollment courses may count as a general education course or an elective course towards an associate or bachelor's degree.
- dual enrollment students may enroll in courses with HC for fall, spring, and summer terms.
- students and parents can work with the SCHOOL to participate in HC's dual enrollment program by signing and submitting the necessary documentation and online forms to HC.

This information shall be communicated annually to the high school's students and parents and included in the student handbook when applicable.

## **ARTICLE IV. Dual Enrollment Courses and Programs Available to SCHOOL Students**

Dual enrollment college credit courses shall be those courses that are recommended to the State Board of Education by the State Articulation Coordinating Committee meeting high school graduation requirements and identified on the Dual Enrollment Course Equivalency List. Students who wish to enroll in other HC courses for dual enrollment credit will obtain the high school course equivalency from the high school guidance department. SCHOOL shall accept these postsecondary courses toward meeting requirements of Section 1003.43, Florida Statutes. These courses may include all courses in the Associate of Arts pathways offered by HC with the exception of physical education, college preparatory courses, education courses requiring field experiences unless they are part of the student's approved HC educational plan, and courses with less than three credit hours unless they are a) co- requisites for other courses, b) the IDS 2891 Connections course, c) two-credit hour music or dance courses, or d) ROTC courses that are less than three credits. Students must meet the established course prerequisite and co-requisite requirements identified in the course descriptions in the current HC catalog. SCHOOL Administrator or designee must provide written approval for all college courses taken by high school students.

Dual enrolled students are limited to ten (10) credit hours for fall, ten (10) credit hours for spring, and ten (10) hours total for summer, not to exceed thirty (30) credit hours per academic year. Dual enrolled students are not permitted to pay out-of-pocket to take classes exceeding the ten (10) credit hours per term limit.

High school credit should be awarded as described in the Dual Enrollment Course High School Subject Area Equivalency list found at <https://www.fldoe.org/policy/articulation/>.

## **ARTICLE V: Student Eligibility Requirements for the Dual Enrollment Program**

### **Dual Enrollment:**

No additional initial student eligibility requirements exist beyond those set forth in applicable laws, rules of the State Board of Education, or this Agreement.

Students eligible for the dual enrollment program shall be high school students who have demonstrated prior academic achievement by attaining an unweighted, cumulative high school GPA of a 3.0 or higher. Students must complete and pass the appropriate sections of a state-approved college placement test (ACT, SAT, PSAT NMSQT, CLT or PERT), and scores must not be more than two (2) years old.

To remain eligible for the Dual Enrollment Program, all students must continue to maintain an unweighted, cumulative high school GPA of a 3.0 or higher and must also maintain an HC GPA of 2.0 or higher. Students must submit a current report card, transcript, or student permanent record summary worksheet to establish eligibility each term. If a student has dropped below the minimum HC GPA requirement, HC will notify the school district and the student.

Graduating seniors are not eligible for dual enrollment status, including fee exemptions, during the term immediately following their graduation date, even if the registration period or college classes begin prior to the students' actual graduation dates.

**Early Admission:** Students entering their last year of high school who want to become early admission students must meet the following requirements:

1. They must have a cumulative unweighted high school GPA of 3.5 or better.
2. They must test at college-level on all sections of a state-approved college placement test (ACT, SAT, PSAT NMSQT, CLT, or PERT) within the last two years before applying.
3. They must have met all course requirements for a high school diploma or must have completed all required courses for graduation except for one or more of the following courses: 1 credit in senior language arts and/or 0.5 credits in economics, American Government, and/or a fourth math credit but have not graduated.
4. Early admission students must enroll in at least 12 to 15 credit hours for each semester for a maximum of two (2) academic semesters (Fall and Spring) to continue in Early Admissions.

#### **ARTICLE VI. High School Credit and College Credit Earned for Dual Enrollment Courses**

Dual Enrollment courses when successfully completed will be accepted toward high school graduation and awarded college credits, which are transferable. Students who complete a three (3), four (4) or five (5) credit dual enrollment course at HC with a passing grade will earn at least one-half (.5) credit in the designated subject towards the high school diploma. Students who complete courses of less than three (3) credits may earn one-half (.5) credit in elective credit.

In all cases, High school credit should be awarded as indicated in the Dual Enrollment Course High School Subject Area Equivalency list provided by the state and found at <https://www.fldoe.org/policy/articulation/>.

Students transferring to other colleges and universities prior to earning a degree at HC should confer with the college or university they are entering concerning how HC credits will be transferred.

#### **ARTICLE VII. Process for Informing Students and Parents of College-Level Course Expectations**

1. All dual enrollment students and their parents or guardians will be required to sign the HC Student/Parent Agreement prior to the student's initial registration. The agreement includes details about college-level course expectations, rigor, environment, credit and grading, communication policies, and online courses.
2. HC and SCHOOL shall provide advising services regarding its educational programs to students participating in the program. Dual enrollment students also have access to HC academic counseling services and may make an appointment to see advisors or counselors. Both HC and SCHOOL will ensure that students and their parents understand that dual enrollment courses are college courses and resultantly, may require an increased amount of work in order for students to succeed.
3. In accordance with section 6A-14.064(4), while appropriate for college-level study, course materials (including but not limited to HC library materials available to students) and class discussions may reflect topics not typically included in secondary courses

which some parents may object to for minors. Courses and materials will not be modified to accommodate variations in student age and/or maturity.

### **ARTICLE VIII: Determining Exceptions to the Required GPAs**

Per Section 1007.271, Florida Statutes, student eligibility requirements for continued enrollment in college credit dual enrollment courses must include the maintenance of a 3.0 unweighted high school grade point average and for career certificate, dual enrollment must include a 2.0 unweighted high school grade point average. Exceptions to the required grade point averages may be granted on an individual student basis if the student submits a petition for reinstatement that includes a performance improvement plan. HC and SCHOOL representatives will review the petition and approve or disapprove continued eligibility of the student. If the petition is approved, the student is limited to one retake of a course while enrolled in the dual enrollment program. High School students who do not meet dual enrollment eligibility criteria may not pay for HC classes out of pocket.

HC and SCHOOL will work together to monitor student progress during dual enrollment students' first term.

If a student earns one D or F during their first term, and it causes their GPA to fall below a 2.0, the student will be required to retake the course as part of being reinstated to the dual enrollment program.

- Additionally, as part of the reinstatement process, all dual enrollment students with an HC GPA below 2.0 must meet with an HC counselor before being allowed to register for future classes.

If a student earns more than one D and/or F in their first term, and it causes their HC GPA to fall below a 2.0, they will be required to retake one of the courses as a condition of being reinstated to the dual enrollment program.

- Additionally, as part of the reinstatement process, all dual enrollment students with an HC GPA below 2.0 must meet with an HC counselor before being allowed to register for future classes.
- HC counselors and/or the Office of Accelerated Learning may restrict the number of credits taken by dual enrollment students who have been reinstated and are on academic warning.
- Once students have successfully passed the course they have retaken, if their HC GPA is still not a 2.0 or higher, they may continue in the dual enrollment program for one more term as long as
  1. Their HC GPA is improving.
  2. Their high school GPA is still a 3.0 or higher.
  3. They have not earned any additional Ws, Ds, or Fs.

### **ARTICLE IX. Registration Policies for Dual Enrollment Courses as Determined by HC**

Registration policies for students vary according to whether students are enrolled in courses on an HC campus or on a high school campus.

#### Registration Process for Dual Enrolled Students Taking Courses on an HC Campus

A student who meets the eligibility requirements for dual enrollment coursework must complete the following steps:

1. The student will submit an HC Dual Enrollment Application for Admissions at <https://www.hcfl.edu/admissions/apply-HC>
2. HC and SCHOOL will provide guidance and counseling services regarding HC's Associate of Arts degree to students participating in the Dual Enrollment Program. An HC counselor or advisor can assist students in selecting courses.
3. The SCHOOL Administrator or designee will provide the student with a letter of authorization each term designating the courses approved for dual credit. For the first term, the student must submit this letter, a transcript, and the Dual Enrollment Student and Parent Agreement to the submission site indicated on the Dual Enrollment website (<https://www.HCfl.edu/admissions/dual-enrollment-and-early-admissions>) by the deadline on the website.
4. For each subsequent term the student must submit a new authorization letter and a transcript to the submission site on the dual enrollment website.
5. Students will be notified when HC has approved their paperwork, and registration instructions will be emailed to students directing them to submit a Course Schedule Adjustment Form.
6. Students will be notified by a Student Services representative when their registration has been processed.
7. Students are limited to ten (10) credit hours per semester for fall and spring, and ten (10) credit hours total for summer.
8. Students withdrawing from a course must complete and submit a Course Adjustment Form by the withdrawal deadline for the course. The student is responsible for understanding the HC withdrawal policy and its potential effect on the student's academic transcript and Satisfactory Academic Progress. Withdrawal dates are listed online through HC Academic Calendars

#### Registration Process for Dual Enrolled Students Taking Courses at a SCHOOL site

HC will determine if a course will be offered at the SCHOOL site. (See **Article X**)

Before each term begins,

1. the SCHOOL's administration will coordinate with HC to secure a schedule of all courses that SCHOOL wishes to offer.
2. Minimum enrollment for each course will be verified prior to SCHOOL offering it.
3. SCHOOL will provide a roster of eligible students who have earned the required test scores for the course to the Office of Accelerated Learning.

4. Rosters of eligible students will be provided at least 5 HC business working days before the HC term begins.
5. HC's registration department will ensure that students are registered in the appropriate sections.

## **ARTICLE X: Program Management and Quality Assurance**

It is within HC's sole discretion to approve or deny SCHOOL to offer dual enrollment courses on site. Schools must have had an articulation agreement in force for at least two full years before their request to offer courses on site will be considered.

Courses offered at the SCHOOL site are limited to general education courses or courses that are part of the Associate in Arts (A.A.) degree program requirement. HC reserves the right to approve or deny specific courses. Courses taught at the SCHOOL site must be taught in a face-to-face format.

With agreement from the HC Academic Dean assigned to supervise SCHOOL dual enrollment faculty, SCHOOL shall recommend qualified faculty for dual enrollment classes taught at the high school campus. All faculty members must meet or exceed the academic and professional preparation requirements for teaching at HC. If no high school teacher qualifies as an adjunct instructor, HC faculty will be used or the class will be cancelled. HC shall supervise dual enrollment faculty. Dual enrollment faculty will attend in-service training each academic year.

HC shall have an Academic Dean or the dean's appropriate designee evaluate dual enrollment faculty during the academic year. An Academic Dean or designee will make a classroom visitation after which a written evaluation will be provided to the dual enrollment faculty member for his/her signature. The evaluation will be maintained on file by HC and a copy shared with SCHOOL.

HC shall also evaluate dual enrollment faculty by their students via a questionnaire that will be administered for each class.

HC reserves the right to terminate the employment of a dual enrollment faculty member or not to re-hire a dual enrollment faculty member for succeeding dual enrollment courses.

SCHOOL shall select and schedule dual enrollment classes using the high school's class and bell schedule and the SCHOOL's calendar in alignment with the minimum required minutes per credit hour per term. SCHOOL shall make reasonable efforts to avoid conflicts in scheduling. HC agrees to conduct dual enrollment courses at the high schools using the schools' class and bell schedule and the SCHOOL calendar. Students eligible for dual enrollment shall be permitted to enroll in dual enrollment courses conducted during school hours and after school.

Dual enrollment courses taught on the high school campus must meet all competencies expected and outlined in the college course plan. To ensure equivalent rigor with on campus courses, final examinations for all dual enrollment courses delivered on the high school campus must be approved by the appropriate HC contact. If final exams are included in the course, the exams will be provided to the high school campus dual enrollment instructor by HC in a timely

manner to ensure availability prior to scheduled exam dates. Completed scored exams will be returned to HC and held on file for a period of one year. At the end of the term, dual enrollment faculty will submit final grades to both the high school and HC.

Dual Enrollment faculty must use official HC technology and systems so that the college can maintain an accurate record of its courses and grades in accordance with the college's Canvas minimum use and record keeping requirements.

All dual enrollment course syllabi must be provided before the beginning of each term and must include all sections required by state and college guidelines.

#### **ARTICLE XI: HC Responsibilities for Student Grades**

College credits earned under the dual enrollment program will be entered on the student's HC transcript as well as on the student's high school transcript. HC Faculty will assign the letter grades for courses and post the grades to the HC transcript; the SCHOOL will post the grades to the high school transcripts. HC's Office of Accelerated Learning will send a grade file to the SCHOOL designee responsible for entering students' grades.

The parties may provide personally identifiable student records to each other in the performance of this Agreement. Such records are provided pursuant to Section 1002.22(2), F.S., and 20 U.S.C.A. 1232g. Each party further agrees to comply with Section 1002.22, F.S., Section 1002.225, F.S., and 20 U.S.C.A. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

#### **ARTICLE XII. Costs**

To the extent funds are appropriated by the State for reimbursement under section 1009.30, Florida Statutes, HC will request reimbursement for the tuition and/or instructional material costs for SCHOOL students in accordance with established State Board of Education rule(s) and applicable laws of the State of Florida. If adequate State funding is not available for instructional material costs, the SCHOOL (but not SCHOOL's student) is required to reimburse HC for the unreimbursed cost of instructional materials. If adequate State funding is not appropriated for full tuition reimbursement (as further set forth below), SCHOOL is required to reimburse HC for the unreimbursed portion of the standard tuition rate per credit hour as established by the Florida Education Finance Program (FEFP) for courses taken in the fall, spring, and/or summer terms. In no event shall SCHOOL's reimbursement rate for tuition exceed the FEFP standard tuition rate per credit hour. If the State does not provide full reimbursement, HC will invoice SCHOOL for tuition costs and instructional material costs as follows:

(HC) shall prorate the unreimbursed costs invoiced to all participating high schools. Students participating in the Home School Program and the Personal Education Program shall not count toward the proration calculations. For unreimbursed tuition, HC will divide the SCHOOL's total credit hours by the total credit hours submitted to the State (excluding Home School and PEP credit hours) and multiply the percentage obtained by the total amount short paid by the State to determine the reimbursement. By way of example, assume HC's initial request for State

reimbursement (excluding Home School and PEP credit hours) is \$375,000, which represents 5,000 credit hours. Assume the State appropriates \$365,000 to HC. This appropriation results in a \$10,000 short pay. If SCHOOL's students took 60 credit hours of dual enrollment, the portion of SCHOOL's total credit hours compared to the total credit hours submitted by HC to the State will be  $60/5,000 = 0.012$ . That amount, which represents the SCHOOL's pro rata share of credit hours, is multiplied by the short pay to obtain SCHOOL's pro rata cost share  $\$10,000 \times 0.012 = \$120.00$ . HC shall suspend SCHOOL's participation in the Dual Enrollment program under this Agreement until all outstanding amounts owed are received by HC. For unreimbursed instructional materials, HC shall follow the process described above but shall use SCHOOL's total instructional materials cost instead of SCHOOL's total credit hours and the total instructional materials cost submitted to the State instead of total credit hours submitted to the State.

SCHOOL or HC shall provide the use of laboratory equipment, tools, fixtures, or other resources which are not consumable. HC shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught on HC campuses. SCHOOL shall provide consumable laboratory supplies and materials routinely covered by college fees for courses taught online or taught at the high school site by high school dual enrollment faculty.

Students participating in the Dual Enrollment Program will not be assessed costs for registration, tuition, instructional materials, or laboratory fees.

HC is not responsible for payment to high school teachers who have been credentialed by HC to teach dual enrollment courses at their high schools as part of their high school duties and teaching schedule. If SCHOOL requests a high school dual enrollment instructor to teach dual enrollment courses outside of the instructor's normal teaching duties at SCHOOL, HC will pay the instructor to teach the course. SCHOOL shall then reimburse HC for the full amount paid to the high school dual enrollment instructor at the end of the term.

For dual enrollment taught on a high school campus or online by HC campus faculty, SCHOOL will reimburse HC for the costs associated with the proportion of salary and benefits and other actual costs for the adjunct instructor.

### **ARTICLE XIII. Transportation**

SCHOOL students are responsible for all transportation costs related to the dual enrollment courses of instruction.

### **ARTICLE XIV. Accommodations for Students with Disabilities**

HC and SCHOOL shall provide accommodations for students with disabilities. A student or prospective student wanting academic accommodations must self-identify and provide appropriate documentation of their disability to the Office of Services for Students with Disabilities. Students should contact an HC Coordinator of Services for Students with Disabilities to discuss documentation guidelines.

For more information, students should access the HC website at <https://www.HCfl.edu/support-services/services-students-disabilities>

## **ARTICLE XV. Nondiscrimination**

HC and SCHOOL make employment and education-related decisions without regard to race, color, sex, gender, religion, ethnicity, national origin, age, disability, sexual orientation (including gender identity), marital status, pregnancy, genetic information, protected veteran's status, affiliations or other protected status. In addition, both parties do not discriminate in employment practices or in the admission and treatment of students. The parties are committed to equitable treatment for all students and employees and to a learning and working environment free of discrimination and harassment for current and future students and employees, and provides equal educational opportunities for eligible individuals with disabilities and complies with, and fully supports the Americans with Disabilities Act.

In Witness whereof, the parties hereto have executed this Agreement on this, the 24<sup>th</sup> day of June 2026.

HILLSBOROUGH COLLEGE  
DISTRICT BOARD OF TRUSTEES

SEFFNER CHRISTIAN ACADEMY

BY: \_\_\_\_\_

Gregory Celestan  
Chair

BY: \_\_\_\_\_

Signature



Joy Austin Principal  
Printed Name and Title

ATTEST: \_\_\_\_\_

Dr. Ken Atwater  
President

ATTEST: \_\_\_\_\_

Signature



Joy Austin Principal  
Printed Name and Title

DATE: \_\_\_\_\_

\_\_\_\_\_  
Richard Senker  
HC Articulation Office

DATE: June 9, 2026

Approved as to Form & Legality

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