Submitter: 
Agreement Effective Date: 8/1/2022

Representing: 
Florida College: Broward College

**District(s) the Agreement(s) include**

| Broward County Schools |

Type of Dual Enrollment Articulation Agreement for Submission

Public Postsecondary Institution – School District

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**A) Public Postsecondary Institution Agreement with Public School Districts**

Each district school superintendent and each public postsecondary institution president shall develop a comprehensive dual enrollment articulation agreement for the respective school district and postsecondary institution. The superintendent and president shall establish an articulation committee for the purpose of developing the agreement. Each state university president may designate a university representative to participate in the development of a dual enrollment articulation agreement. A dual enrollment articulation agreement shall be completed and submitted annually by the postsecondary institution to the Department of Education on or before August 1.

1. A ratification or modification of all existing articulation agreements.
   
   Both Parties shall maintain responsibility for implementing this Agreement and shall review this Agreement and performance of Parties hereunder each year to ensure that it continues to serve their mutual interests. Both Parties may provide personally identifiable student records to each other in the performance of this agreement. Such records are provided pursuant to Sections 1002.22 and 1022.221, Florida Statutes, and 20 U.S.C. 1232g, including but not limited to provisions related to confidentiality, access, consent, length of retention and security of student records.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.

   The Charter School will provide students and parents or guardians with informational documents describing the educational benefits and eligibility requirements for the various program acceleration options as required per Section 1007.271(8), Florida Statutes as well as a copy of the Dual Enrollment Transfer Guarantees as required per Section 1007.271(15), Florida Statutes. Each high school curriculum guide will describe acceleration options. On an annual basis, the Charter School will notify the parents of rising 6th graders (HB 7031) regarding the importance of rigorous coursework such as Advanced Placement and Dual Enrollment courses. In a cooperative effort, the College staff coordinated by District dual enrollment and enrollment services personnel will be available to the Charter School to provide additional information and answer specific questions students may have. The College admissions and registration personnel will provide dual enrollment information at events for high school students, such as college and career fairs, information sessions, or College Open House events.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
The College agrees to permit eligible secondary Charter School students in Broward County, who have been certified by their principals and qualified, to dually enroll in the approved courses listed in Appendix A, under the provisions of Florida Statutes, applicable state rules or regulation, and the terms and conditions of this agreement. The College may add, revise or delete courses from Appendix A at any time during the course of this Agreement.

The Charter school in which a student, including, but not limited to, students with disabilities, is enrolled must award credit toward high school completion for the postsecondary course under the dual enrollment program.

Eligible students for dual enrollment may be permitted to enroll in dual enrollment courses conducted during the Fall and Spring Terms both during and after school hours. Eligible Charter School students may be permitted to enroll in dual enrollment courses conducted during the Summer Term in accordance with Section 1009.30, Florida Statutes subject to annual appropriations by the Florida Legislature. Course formats include face-to-face, blended (partly online and partly face-to-face instruction), and fully online instruction.

9. Early Admission. Early admission, a form of dual enrollment, allows eligible senior students to enroll full-time at the College (at least 12 credit hours in both fall and spring terms) as a dual enrollment student instead of attending high school for the senior year. After early admission students complete the fall and spring terms at the College, they will no longer be able to enroll at the College as an early admission student. Early admission students wishing to matriculate to the College will need to submit their final high school transcript showing the graduation date.

An early admission student who earns a "D" or "F" grade in a dual enrollment course may not continue in the program. Early admission students who fall below a 2.0 college GPA or unweighted high school GPA of 3.0 are no longer eligible to participate in the dual enrollment program.

10. Student Life Skills. The Charter School senior students may enroll in SLS1001, Strategies for Success, located at their high school site (if offered). Students must be identified by their high school principal and must meet the following criteria to participate:

a. Unweighted high school GPA of 2.5-2.99 GPA or
b. Unweighted high school GPA of 3.0 to 3.5 AND has not met the minimum standardized college placement scores for college level courses in all three areas of English, Reading and Math as met through the placement tests of the PERT, SAT, ACT, ACCUPLACER NEXT GEN, or a BC approved common placement exam.

If the senior student enrolls in SLS1001 in the Fall term, earns an A, B, or C grade and meets minimum standardized college placement scores for college level courses in Reading and English, as met through the college level placement tests of the PERT, ACT, SAT, ACCUPLACER NEXT GEN, or BC approved common placement exam, the student will then have the option to take ARH2000, PSY2012, FIN2100, MUL2010, THE2000, CCJ1020 or EDF1005 either online at the College or at a College campus in the spring term.

4. A description of the process by which students and their parents exercise options to participate in the dual enrollment program.

See section 7

The admissions and registration officials at the College campus in the area of participating high schools will provide appropriate forms and will work jointly with the designated Charter School counseling staff to accomplish application and registration requirements. Students who participate in the dual enrollment program must meet the following criteria per Section 1007.271 (2) (3), Florida Statutes:

a. Be enrolled in grades 6-12
b. Have a 3.0 unweighted high school GPA
c. Meet minimum standardized college placement scores for college-level courses or meet minimum college readiness using alternative methods of placement in all three placement subject areas (Reading, English, and Math) to establish a demonstrated level of achievement of college-level communication and computation skills as provided under s. 1008.30(1) or (2), Florida Statutes.

Interested eligible Charter School students must submit an online application for admission. The Charter School counselor is responsible for compiling and submitting to the College the following documentation for each term of enrollment in the dual enrollment program for each student prior to the published deadline dates for each semester:

a. Dual Enrollment Recommendation Form. The form must be completed, signed by the student, the student’s parent or guardian, and the Charter School counselor to ensure that the courses will count towards high school graduation. It is the responsibility of the student and the Charter School counselor to complete the required sections of the form and select the courses from the dual enrollment course list (Appendix A) as well as indicate the number of credits approved to take. A dual enrollment student is limited to 11 credits each term.

b. A14 or High School Transcripts. An A14 or high school transcript should indicate the unweighted high school grade point average (GPA) on a 4.0 scale of 3.0 or higher.
c. A21 or Test Scores. Test scores must meet standardized college placement for college-level courses in all three subject areas (English, Reading and Math) for approved common placement tests or alternative methods to common placement tests as outlined in Appendix B. Each student who wishes to participate in the dual enrollment program may take the Postsecondary Education Readiness Test (PERT), ACCUPLACER NEXT GEN, or a BC approved common placement exam at no cost on his/her first attempt. For retakes, the student will pay a retake testing fee to the College. The fee shall be established by BC.

After all required forms are submitted by the pre-established deadline to the College by the Charter School counselor, Charter School students will be allowed to register online for open courses located at a College campus or center. Dual enrollment students are permitted to register for courses at the same time as College students. Registration dates for dual enrollment students can be found in the official College academic calendars which are posted online at http://www.broward.edu/calendar/Pages/term-dates.aspx. For courses that will be held at high school sites, College admissions staff will register students.

Eligible students are subject to any credit limits prescribed by law, the State Board of Education, or any other applicable policy. After obtaining 60 credits, including but not limited to other accelerated earned credits through Advanced Placement (AP), Cambridge AICE Exams, College-Level Examination Program (CLEP), or International Baccalaureate (IB), Associate of Arts degree, or the student turns 19 (whichever occurs first), the student may not be admitted to the College as a dual enrollment student unless otherwise provided by law.

Dual enrollment students may cancel their course registration up to the 100% refund date in a session (refund dates are listed on the College’s academic calendar at http://www.broward.edu/calendar/Pages/term-dates.aspx). If dual enrollment students do not cancel course registration by the 100% refund date, they are responsible for officially withdrawing from classes they are no longer attending by the withdrawal date, which will result in a grade of “W” (withdrawal). Faculty may withdraw students from a course for non-attendance during the enrollment verification period which will result in a grade of “WN” (withdrawn for non-attendance). Students who do not officially withdraw from a class may receive a failing grade, which becomes a part of their permanent college transcript records, counts as an attempt, and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid.

The Charter School may not deny a student access to dual enrollment unless the student is ineligible to participate in the program subject to Section 1007.271, Florida Statutes. Any restrictions on participation applied to different grade levels must be only to ensure student readiness for college and not to arbitrarily limit participation for students who have demonstrated readiness.

If a dual enrollment student is projected to graduate from high school before the scheduled completion date of a postsecondary course, the student may not register for that course through the dual enrollment/early admission program. However, the student may apply to the College and pay the required registration, tuition, and fees if the student meets the College’s admissions requirements under Section 1007.263, Florida Statutes.

Courses offered at Charter School sites must be requested by high school principals no later than February 15, 2022 for the 2022-2023 school year and February 15, 2022 for the 2023-2024 school year. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires the College to notify them should more than 25% of a degree program be earned at an offsite location. Credits offered at offsite locations should not exceed 14 credits in a two-year period, unless otherwise a

5 A list of any additional initial student eligibility requirements for participation in the dual enrollment program.

See section 7

Additional initial eligibility includes:

Meet minimum standardized college placement scores for college-level courses or meet minimum college readiness using alternative methods of placement in all three placement subject areas (Reading, English, and Math) to establish a demonstrated level of achievement of college-level communication and computation skills as provided under s. 1008.30(1) or (2), Florida Statutes.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.

The Charter school in which a student, including, but not limited to, students with disabilities, is enrolled must award credit toward high school completion for the postsecondary course under the dual enrollment program.

See Appendix A - DE Approved Course List

7. A description of the process for informing students and their parents of college-level course expectations.
13. College Level Course Expectations. As courses are at a college level, the Charter School will inform students and parents or guardians of college course-level expectations, including, but not limited to the following:

a. Dual enrollment courses meet the curricular expectations and are at the same depth and rigor of non-dual enrollment postsecondary instruction, including those offered on the Charter School campus;

b. Any letter grade below a "C" will not count as credit toward satisfaction of the requirements in Rule 6A-10.030, Florida Administrative Code. However, all grades are calculated in a student’s GPA and will appear on their high school and college transcripts;

c. Charter School students are responsible for completing the proper college process and notifying their high school if they choose to withdraw from a course. All grades, including "W" for withdrawal and "WN" for withdrawal for non-attendance, become a part of the student’s permanent college transcript, counts as an attempt, and may affect subsequent postsecondary admissions, scholarships, and financial opportunities;

d. The College will not provide grade forgiveness to dual enrollment students;

e. Dual enrollment students are required to abide by the same guidelines outlined in College’s Student Handbook, which contains the academic calendar, code of conduct, students’ rights and responsibilities, grading and evaluation process, academic dishonesty, disciplinary procedures, as well as accommodations provided for students with disabilities. No exceptions to these guidelines will be made for dual enrollment students. The student handbook is published online at the following address: http://www.broward.edu/studentlife/publications/Pages/Student-Handbook.aspx;

f. While appropriate for college-level study, course materials and class discussions may reflect topics not typically included in secondary courses which some parents may find objectionable for minors. Courses will not be modified to accommodate variations in student age and/or maturity;

g. To minimize student costs for excess hours, counselors/students should select courses to meet high school graduation and college degree requirements;

h. It is the students’ responsibility to attend all college classes in which they are enrolled;

i. The Charter School is responsible for advising the student each semester at which time the student’s eligibility for enrollment in specific approved courses at the College must be verified by the school counselor or school principal;

j. Regardless of meeting student eligibility requirements for continued enrollment, a student may lose the opportunity to participate in a dual enrollment course if the student is disruptive to the learning process such that the progress of other students or the efficient administration of the course is hindered. Students should adhere to the Student Handbook as published on the College website http://www.broward.edu/studentlife/publications/Pages/Student-Handbook.aspx.

8. The policies and procedures, if any, for determining exceptions to the required grade point averages on an individual student basis.

There are no exceptions to the required grade point average for traditional dual enrollment.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution.

Dual enrollment students are permitted to register for courses at the same time as BC students. Dual enrollment registration dates for each term are outlined in BC’s registration calendars.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution.

14. Faculty Handbook Exceptions. There are no exceptions to the professional rules, guidelines, and expectations stated in the faculty and adjunct faculty handbooks for the College.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members.

15. Student Handbook Exceptions for Faculty. There are no exceptions to the rules, guidelines and expectations stated in the student handbook which apply to faculty members.
12. The responsibilities of the school district regarding the determination of student eligibility before participating in the dual enrollment program and the monitoring of student performance while participating in the dual enrollment program.

17. Charter School Responsibilities Regarding Student Eligibility and Performance Monitoring. Charter School principals and counselors are responsible for determining student eligibility and monitoring student performance and enrollment status to avoid pitfalls that may prevent students from completing high school graduation requirements. The Charter School shall annually assess the demand for dual enrollment and provide that information to the College by December 1 pursuant to Section 1007.271, Florida Statutes.

13. The responsibilities of the postsecondary institution regarding the transmission of student grades in dual enrollment courses to the school district.

18. Transmission of Student Grades. The College will send final college grades at the end of each term to the School Board of Broward County ("SBBC") District office.

Students participating in dual enrollment at the College will receive grades and appropriate credit for their college work. These grades and credits are posted on the College transcript as well as the high school transcript. Dual enrollment grades become part of the student's permanent high school record maintained by SBBC and the student's permanent academic record maintained by the College.

14. A funding provision that delineates costs incurred by each entity.
19. Costs. Per Section 1007.271, Florida Statutes, dual enrollment students are exempt from the payment of tuition, registration and laboratory fees as well as any other College institution fees. The Charter School agrees that the cost of tuition, registration and laboratory fees will not be passed along to the students who take courses at a College campus or at a high school site. The following outlines a funding provision that delineates costs incurred by each entity:

a. Courses Taken at a College Campus. The Charter School shall pay the standard tuition rate per credit hour and course fees to the College for providing instruction when such instruction takes place on the College’s campuses/centers or online to cover instructional and support costs. The College will use the state’s recommended tuition rate of $71.98 per credit hour.

The College will submit an invoice to the Charter School for tuition and fees at the end of each fall and spring terms that includes the total number of students participating in dual enrollment courses and total enrolled credit hours (including “W” and “WN” grades) for courses taught on a College campus or with the College online times the standard rate of tuition. The College will pay for the cost of the instructor for all dual enrollment courses taught by the College faculty at a College campus. The Charter School shall pay all invoices in full within forty-five (45) days of receipt except to the extent that any invoice is being contested in good faith by the Charter School in accordance to terms of this agreement.

In accordance with Section 218.74(4), Florida Statutes, any amount paid within the time specified by this section bear interest from 30 days after the due date at the rate of 1 percent per month on the unpaid balance. Any overdue period of less than 1 month is considered 1 month in computing interest. For purposes of this section, the term “1 month” means a period beginning on any day of one month and ending on the same day of the following month.

b. Courses Taken at a Charter School Campus. The Charter School will pay for the cost of instructors for courses taught by the school’s faculty on a Charter School campus. The Charter School is not responsible to pay the College for the cost of any tuition or course fees.

When dual enrollment courses are offered at a charter high school campus and taught by College faculty, the College will submit an invoice at the end of each term to the Charter School for the costs associated with the proportion of salary and benefits and other actual costs incurred by the College to provide the instruction at the end of each term. A minimum enrollment of 25 students is required when a course is taught by a College faculty member at a charter high school site.

c. Instructional Materials. The Charter School will pay the College’s designated textbook agent, Barnes and Noble, for the cost of instructional materials (including but not limited to textbooks, access codes, lab coats, goggles, eyewear, micro slides, dissecting kits, clickers and art kits) at the end of each fall and spring terms for the instruction of students enrolled in dual enrollment courses taught on a College campus, with the College online or at a Charter School campus per Section 1011.62, Florida Statutes.

BC textbook selections for each course is overseen by a discipline specific Associate Dean at BC who provides these course selections to BC’s designated textbook agent. The Charter School will advise students how they can determine these textbooks required according to their course selections, the length of time students can use the textbooks, and how students will obtain and return the books. The Charter School will communicate this process to dual enrollment students and high school staff.

d. Summer Dual Enrollment Scholarship Program. The College will pay for the costs of tuition, course fees, and instructional materials for Charter School students enrolled in Summer Term in accordance with Section 1009.30, Florida Statutes, subject to annual appropriation by the Florida Legislature.

15. Any institutional responsibilities for student transportation, if provided.

11. Transportation. It is the responsibility of the student to provide transportation to and from the enrolled College dual enrollment courses.

16. For students with disabilities, a postsecondary institution eligible to participate in dual enrollment pursuant to s. 1011.62(1)(i) shall include in its dual enrollment articulation agreement, services and resources that are available to students with disabilities who register in a dual enrollment course at the eligible institution.
12. Services and Resources for Students with Disabilities. The College is an equal access/equal opportunity institution which provides effective services and accommodations for otherwise qualified individuals with documented disabilities, as mandated by The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Disclosure of a disability is voluntary in a college setting. However, if a student has a disability, it is recommended that the student register with the Campus Accessibility Resources Office if the student may need accommodations. Some of the services available include note-taking, testing accommodations, sign language interpreters, readers, scribes, and use of assistive technologies.

a. How to Request Accommodations/Academic Adjustments. Students requesting academic adjustments must provide the Campus Accessibility Resources with appropriate documentation of the disability. Documentation may be a psychoeducational evaluation, an IEP, 504 plan, and/or a letter from a qualified diagnostician/Medical Doctor that addresses the disability/medical condition and how it impacts them in the educational setting. If you do not have documentation, the Accessibility Resources Coordinator will provide you with a list of local diagnosticians. After the documentation has been reviewed, the Accessibility Resources Coordinator will contact the student. If the student qualifies for services, an appointment will be made for an initial interview to discuss the kinds of academic adjustments/support services he/she will be entitled to receive in the educational setting.

b. Documentation Guidelines. A student must satisfy the definition of a disability as established by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Section 504 defines a disability as a condition which substantially limits one or more major life activities, such as learning, walking, seeing, hearing, breathing, caring for oneself, and working. To be eligible for accommodations, a student must provide appropriate documentation of each disability that demonstrates an accompanying substantial limitation to one or more major life activities.

c. Testing Arrangements. It is a student’s responsibility to make the necessary arrangements for testing accommodations by speaking with the professor in advance of a test date. If a reader, writer, or special computer software is needed, then the Accessibility Resources Office also needs to be contacted. Testing accommodations may be coordinated for virtual testing in addition to on-campus testing.

d. Contact. For additional information, students may visit BC’s Accessibility Resources webpage at http://www.broward.edu/studentresources/disability/Pages/contact-us.aspx.