Submitter:
Agreement Effective Date: 8/1/2022

Representing:

State University: Florida Atlantic University

District(s) the Agreement(s) include
Palm Beach County Schools

Type of Dual Enrollment Articulation Agreement for Submission
Public Postsecondary Institution – School District

(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.

The Agreement shall continue for two (2) years from the date hereof unless sooner terminated as hereinafter provided and may be renewed at the end of two (2) years by the mutual consent of the parties hereto. In the event that either party desires to terminate the arrangement before the two (2) year period, notice is to be given by the party desiring to terminate to the other party in writing, but such termination shall not be effective until such time as all then enrolled students have had an opportunity to complete their prescribed program, although new enrollees shall not be accepted after receipt of notice of termination. Affirm, they do not discriminate based on race, religion, national origin, gender, age, disability, gender identity or expression, and sexual orientation.

2. A description of the process by which students and their parents are informed about opportunities for student participation in the dual enrollment program.
Guidance is given in the selection of program objectives that relate to the student's area of interest. The advice in the selection of appropriate courses for the intended program objective is given through the school counseling office. If students indicate interest in a baccalaureate degree, they are given information about the general education and prerequisite requirements that relate to their degree objective by the PBSC advisor.

PBSC and FAU provide guidance services to home education, SBPBC public/charter school students, and personnel to inform students and parents about the articulation acceleration programs and to assist them in the educational planning process. Additional guidance tools provided by PBSC and FAU may include, but are not limited to:

- Mandatory Information/Advising sessions
- FAU Optional Orientation Session
- Dual Enrollment brochures
- The SBPBC, PBSC, and FAU websites
- Middle and high school visits
- Counselor-to-counselor meetings
- Financial Aid workshops
- Local special events

Students are made aware of dual enrollment opportunities beginning in the middle school grades and each year after that, typically in the fall and spring. Information is provided through counselor presentations and conferences, school newsletters, in school and after-school post-secondary opportunity presentations, school websites, dual enrollment publications, school curriculum guides, and the annual registration process.

D. The process by which parents are notified of the option to participate:

Parents are made aware of dual enrollment opportunities through school newsletters and websites, annual curriculum guides during students' registration process, evening parent presentations on post-secondary opportunities, and dual enrollment publications.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.

Post-secondary course creditable toward an associate degree, baccalaureate degree, or a vocational certificate. Students enrolled in post-secondary instruction that is not creditable toward the high school diploma (as determined by SBPBC) shall not be classified as dual enrollments. Students shall be permitted to enroll in dual enrollment courses conducted during school hours, after school hours, and during the summer term if compatible with the high school bell schedule. Before approval of a course, the proximity to the college/university must be considered, and ample travel time must be allotted. High school seniors are not eligible for dual enrollment during the summer term at the end of their senior year. When dual enrollment courses are taught on the high school campus by a high school teacher in an adjunct status with the post-secondary institution, the faculty member will meet the post-secondary institutions' credentialing requirements. Credits earned by dual enrollment are applied to the student's transcript at the respective high school and post-secondary institutions.

All courses which meet the terms and conditions of courses that are offered by PBSC and/or FAU catalog shall be eligible for dual enrollment. Courses eligible for dual enrollment must be a minimum of three college credits; courses with two or more college credits with a 1.0 or more credit lab are acceptable. If there are corequisite courses required by PBSC and FAU, the courses must be taken simultaneously. All college courses to be taken by high school students must receive approval from the students' principals or principals' designees, or home education administrator.

A delineation of high school credits earned for completion of each dual enrollment course is available at [http://www.fldoe.org/core/fileparse.php/5421/urlt/0078403-statewide-postsecondary-articulation-manual.pdf](http://www.fldoe.org/core/fileparse.php/5421/urlt/0078403-statewide-postsecondary-articulation-manual.pdf). This list is not all-inclusive and does not prohibit the offering of other dual enrollment courses, if agreed upon by SBPBC, PBSC, and FAU. Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and Physical Education skills courses, to be offered as dual enrollment. Three-credit (or equivalent) post-secondary courses taken through dual enrollment not listed shall be awarded 0.5 high school credits, either as an elective or designated in the Dual Enrollment Articulation Agreement. All four-credit foreign language courses shall be awarded one full high school credit. Students who meet the dual enrollment eligibility requirements must be allowed to enroll in the courses referenced above if offered for dual enrollment by the local post-secondary institution, subject to space availability. This statewide list is a minimum list of dual enrollment courses that all school districts must accept for high school credit. The list provides a guarantee that specific dual enrollment courses will meet high school graduation requirements in specific subject areas; all other dual enrollment courses on the list are guaranteed high school elective credit.

Students who meet the dual enrollment eligibility requirements must be allowed to enroll in the courses referenced above if offered for dual enrollment by the local post-secondary institution, subject to space availability. This statewide list is a minimum list of dual enrollment courses that must be accepted for high school credit by all school districts. The list provides a guarantee that specific dual enrollment courses on the list are guaranteed high school elective credit.

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

Parents are made aware of dual enrollment opportunities through school newsletters and websites, annual curriculum guides during students' registration process, evening parent presentations on post-secondary opportunities, and dual enrollment publications.
Students and their parents/guardians are encouraged to develop the student's education plan and post-secondary educational objectives using www.floridashines.org automated advisement system. A delineation of the process by which students and their parents/guardians exercise their option to participate in Articulated Acceleration Programs is as follows:

• Students meet with their school counselor.
• School counselors approve eligible students, with parental/guardian permission, for accelerated programs.
• In the case of school-managed accelerated programs, the school counselor oversees the registration of eligible students for the appropriate classes.
• With parental/guardian permission, the school principal or principal's designee, with parental/guardian permission, completes and approves the appropriate forms allowing the students to enroll at PBSC or FAU. A total of eight (8) credit hours are allowed, regardless of the number of institutions attended. A total of four (4) credit hours are allowed at FAU during the summer semester, regardless of the number of institutions attended. Therefore, during summer term, a student may take up to four (4) semester hours at FAU and any additional semester hours up to a total of eight (8) semester hours at PBSC, or a student may take up to eight (8) semester hours at PBSC only while taking no classes at FAU.
• PBSC or FAU oversees the registration of the student into the approved dual enrollment course(s).
• Students must receive high school permission to withdraw from a dual enrollment course, as indicated on the withdrawal form.
• Home Education students submit a Dual Enrollment Articulation Agreement form for each term they enroll. The form is validated by the SBPBC Home Education Office before the parent/student submits it to the Dual Enrollment Office.

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

• Students in grades 6-9 must have earned four (4) high school credits with at least a 3.5 unweighted GPA, two of which must be an English Language Arts course and a mathematics course per SBPBC requirements. All other dual enrollment requirements must also be met.
• A student is limited to earning a maximum of 60 credit hours through dual enrollment. A PBSC early admission student may exceed 60 credit hours.
• Students dual enrolling at FAU must demonstrate readiness for college-level coursework. All students must take the ACT, SAT, PERT, ACCUPLACER, PSAT, or all sections of a recognized college placement test and meet the minimum scores for college readiness as determined by FAC 6A-10.0315.
• Students in grades 10-12 who are dual enrolling at PBSC and who are deficient in basic competencies in reading, writing, or mathematics, as determined by scores on the ACT, SAT, PERT, ACCUPLACER, or PSAT may enroll in college credit courses not precluded by the deficiency. Students may not earn more than twelve (12) credits before the correction of all deficiencies. Students in grades 6-9 must meet proficiency in reading, writing, and mathematics as determined by scores on the ACT, SAT, PERT, ACCUPLACER, or PSAT.
• For students enrolling in mathematics coursework, who do not have an ACT/SAT score, Florida Atlantic University has adopted a mandatory math placement exam, known as ALEKS, for incoming students. FAU is not responsible for any fees related to this exam.
• Testing must be completed before enrollment. The student, parent, or guardian is responsible for all testing fees other than one free recognized college placement test at PBSC.

Upon completion of the 2023-2024 academic year, PBSC and SBPBC will review outcomes for students under the revised test requirements policy and will make an addendum to this agreement at either party’s request to restore the requirement that students in grades 10-12 show college ready scores in all test areas prior to dual enrolling. Students participating in these programs must maintain a 3.0 unweighted cumulative grade point average in all high school academic work, must earn a grade of “C” or better in each college-level course, and/or not withdraw from any college course to continue in the program. (Students who withdraw due to exceptional circumstances may appeal to their respective high school principal after one semester.) Semester hours for dual enrollment will be limited to eight (8) semester hours in each full fall term and spring term, and not to exceed a total of eight (8) semester hours in the summer term, regardless of the number of institutions attended, however only four (4) semester hours may be taken at FAU each summer.

Students may be counted as full-time equivalent students for instruction outside the required number of school days if such instruction counts as credit toward a high school diploma. All courses must be at least three (3) credits and be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory.

6. A delineation of the high school credit earned for the passage of each dual enrollment course.
A. Electives: Current law allows for any course in the Statewide Course Numbering System, except for remedial courses and Physical Education skills courses, to be offered dual enrollment. Three-credit (or equivalent) post-secondary courses taken through dual enrollment not listed shall be awarded 0.5 high school credits, either as an elective or designated in the Dual Enrollment Articulation Agreement. All four-credit foreign language courses shall be awarded one full high school credit. Students who meet the dual enrollment eligibility requirements must be allowed to enroll in the courses referenced above if offered for dual enrollment by the local post-secondary institution, subject to space availability. This statewide List is a minimum list of dual enrollment courses that all school districts must accept for high school credit. The List guarantees that specific dual enrollment courses will meet high school graduation requirements in particular subject areas; all other dual enrollment courses on the list are guaranteed high school elective credit.

B. Weighting: SBPBC will weigh dual enrollment courses the same as Advanced Placement, International Baccalaureate, and Advanced International Certificate of Education courses when honor grade point averages (HPA) are calculated. Alternative grade calculation or weighting systems that discriminate against dual enrollment courses are prohibited.

7. A description of the process for informing students and their parents of college-level course expectations. Students will be provided a statement of the following description of Dual Enrollment, and the student and parent/guardian must acknowledge receipt and understanding of the information. Participation in dual enrollment or early admissions is a critical decision with both academic and financial implications. It is important that students and their families be informed of expectations. In addition, expectations are shared on dual enrollment brochures, SBPBC/PBSC/FAU websites, during counselor/advisor district meetings, and other college-readiness workshops. Moreover, specific expectations regarding assignments and grading are indicated on the class syllabus for each course.

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 statutorily mandated GPA requirements and requirements set forth in this agreement.

9. The registration policies for dual enrollment courses as determined by the postsecondary institution. Students and their parents are encouraged to develop the student's education plan and post-secondary educational objectives through www.floridashines.org automated advisement system. A delineation of the process by which students and their parents exercise their option to participate in articulated acceleration programs is as follows:

For SBPBC and charter school students:
- Students meet with their school counselor. Students in grades 6-8 must have permission from a District School Counseling Team member.
- School counselors approve eligible students, with parental/guardian permission, for accelerated programs.
- In the case of high school-managed accelerated programs, the school counselor oversees the registration of eligible students for the appropriate classes.
- With parental/guardian permission, the school principal or principal's designee, with parental/guardian permission, completes and approves the appropriate forms allowing the students to enroll at PBSC or FAU. A total of eight (8) credit hours are allowed, regardless of the number of institutions attended.
- PBSC or FAU oversees the registration of the student into the approved dual enrollment course(s).
- Students must receive high school permission to withdraw from a dual enrollment course, as indicated on the withdrawal form.

10. Exceptions, if any, to the professional rules, guidelines, and expectations stated in the faculty or adjunct faculty handbook for the postsecondary institution. There are no exceptions.

11. Exceptions, if any, to the rules, guidelines, and expectations stated in the student handbook of the postsecondary institution which apply to faculty members. There are no exceptions.
Dual Enrollment Articulation Agreement Submission Site

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.

A delineation of the process by which students and their parents exercise their option to participate in articulated acceleration programs is as follows:

- Students meet with their school counselor.
- School counselors approve eligible students, with parental/guardian permission, for accelerated programs.
- In the case of school-managed accelerated programs, the school counselor oversees the registration of eligible students for the appropriate classes.
- The school principal or principal's designee, with parental/guardian permission, completes and approves the appropriate forms allowing the students to enroll at PBSC or FAU. A total of eight (8) credit hours are allowed, regardless of the number of institutions attended.
- PBSC or FAU oversees the registration of the student into the approved dual enrollment course(s).
- Students must receive school permission to withdraw from a dual enrollment course, as indicated on the withdrawal form

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

At the end of each term, FAU will provide a grade roster for all students enrolled to each school dual enrollment principal/designee at the end of each semester. The roster is used to transmit the final grade. Students may access grades through PBSC or FAU's online record system.

14. A funding provision that delineates costs incurred by each entity.

Tuition and other fees: Public, Home Education, and Private School Students enrolled in dual enrollment or early admission programs pursuant to law are exempt from the payment of registration, tuition, and laboratory fees. The student may bear other fees, including parking, identification card, late fees, library fines, special course fees, etc.

Testing fees: Students are encouraged to take the Accuplacer/PERT at the institution they intend to enroll in. PBSC will offer one free recognized college placement test to each eligible high school student; students are responsible for all testing fees at FAU. Students enrolled in post-secondary instruction not creditable toward a high school diploma nor approved by SBPBC / PBSC / FAU will not be considered dual enrollment students. Students who choose to enroll in such courses must meet all standard admission requirements and shall be required to assume the cost of tuition, fees, and instructional materials necessary for such courses.

- When courses for dual enrollment or early admission are taken during the Fall, and Spring terms on FAU campuses or via online/distance education by SBPBC students, including charter school students, the SBPBC or the Charter School shall reimburse the FAU standard tuition rate per credit hour. Summer Term: Subject to an annual appropriation in the General Appropriations Act, FAU, as applicable, shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a public and home education student during the summer term.
- When courses for dual enrollment or early admission are taken by home education students, the costs associated with tuition and fees, including registration and laboratory fees, shall not be passed along to the student. Fees other than tuition, registration, and laboratory fees, including, without limitation, for parking, identification cards, late payment, and library fines, etc. shall be the responsibility of the student. HB 7055 that passed during the 2018 Legislative session removed the requirement that home school students provide their own instructional materials. However, transportation is still the responsibility of the individual student. All students must provide their own transportation.

FAU will submit an invoice to the SBPBC or the Charter School, as applicable, for SBPBC students who are enrolled in those courses/programs as of the last day of add/drop, as provided in the University Catalog. (Students who withdraw after add/drop will have a transcript record indicating "W" for a withdrawal.) FAU will invoice the SBPBC or the Charter School with a December or May due date, as appropriate.

Summer – Subject to an annual appropriation in the General Appropriations Act, FAU, as applicable, shall receive an amount of funding equivalent to the standard tuition rate per credit hour for each dual enrollment course taken by a public and home education student during the summer term.

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

Transportation to attend college level courses offered at any facility other than the high school campus shall be the responsibility of the student and/or the student's parent(s)/guardian(s.). All costs relating to the purchase of parking decals/fees are the responsibility of all dual enrollment students.
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.

If a dual-enrolled high school student wants to request accommodations for a disability (based on an Individualized Educational Plan or a 504 Plan), the following procedures will apply:

- SBPBC will provide the student with copies of the documentation verifying the disability and facilitate contact with the Center for Student Accessibility (CSA) at PBSC or the Student Accessibility Services Office (SAS) at FAU.
- The student will meet with post-secondary staff from the departments listed above to review documentation and reasonable accommodations arranged.