Submitter:
Agreement Effective Date: 8/1/2022

Representing:

State University: Florida Atlantic University

District(s) the Agreement(s) include

FAU Lab School

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 term of this Agreement shall be effective as of the last date signed by all Parties and shall continue until terminated, as provided below.

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

Both FAU and SCHOOL DISTRICT will collaborate in notifying the students of the options to participate in Dual Enrollment, and will inform students and parents or guardians of university course level expectations. SCHOOL DISTRICT and FAU shall work to inform secondary students and parents/guardians about Dual Enrollment as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking Dual Enrollment courses beyond the regular school year, the potential for Dual Enrollment courses to articulate to a postsecondary degree or certificate program, and the process by which student and parents exercise their option to participate in Dual Enrollment. Each year recruitment efforts for Dual Enrollment begin in the summer. The SCHOOL DISTRICT’s high school admissions committee disseminates information prospective students and families. During the recruitment season, Open Houses are scheduled on the College campus for prospective students interested in applying to Dual Enrollment.

3. A delineation of courses and programs available to students eligible to participate in dual enrollment.
Dual Enrollment shall be the enrollment of eligible SCHOOL DISTRICT students who meet the FAU and SCHOOL DISTRICT requirements. These students may register in college courses that are creditable toward a high school diploma and a bachelor’s degree.

2.02 The SCHOOL DISTRICT’s Student Support Team (Assistant Principal, School Counselors, and Academic Advisors) shall utilize the state’s Dual Enrollment Course Equivalency list and the wide array of college courses to provide high school students access to postsecondary curriculum. Florida Statute 1007.271(11) states that the Department of Education shall approve any course for inclusion in the Dual Enrollment Program that is contained within the statewide course numbering system. In addressing the courses and programs available to students, the Dual Enrollment Course Equivalency list is a starting point, and not viewed as limiting dual enrollment course offerings.

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

All applicants must complete an application for the SCHOOL DISTRICT. The requirements of the application are outlined in the SCHOOL DISTRICT’s Admissions Policy. Whenever appropriate and applicable, the application assists the SCHOOL DISTRICT’s Admission Committee in selecting the appropriate Dual Enrollment option for each student.

3.02 Dual Enrollment applications are completed for FAU, upon enrollment to certain schools within the SCHOOL DISTRICT, including FAU High School. The completed Dual Enrollment application must be submitted, with all necessary documents. The SCHOOL DISTRICT’s Student Support Team will confirm that the student has the appropriate GPA and is eligible to participate in Dual Enrollment.

3.03 High school seniors are not eligible for dual enrollment during the summer term at the end of their senior year.

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

If the 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 dual enrollment. However, the student may apply to enroll in FAU and pay the required registration, tuition, and fees, if the student meets FAU’s admissions requirements.

4.02 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 FAU Student Code of Conduct.

4.03 Early Admission shall be a form of dual enrollment through which eligible secondary students enroll in a postsecondary institution on a full-time basis (12 minimum to 18 maximum credit hours unless additional credit hours are approved by the SCHOOL DISTRICT) in courses that are creditable toward the high school diploma and associate and/or baccalaureate degree. Students must maintain full-time enrollment (12 credit hours) in order to continue their Early Admission status. Students seeking enrollment under Early Admission status must meet all eligibility requirements for dual enrollment listed within this document and meet FAU Early Admission requirements, including a 3.5 unweighted cumulative high school grade point average and an SAT of 1800 or an ACT of 27. Early admission students are students who are allowed to continue in the program as long as their term GPA is a minimum of 2.0. In this case, a “D” or “F” grade may be repeated for grade forgiveness with permission from the high school principal/dual enrollment designee. FAU only considers applicants for Early Admissions starting in the Fall term of the senior year. For early admission, students must maintain a 2.0 term grade point average in college level work (18-credit option students must meet GPA/letter grade requirements of their selected graduation option).

4.04 Students enrolled in postsecondary instruction not creditable toward a high school diploma (continuing education and vocational courses) shall not be considered dual enrollment students. Students who choose to enroll in such courses must meet all standard admission requirements for the courses and shall be required to assume the cost of tuition, fees and instructional materials necessary for such courses.

4.05 Special dual enrollment credit programs may have admissions requirements that differ from those stated in this Agreement. Additional eligibility criteria may apply.

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

SCHOOL DISTRICT will award appropriate credit toward high school completion for the postsecondary courses under the dual enrollment program. Student must receive such credit, upon successful completion of the course, in order to participate in the course.

7. A description of the process for informing students and their parents of college-level course expectations.
Dual Enrollment Articulation Agreement Submission Site

Both FAU and SCHOOL DISTRICT will collaborate in notifying the students of the options to participate in Dual Enrollment, and will inform students and parents or guardians of university course level expectations, including, but not limited to the following:

5.02 Dual enrollment courses must meet University curricular expectations and are at the same depth and rigor of non-dual enrollment university instruction. 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.

5.03 All dual enrollment courses must be taken for a letter grade, not Pass/Fail or Satisfactory/Unsatisfactory unless the course is ONLY offered as Pass/Fail or Satisfactory/Unsatisfactory. Students earning a low grade or “W” in a dual enrollment course may find difficulty in meeting future college admissions requirements and the qualifications for financial aid/scholarships, including the Florida Bright Futures Scholarship.

5.04 Dual enrollment students are required to abide by the same guidelines outlined in FAU’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. It is the students’ responsibility to attend all classes in which they are enrolled.

5.05 Dual Enrollment students shall be deemed a student of FAU as to the academic and disciplinary rules. While on the College campus or while performing educational requirements associated with College course work, students are subject to the rules and regulations of the College. Students must be aware of and abide by the College’s Student Conduct Code, including the academic dishonesty policy, which prohibits cheating, plagiarism, fabrication, etc.

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

On a case-by-case basis, the 3.0 GPA exception allowed by Florida Statute will be used for students interested in pursuing Academic Dual Enrollment. Without this exception the joint program would serve only high achieving students who already have numerous opportunities to excel academically. Since many of the policies relating to Dual Enrollment are not specific in statute or rule, the locally driven Agreement is the vehicle used for program specificity.

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

3.04 It is the SCHOOL DISTRICT Student Support Team’s responsibility to ensure that each student is on track regarding high school graduation requirements. Prior to the beginning of each semester, students are required to meet with their Academic Advisor for a registration appointment. Students along with their counselor/advisor develop a postsecondary educational plan. Students have individualized flexible schedules based on their individualized educational plan. Students are registered for college and/or high school academic course work based on their academic history, GPA, college placement scores, and level of maturity. Students and parents/guardians are advised about the importance of good grades. Grades from college courses are calculated and recorded on the student's college GPA and transcript, creating a permanent record that can impact future university admissions and financial aid. If students have not made sufficient academic progress, the SCHOOL DISTRICT may require the students to return to their high school of record. Upon which, SCHOOL DISTRICT will notify FAU Dual Enrollment Office.

3.05 All Dual Enrollment students are responsible for officially withdrawing from classes they are no longer attending. Students who do not officially withdraw from a class may receive a failing grade, which becomes a part of their permanent transcript records and could have a negative effect on future college admissions, scholarship opportunities, and/or financial aid.

Option and mechanism for acceleration, including the eligibility criteria, the option for taking Dual Enrollment courses beyond the regular school year, the potential for Dual Enrollment courses to articulate to a postsecondary degree or certificate program, and the process by which student and parents exercise their option to participate in Dual Enrollment. Each year recruitment efforts for Dual Enrollment begin in the summer. The SCHOOL DISTRICT’s high school admissions committee disseminates information prospective students and families. During the recruitment season, Open Houses are scheduled on the College campus for prospective students interested in applying to Dual Enrollment.

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

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 to the FAU student handbook rules, guidelines, and expectations, including without limitation the FAU Student Code of Conduct.
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.

The SCHOOL DISTRICT's Principal(s) and guidance 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.

Enrollment and registration holds may be placed on the student's account to prohibit schedule changes outside of the drop/add period.

7.04 SCHOOL DISTRICT and FAU shall work to inform secondary students and parents/guardians about Dual Enrollment as an educational option and mechanism for acceleration, including the eligibility criteria, the option for taking Dual Enrollment courses beyond the regular school year, the potential for Dual Enrollment courses to articulate to a postsecondary degree or certificate program, and the process by which student and parents exercise their option to participate in Dual Enrollment. Each year recruitment efforts for Dual Enrollment begin in the summer. The SCHOOL DISTRICT's high school admissions committee disseminates information prospective students and families. During the recruitment season, Open Houses are scheduled on the College campus for prospective students interested in applying to Dual Enrollment.

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

Grade and credit reports are available online to all students participating in Dual Enrollment. SCHOOL DISTRICT will have access to grade and credit history which is posted on individual student records. Grades for Dual Enrollment courses will be assigned according to FAU's grading policies. Grades for high school courses will be assigned using the SCHOOL DISTRICT's grading policies. The SCHOOL DISTRICT may not change a grade once assigned by FAU when posting it to the student's high school transcript, unless initiated and authorized by FAU.

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

01 Section 1007.271(17), F.S., specifies that "Instructional materials assigned for use within dual enrollment courses shall be made available to students from Florida public high schools free of charge." In addition, early admission is listed in subsection (7) as "a form of dual enrollment" so all of the same statutory provisions apply. This provision of instructional materials includes electronic access codes for these materials. This exemption for public school students from paying for instructional materials prohibits up-front payments for materials with later reimbursements regardless of student performance in the dual enrollment course.

9.02 There shall be no costs associated with tuition, registration fees or laboratory fees when the course is taken for high school credit. Fees other than tuition, registration, and laboratory fees, including without limitation, parking, identification card, late, and library fines, etc. shall be the responsibility of the student or the student's family. All students must provide their own transportation.

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

All students must provide their own transportation.

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.

In the event that a dual-enrolled high school student wants to request accommodations for a disability (based on an Individualized Educational Plan or a 504 Plan), SCHOOL DISTRICT shall provide the student with copies of the documentation verifying the disability and facilitate contact with the Office for Student Accessibility Services (SAS) at FAU. The student will meet with SAS staff so documentation can be reviewed and reasonable accommodations arranged.